

*Erin Ridge Active Adult Living  
Homeowners' Association*

**PROJECT APPROVAL GUIDELINES**

**Guidelines for the  
Application and Approval Process for  
Repair, Maintenance or  
Modification to Properties**

**Approved August 26, 2014  
Updated December 4, 2020**

**Please retain these Guidelines for future reference**

December 4, 2020

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## **EXECUTIVE SUMMARY**

Homeowners are responsible for the repair, maintenance and/or replacement of the exterior of their home and property. According to Article 2.2 of the Restrictive Covenant and Article 4.3 (h) of the Association By-Laws, approval in writing from the Board of Directors is required for any modifications or alteration to the exterior of any building or property.

These Guidelines are an update of the May 2013 Guidelines on the application and approval process for repair, maintenance or modification to properties, based on experience gained during the one year trial period that the guidelines were in effect. The Guidelines are supplementary guidance on the application of Article 4.3(h) of the Association By-Law's, as amended, and were developed in an attempt to take a practical approach that does not infringe on the rights of the homeowner, ensures that the process is not too onerous and provides the homeowner with some flexibility. A four level application and approval process has been developed to assist both the Board of Directors and the homeowners.

### **Level 1 – No Approval Required**

### **Level 2 – Approval by the Property Manager**

### **Level 3 – Approval by the Board of Directors**

### **Level 4 – Approval by Special Resolution of the Association**

If there are any questions or concerns regarding these Guidelines, please contact the Board of Directors or the Property Manager. The Board of Directors welcomes all homeowner comments and suggestions.

Paragraphs which have been amended in this edition of the Guidelines are marked with a sidebar.

## **GUIDELINES FOR APPLICATION AND APPROVAL**

### **LEVEL 1 – NO APPROVAL REQUIRED**

Level 1 items are repairs or replacements to buildings and property with like and kind materials, plus minor additions as specified below.

#### **Procedure**

1. These alterations and replacements have been approved by the Board of Directors based on precedents and then **only when original paint colours and/or original like and kind materials are used**. See original and replacement colours in Attachment 1.
2. No written application or approval is required on the following items:
  - Painting and Trim.
  - Deck repair to deck boards, stairs, railings, lattice with existing materials and colour.
  - Replacement of existing decorative rock or mulch.
  - Driveway and sidewalk mud jacking.
  - Concrete (repair or replacement).
  - Repair or replacement of existing eaves troughs and gutters and downspouts with existing colours or those specified in Attachment 1.
  - Repair or replacement of existing fascia, soffits, siding, stucco or bricks with existing colours or those specified in Attachment 1.
  - Trees & Shrubs (replacement).
  - Front door (repair or replacement).
  - Screen door (repair or replacement).
  - Garage door (repair or replacement).
  - Railings on front and back decks.
  - Door Bells.
  - House Numbers.
  - Mailboxes.
  - Outdoor light fixtures replacements for garage, front door light and back deck light.
  - Sprinkler system repair or replacement.
  - Installation of new outdoor security camera, surveillance, or monitoring equipment.
  - Installation of garden and house accessories or decorations such as patio lights, solar lights, statues, birdbaths, birdhouses and feeders, weather vanes, and hose reels.

### **LEVEL 2 – APPLICATION AND APPROVAL BY PROPERTY MANAGER**

Level 2 items are minor additions or alterations and replacements as specified below.

A written application is to be prepared by the homeowner and submitted to the Property Manager. An Application Form has been designed and is included as Attachment 2 to the Guidelines.

To expedite a processing of such requests, the Board of Directors has delegated authority to the Property Manager to review the application and provide written approval to the homeowner on behalf of the Board of Directors.

#### **Procedure**

1. A written application is to be prepared by the homeowner detailing and explaining what they wish to do and submitted to the Property Manager. An Application Form is contained in Attachment 2 which can be used for this purpose. An e-mail message to the Property Manager, Tammy Pope, KDM Management Inc. at [tpope@kdmmgmt.ca](mailto:tpope@kdmmgmt.ca) containing the same information can also be used.

