

*Welcome to*

*Erin Ridge Active Adult Living*

*Homeowners' Association*



<http://www.erinridgeaalhoa.com>

# ERIN RIDGE ACTIVE ADULT LIVING HOMEOWNERS' ASSOCIATION NEW HOMEOWNER INFORMATION

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**Property Manager: KDM Management Inc.**  
#103, 205 Carnegie Drive, St. Albert, AB T8N 5B2  
Office Hours: 8:30 a.m. to 4:30 p.m. Monday - Friday  
Telephone: 780- 460-0444 - Fax: 780-460-1280  
**Property Manager: Tammy Pope Phone: 780-460-0444 Ext. 349 Email:**  
[tpope@kdmgmt.ca](mailto:tpope@kdmgmt.ca)

## **Board of Directors**

**Peggy Corner - President**  
**Lynne Perry - Vice President**  
**Larry Bodnarchuk - Secretary**  
**Jody Reekie - Treasurer**  
**Irene Clark - Director**  
**Bob Gabourie - Director**  
**Clemens Imgrund - Director**

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## **Welcome to Erin Ridge Homeowners' Association (HOA)**

We are pleased you have decided to purchase a home in our community. The complex was developed by Christensen Developments in 2000. We all take pride in our community and sincerely hope you will enjoy living here as much as we do. The adult community consists of 63 individually owned homes united by a Restrictive Covenant on each property, which assures the architectural integrity and nature of the community, and Bylaws which govern the activities of the Association.

This information package is intended to provide some basic information on the complex and the Homeowners' Association. Included in the package are copies of the:

- Restrictive Covenant,
- Association By-Laws,
- Project Approval Guidelines,
- Project Approval Form,
- Tree Care Policy,
- Resident Information Form,
- Electronic Fund Transfer Form, and
- Owner Authorization to Receive Notices and Information by Email Form.

The first five documents, and further information, are posted on the Erin Ridge Active Adult Living Homeowners' Association website at <http://www.erinridgeaallhoa.com>. On the website you will also find newsletters which are produced periodically by a group of volunteers to provide information of interest to the community.

As you work your way through this information, if you have any questions, do not hesitate to contact any of the Board Members.

## **What Is a Homeowners' Association?**

A Homeowners' Association is created by a Restrictive Covenant and By-Laws incorporated under the Societies Act (Alberta). Our Association was created by the developer prior to the sale of any property. A Board of Directors, who is responsible for the management of the Association, is elected at the Association Annual General Meeting. The Board has entered into a contract with a property management company to manage the day to day affairs of the Association. Our current property manager is KDM Management Inc. #103, 205 Carnegie Drive, St. Albert, AB, T8N 5B2.

The burden of the Restrictive Covenant, and the By-Laws, and the benefits run with each lot and stay on the title for 80 years. For example, the incorporating document allows the Board of Directors to contract to maintain your fences and yards and your burden is that you must leave the property as it was built. The term "rental charge" as defined in the By-Laws, is the source of the funding for the responsibilities of the Homeowners' Association. These "rental charges" are in fact the monthly fee assessment all Homeowners pay at the first of each month. The rent charges are due on the 1<sup>st</sup> day of the month. A Homeowner is assessed interest on outstanding rent charges at 15% per annum.

## **Repair, Maintenance and Alteration of Property**

We each own our home and property and are responsible for its maintenance. At the same time, there are restrictions applicable to repair, maintenance and alteration of property. Article 2.2 of the Restrictive Covenant cites a number of restrictions that apply to Homeowners and their properties, including prohibition of things such as keeping livestock or poultry, or construction of fences, construction of other buildings on the lot etc. The Article also cites modifications which can be approved by the Approving Authority. Section 4.3 of the By-Laws then provides the Board of Directors with powers, including approval of certain modification to the properties. The *Project Approval Guidelines - Guidelines for Application and Approval Process for Repair, Maintenance or Modification to Properties* provide a framework for managing such approvals. That document explains what modification can be made and the associated approval process. Before undertaking even minor landscape modifications or alteration to the exterior of the building, Homeowners should review the document. Major maintenance issues are also addressed in the Guidelines.

Homeowners wishing to undertake repairs, major maintenance or alteration of property are required to submit an application (a form is in the Guidelines) along with an explanation of what they wish to do and forward the application to KDM Management Inc. at the address noted above. The request will be considered for approval in accordance with the Guidelines.

## **Grounds Maintenance**

Section 4.2 of the By-Laws identifies the powers of the Association that shall be enacted by the Board of Directors on behalf of the Homeowners. One of the Board responsibilities is to contract landscape maintenance and removal of snow from driveways and sidewalks. Grass is cut once a week and snow removal is done when required.

## **Other Homeowner Responsibilities**

Please note: it is the individual Homeowner's responsibility to replace dead trees, water grass, and replace any dead sod on their respective property. Removal or replacement of trees and modifications to landscaping are addressed in the *Project Approval Guidelines*.

It should also be noted that the Homeowners' Association is not responsible for removing snow from the roof areas; this is the individual Homeowner's responsibility.

## **Municipal Permits for Modifications**

Homeowners should be aware that having received approval for an exterior modification from the Board of Directors, in accordance with the By-laws and Restrictive Covenant, does not permit them to proceed with the construction without having secured the appropriate Municipal Building permits. Board approval for modifications does not exclude Homeowners from securing the applicable permits from Municipal, Provincial or Federal agencies. All Homeowners are reminded these permits need to be secured prior to any work commencing.

## **Garbage Containers**

Residents are requested to please keep their garbage containers in their garage.

## **Property Boundaries**

While there are no boundary fences between individual lots, residents of Erin Ridge are asked to please respect their neighbour's property.

## **Pets**

All Homeowners are reminded your pet should be on a leash and not allowed to roam freely on your neighbour's property. By-Law 2.2 (f) (ii) states:

*"the pet must be in the custody of a responsible person and on a leash unless it is in the Unit or on the Homeowners' lot;"*

## **Estoppel Certificates**

If you are selling your home your Solicitor should order an Estoppel Certificate from KDM Management Inc., as part of the sale process. An Estoppel Certificate is a legal document identifying your Lot, Block and Plan numbers, as well as confirming the monthly rental fee and verifying the status of your account. This certificate is endorsed with the Homeowners' Association seal. Homeowners who are selling their home should make their Solicitor aware there are monthly fees assessed; therefore, an Estoppel Certificate is required.

## **Rental of Properties**

Any Homeowner renting their Unit at Erin Ridge is required to inform KDM Management Inc. of a contact name and phone number for the renters. This is done through filling out a Resident Information Form available at KDM office. The Homeowner of the Unit is also responsible for making sure their tenants are aware of the By-Laws of the Association.