2. Depending on the scope of the project, the application may also require a detailed plan, a map, a drawing, photographs, dimensions showing the location and proximity to other properties, the colour, make, model, manufacturer and start and completion date.
3. The Property Manager will review the application. If it meets the prescribed criteria the Property Manager will approve it on behalf of the Board and within ten (10) days provide written approval to the homeowner.
4. Upon completion of the project, the Board will ensure a final inspection is made to verify all requirements have been met by the homeowner.
5. The following is a list of items that can be approved by the Property Manager:
  - Installation of new air conditioners – Due to the noise levels of air conditioners the written request shall include approval from the immediately adjacent or adjoining neighbours.
  - Construction of new flower beds, decorative rock, patio bricks, patio blocks, landscape edging around trees (tree wells) within boundary. The homeowner is responsible for the ongoing maintenance of new additions or modifications.
  - Trees & Shrubs (removal) - The request should give an explanation for the tree removal, stump removal, repair to grass, etc.
  - Installation of new front door, screen door or garage door.
  - Installation of new outdoor light fixtures for garage, front door light or back deck lights. Fixtures may be of a different design than current fixtures, but must be white in colour.
  - Installation of new sprinkler system.
  - Installation of new satellite dishes.
  - Installation of new sky lights.
  - Installation of temporary canopies and screen houses.
  - Installation of lattice work around the base of decks with colours matching the deck.
  - Roof shingle replacement when shingles of a type and colour specified in Attachment 1, or that have previously been approved by the Board, are used. When replacing shingles of semi-detached units the “good neighbour policy” is highly recommended. This means that the request for shingle replacement should be a joint application by both homeowners of the semi-detached units.
  - Change of colour of Wedgewood, Blue Spruce or Navajo White colour garage doors to Albright Pure White, in accordance with Attachment 1. When changing colours of garage doors of semi-detached units the “good neighbour policy” is highly recommended. This means that the request for change of colour should be a joint application by both homeowners of the semi-detached units.
  - Deck repair, replacement with materials other than wood, or painting, in accordance with Attachment 3. Deck expansions are permitted, but may not extend beyond 10 feet from the building, not including allowances for a 3' (foot) by 3' (foot) stair landing. A permit may be required from the City of St. Albert.

### **LEVEL 3 – APPLICATION AND APPROVAL BY BOARD OF DIRECTORS**

Level 3 items are all additions or alterations not included in either Level 1 or Level 2 and which are permitted by the By-Laws of the Association without the requirement for a Special Resolution of the Association.

A written application is to be prepared by the homeowner and submitted to the Property Manager for approval by the Board of Directors. An Application Form is included as Attachment 2 to the Guidelines.

The Board will review the application and may either approve it, approve it conditionally or decline it based on the criteria specified in article 4.3(h) of the Association By-Laws.

### **Procedure**

1. A written application is to be prepared by the homeowner detailing and explaining what they wish to do and submitted to the Property Manager for consideration by the Board of Directors. An Application Form is included as Attachment 2.
2. Depending on the scope of the project, the application may also require a detailed plan, a map, a drawing, photographs, dimensions showing the location and proximity to other properties, the colour, make, model, manufacturer and start and completion date.
3. The design of the project must be consistent with, and complementary to, the general architectural theme of the community. Any multi-season, permanent addition to the main building must match the exterior of the existing building with the same type and colour of paint, siding or stucco, soffits and fascia, same building and rooflines and same roofing materials.
4. A seasonal, screened-in sunroom may be constructed on the deck of an existing building. It may be constructed with vinyl and screen walls and acrylic or metal roofing materials. The structure lines and colours shall be the same as the Building. See article 4.3(h) of the Association By-Law's in Attachment 5.
5. Where the application is for other than additions or modification to the exterior of a building, to which paragraph 7 below will apply and a neighbour or neighbours may be affected by the request, they must be provided with an opportunity to address any concerns regarding the request and their approval for the requested application must be obtained in writing. The homeowner making the request shall obtain the neighbours' approval and include it with the application.
6. The Board will review the application and either approve it, approve it conditionally (see article 4.3(h) of the Association By-Laws) or reject it.
7. When the Board conditionally approves an application for additions or alterations to the exterior of any building, in accordance with Article 4.3(h) of the Association By-Laws, it shall, within ten (10) days deliver a notice to all Members of the Association advising of the conditional approval. Any member of the Association who opposes these additions or alterations to the exterior of a building may file an appeal to the Association within ten (10) days of delivery of the notice of approval to their residence. For additional information on the Appeal Process please refer to the attached By-Law Article 4.3(h) sub-paragraphs 2.3 and 3.0.
8. The Board will attempt to provide a written response to the homeowner within twenty-one (21) days of receipt of the application provided no appeals have been received.
9. Homeowners must obtain the appropriate building permits from The City of St. Albert. All homeowners are reminded that these permits need to be secured prior to commencing any work. The project must be designed and constructed by qualified personnel.
10. Upon completion of the project, the Board will ensure a final inspection is made to verify all requirements have been met by the homeowner.
11. The following is a list of items that require a letter of application or proposal and a written letter of approval from the Board of Directors:
  - Aerials and outdoor communication devices.
  - Awnings - The written request should include approval from the immediately adjacent or adjoining neighbours.
  - Gardens, planters and brickwork – major projects.
  - Trees & Shrubs (new) - The plan should include a drawing, map or picture showing the new tree or shrub placement so that it does not hinder ground maintenance.
  - Permanent canopies and screen houses - The written request shall include the neighbours' approval.
  - Shingle replacement using architecturally designed laminated fiberglass/asphalt shingles from a manufacturer, other than one specified in Attachment 1. Such shingles must be of a similar colour and style as specified in Attachment 1.
  - Sunroom – Any sunroom shall not extend beyond 10 feet from the "building" and be no wider than 14 feet. A permit may be required from the City of St. Albert.
  - Windows and Window Wells (new).

## **LEVEL 4 – APPROVALS REQUIRING SPECIAL RESOLUTIONS OF THE ASSOCIATION**

There are some items which, according to Article 2.2 of the Restrictive Covenant and Article 4.3(h) of the By-Laws, cannot be approved by the Board. These are items such as applications for construction of fences, walls, or barriers, permanent outdoor clothes hanging devices or colour changes to soffits and fascia, stucco or vinyl siding or trim, require approval by Special Resolution of the Association. Special Resolutions of the Association must be presented at the Annual General Meeting or at a special meeting called for that purpose. See articles 1.0, 2.0 and 3.0 of Article 4.3 (h) of the By-Laws in Attachment 4.

Articles 2.2 of the Restrictive Covenant and 4.3(h) of the By-Laws also identify items which cannot be approved.

### **Procedure**

1. A written application for items which require approval by Special Resolution is to be prepared by the homeowner detailing and explaining what they wish to do and submitted to the Property Manager for review by the Board of Directors. An Application Form is included with the Guidelines as Attachment 2.
2. Depending on the scope of the project the letter may also require a detailed plan, a map, a drawing, photographs, dimensions showing the location and proximity to other properties, the colour, make, model, manufacturer and start and completion date.
3. Recognizing that time is of the essence, the Board will either present the application at the next Annual General Meeting or call a Special Meeting as prescribed in Article 3 of the By-Laws of the Association.
4. Special Resolutions require approval of not less than 75% of the members of the Association who, if entitled to do so, vote in person or by proxy.

## **OTHER RELATED ISSUES**

### **BOUNDARY FENCES**

While not a homeowner responsibility, the fences that bound the Erin Ridge Active Adult Living Homeowners' Association are noteworthy. Part of the boundary fences are wooden "good neighbour" fences. These include the wooden fences along the:

- south boundary behind #2 to #18 Enderby Crescent.
- north boundary behind #46 to #68 Enderby Crescent
- eastern boundary that is both alongside and partially behind #19 Edward Way

The "good neighbour" fences are a shared responsibility. Fence maintenance, repair and replacement are a "shared cost" between the Association and the adjacent neighbours.

Some fences abut City of St Albert property and are along common use walkways. In these cases the Association is responsible for the total cost of the maintenance, repair and replacement of these fences. These include:

- the wrought iron fence that forms the west boundary and part of the south boundary, and
- the wooden fence between #26 and #28 Enderby Crescent along the walk way to the St. Albert trail system.

For more information on homeowner involvement in the repair and maintenance of these fences and the associated procedures, please see the Fence Committee Report on the Association website at <http://www.erinridgeaallhoa.com/association-documents.html>.

# ATTACHMENT 1 – ORIGINAL TRIM COLOURS AND REPLACEMENT SHINGLES

## The Original Colours

The colours for the Erin Ridge Active Adult Living Homeowner's Association as supplied by Christenson Developments are:

- Navajo White
- Albright Pure White
- Wedgwood and
- Spruce Blue

The following specifications and codes for paint and stain from Behr (available at Home Depot) are for reference whenever there is a need to paint front doors, garage doors, painted trim, stairs or decks or to replace soffits and fascia etc.

<p><b>Behr Navajo White (creamy white)</b> SC - 157 or DP - 362</p> 	<p><b>Behr Wedgwood</b> SC - 107 or DP - 392</p> 
<p><b>Behr Albright Pure White</b> #210 Albright pure white</p> 	<p><b>Behr Spruce Blue</b> DP - 327</p> 

Please note that while colour names may change from time to time, the colour codes should remain valid. However, Behr Paint in 2019 provided the following updated information for the Spruce Blue paint colour.



.B084A-10,Spruce Blue,84/10, Original data  
SW Opposition Colors

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BEHR LVOC  
Use: Exterior  
Type: Latex  
Sheen: FLAT  
Product Line: PP ULTRA

**Size:**

**Base: 4853**

**Lighting: Daylight**

		Ounces	Shots
DL		2	317
EL		1	105
IL		1	11
KXL		8	350

### **Replacement Colour for Fascia Soffits, Eavestroughs and Trim**

The fascia, soffits and eavestrough materials colour names are different. Wayne Building Products carry Pacific Blue which matches Wedgewood and Ivy Green which matches Blue Spruce.

### **Shingle Replacement Type and Colour**

The IKO Grey Slate Renaissance shingles originally installed throughout the complex are no longer available. In 2011 and 2014 the Board advised that the following products, which are similar to the original shingles, can be used when replacing existing shingles:

1. Malarkey Roofing Products architecturally designed laminated fiberglass/asphalt shingles in Storm Grey colour,
2. BP Building Products of Canada architecturally designed laminated fiberglass/asphalt shingles in Twilight Grey colour,
3. IKO Cambridge architecturally designed laminated fiberglass/asphalt in Charcoal Grey colour, or
4. Timberline architecturally designed laminated fiberglass/asphalt shingles in Pewter Grey colour.
5. Owens Corning Duration architectural designed laminated fiberglass/asphalt shingles in Estate Gray colour.

Homeowners, who wish to install shingles from a different manufacturer, but in a similar colour and style, must obtain approval from the Board of Directors through the Level 3 Approval Process. In such cases a sample shingle must be provided with the application.

### **Garage Door and Door Trim Colour**

It has been found that the garage doors painted in Wedgewood or Blue Spruce fade much more quickly than the doors painted Albright Pure White. Also, some houses with Navajo White trim had Albright Pure White garage doors originally installed by the developer. After due consideration, the Board has decided to provide homeowners, who have Wedgewood, Blue Spruce or Navajo White trim on their houses, the option of changing the colour of their garage door to Albright Pure White or using the colour of the remainder of the house trim. When the colour of the door is changed to Albright Pure White, the colour of the door trim must be left in the original colour.

## **ATTACHMENT 2 - APPLICATION FOR PROJECT APPROVAL**

Erin Ridge Active Adult Living Homeowners' Association

### **Application for Project Approval**

(Submit to Property Manager)

Submission Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Work to be done by: Self \_\_\_\_ or Contractor \_\_\_\_

Address: \_\_\_\_\_ Expected Completion Date : \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address \_\_\_\_\_

Summary: Project Description

(Attach Project information as necessary)

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#### For office use only

Date received \_\_\_\_\_

Approval Level: Level 2    Level 3    Level 4

Approved By \_\_\_\_\_

Date of Approval: \_\_\_\_\_

\_\_\_\_\_

City permits required: Yes \_\_\_\_ No \_\_\_\_

This Approval is subject to the conditions specified on next page.

Completion Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_ date \_\_\_\_\_

**This approval is subject to the conditions as checked off below:**

	The project is to be completed using the design and materials specified in the Application for Project Approval.
	The tree/shrub is to be removed and grass seed placed to restore the area to lawn.
	The tree/shrub is to be removed and replaced with a new tree/shrub as specified in the Application for Project Approval.
	Erin Ridge Active Adult Living Homeowners' Association does not assume any responsibility for maintenance of the modification.
	Your heirs, rights and assigns are to be made aware of their responsibility as it pertains to the repair and maintenance of the modification.

## **ATTACHMENT 3 – REPLACEMENT OF DECKS AND EXTERIOR MODIFICATIONS**

At the 2013 AGM a Special Resolution was passed granting the Board authority to grant conditional approval pursuant to Article 4.3 (h) of the Association By-Laws, to a homeowner's request to replace the existing wood deck stair and deck railings with a metal and glass components. This request has since received full approval. Previously the Board had granted approval to another application to replace the wood decking with composite material of a similar colour. These precedents will be used by the Board when reviewing applications to replace wood decks with modern materials.

At the 2015 AGM a Special Resolution was passed incorporating the above principles and also addressing the situation where composite decking, metal or glass railings and metal or composite stairs are not available in the original colour of the deck. The amendment reads as follows:

*Wooden decks may be replaced with composite decking and metal or glass railings. Also, wooden stairs may be replaced with metal stairs or stairs with metal stringers and composite treads. Where such materials are not available in the original colour of the deck, complementary neutral tone decking, and stairs and white railings may be used.*

A Special Meeting of the Association on June 25, 2018 approved the following amendment to the Association By-Laws:

*Wooden decks may be replaced with wood decking and stairs treads stained in natural colour and wood, metal or glass railings finished in white. In such cases the perimeter of the deck and stairs stringers shall also be finished in white.*

As part of that endeavor, it is expected that the functionality of the privacy walls will be maintained by the use of either opaque glass or lattice work in dimensions similar to existing privacy walls and in white as the new railings. Also, it is expected that when white railings are installed on decks where the colour of the existing deck is other than white, the existing colour will be painted over in white to match the new railings.

In reviewing such application, the Board will consider each application on a case by case basis and strive to maintain architectural integrity of the community while permitting the use of modern building materials in a tasteful manner.

## **ATTACHMENT 4 - THE PROPERTY MANAGER**

Tammy Pope  
KDM Management Inc.  
#103, 205 Carnegie Drive  
St. Albert, AB  
T8N 5B2

Office Hours - Monday - Friday 8:30 AM to 4:30 PM

Phone: 780-460-0444 extension 349

Fax: 780-460-1280

e-mail - [tpope@kdmmgmt.ca](mailto:tpope@kdmmgmt.ca)

## **ATTACHMENT 5 – ASSOCIATION BY-LAW ARTICLE 4.3 (H)**

By-Laws Article 4.3(h) was approved at the Special General Meeting of the Erin Ridge Active Adult Living Homeowners Association, held in the City of St. Albert, on the 15<sup>th</sup> day of December 2005 and subsequently amended to read:

"4.3(h) To grant approvals for modifications concerning Article 2.2 of the Erin Ridge Active Adult Living Homeowners' Association's Restrictive Covenant, Easement and Encumbrance Agreement hereinafter referred to as "Article 2.2", subject to the following Policy, Procedures, and Appeal Process:

### **1.0 Policy**

- 1.1. Applications for landscape modifications and gardens, under Article 2.2(d) and outdoor communication devices or other satellite dishes, aerals, air conditioners or similar devices as per Article 2.2(g) will be approved by the Board based on precedents;
- 1.2. Applications for construction of fences, walls, barriers or structures other than the Building as per Article 2.2(c), or for permanent outdoor clothes hanging devices as per Article 2.2(g) will not be entertained except by Special Resolution of the Association;
- 1.3. Applications for additions or alterations to the exterior of any Building as per Article 2.2(b) will be assessed and approved based on precedents and the following criteria:
  - a) The design of the project must be consistent with, and complementary to, the general architectural theme of the community;
  - b) Any multi-season permanent addition to any Building must match the exterior of the existing building. That is the same type and colour of siding or stucco, same building and rooflines and same roofing materials;
  - c) A seasonal screened-in sunroom may be constructed on the deck of the Building. It may be constructed with vinyl and screen walls and acrylic or metal roofing materials. The structure lines and colours shall be the same as the Building. Any sunroom shall in no event extend beyond 10 feet from the "Building" and be no wider than 14 feet;
  - d) Wooden decks may be replaced with composite decking and metal or glass railings. Also, wooden stairs may be replaced with metal stairs or stairs with metal stringers and composite treads. Where such materials are not available in the original colour of the deck, complementary neutral tone decking and stairs and white railings may be used.
  - e) Wooden decks may be replaced with wood decking and stairs treads stained in natural colour and wood, metal or glass railings finished in white. In such cases, the perimeter of the deck and stairs stringers shall also be finished in white.
  - f) Deck expansions are permitted, but may not extend beyond 10 feet from the Building, not including allowances for a 3' (foot) by 3' (foot) stair landing;
  - g) The Homeowner is responsible for ensuring all necessary permits are obtained and all municipal, provincial and federal requirements are satisfied. The project must comply with all requirements of the Restrictive Covenant, Easement and Encumbrance Agreement, and not contravene any By-Law of the Association;

- h) The project must be designed and constructed by appropriately qualified personnel and must comply with all applicable building codes;
- i) The Homeowner must agree to pay for all costs to repair any damages to any neighbour's property as a result of the project;
- j) Ongoing maintenance of the alterations or additions to the Building will be the responsibility of the Homeowner and future Owners of the property; and
- k) In case of alterations or additions to a semi-detached Building the Homeowner shall provide a letter of risk management to the adjoining Homeowners.

## **2.0 Procedures**

The following procedures shall apply for processing applications for approval of additions or alterations to the exterior of any Building as per Article 2.2(b):

- 2.1 The Homeowner submits a proposal to the Board outlining the intent and extent of the project. In order to receive conditional approval the applicant commits to satisfying the criteria outlined in Article 1.3 of this Policy;
- 2.2 Once conditional approval is obtained, the Homeowner is required to prepare a detailed plan demonstrating all of the conditions and criteria will be met. The Board will review the detailed plan and, if satisfied may approve the project. Such approval will take effect twenty-one (21) days after the issue, provided no appeals have been received;
- 2.3 When the Board approves an application for additions or alterations to the exterior of any Building as per Article 2.2(b), it shall within ten (10) days deliver a notice to all Members of the Association advising of the approval;
- 2.4 The Homeowner shall ensure the contractor and all persons involved are briefed and fully understand the scope and limitations of the project and no deviations are permitted; and
- 2.5 Upon completion of the project, the Board will ensure a final inspection is made to verify all requirements have been met. Any costs associated with the final inspection shall be borne by the Homeowner. It will be the Homeowner's responsibility to immediately correct any deficiencies identified in the final inspection.

## **3.0 Appeal Process**

- 3.1 A Homeowner whose application is rejected may file an appeal to the Association;
- 3.2 Any Member of the Association who opposes the approved additions or alterations to the exterior of a Building may file an appeal to the Association within ten (10) days of delivery of the notice of approval to their residence;
- 3.3 Appeals must be filed in writing and will be presented at the next Annual General Meeting or at a Special Meeting of the Association convened under By-Law 3.2(a);
- 3.4 A copy of the written appeal(s) and a notice of a meeting shall be delivered to each member of the Association twenty-one (21) days in advance of the meeting of the Association; and
- 3.5 The appeal will be decided by a Special as specified in the Alberta Societies Act.

## **ATTACHMENT 6 – LIST OF REFERENCES**

For additional information please refer to the following references that were used in the preparation of this document.

- Alberta Societies Act Certificate of Incorporation. The Erin Ridge Active Adult Living Homeowners' Association was incorporated in Alberta on 2000/03/01
- Easement and Restrictive Covenant September 29, 2000
- Erin Ridge Active Adult Living Homeowners' Association By-Laws February 18, 2000
- Special Resolution By-Law 4.3 - Approved September 14, 2004
- Special Resolution By-Law 5.3 - Approved September 14, 2004
- Special Resolution By-Law 4.3 - Approved October 14, 2015
- Special Resolution By-Law 4.3 – Approved June 25, 2018