

Halifax County Condominium Corporation No. 92

64 Cumberland Drive
PO Box 21051, RPO Cole Harbour
Dartmouth, NS B2W 6B2



Memo

Date: August 21, 2024

Re: WELCOME / BUILDING REMINDERS - 64 CUMBERLAND DRIVE

The Board of Directors welcomes you to your new home. Our residents are all very proud of our building and we hope you find it to your liking. As we are a privately run corporation, we hope the following information will assist you with any questions you may have.

Moving In / Out

All moves in and out of the building are to be coordinated with a Board member (Steve Cooper) and are to occur within the hours of 8:00 a.m. and 8:00 p.m. Any moves outside of this time frame are to be approved by the Board. As there is only one elevator in the building, it cannot be placed on hold for moves as residents need to have the use of the elevator at all times. We ask that you take the proper precautions when moving so as not to cause damage to any of the common areas. Please note if damage occurs to the common areas, the owner must report same to a Board member and is responsible for the cost of any repairs.

Condominium Fees

Condominium fees are \$280.00 per month, payable by pre-authorized debit to HCCC 92. David Crowell will require a void cheque or pre-authorized form as soon as possible prior to moving in.

Front / Back Entrances

Vehicles are not permitted to park for extended periods at either the front or rear entrances of the building (other than for loading / unloading or moving vans). The front entrance in particular needs to be kept clear for emergency vehicles at all times. The Board also asks that you please refrain from idling vehicles while parked at either the front or rear entrance to reduce noise and gas emissions from entering units on the rear side of the building.

Owner / Tenant Information

The Board maintains a list of all owners and tenants in the building for emergency purposes and we ask that you provide Deanna Wentzell with the following information prior to move in:

- (a) Full names of all people residing in the unit (and ages of children if any);
- (b) Contact information including email and phone number(s);
- (c) Emergency contact information including full name, email and phone number(s);
- (d) If you have any pets (cats only and to be approved by the Board). Dogs are not allowed on the property except for short visits and no overnight stays are permitted; and
- (e) Make and model of vehicle, if any.

Declaration and By-Laws

The Board recommends that you familiarize yourself with our Declaration and By-Laws, together with all amendments, so as to better understand the rules and restrictions associated with condominium living as you are now part owner of the building and common areas. If at any time you would like copies of these documents, please contact Charlene Brannen.

Intercom

The intercom located in the lobby is programmed to ring to either your landline or cell phone. Note: If you have a long-distance number, it is not compatible with the intercom system. Your number will be set up by Dave Crowell shortly after move in. To allow a

visitor entrance into the building, press "9" on your phone. We ask that owners and tenants be conscious not to allow telemarketers, etc. into the building.

Common Areas / Housekeeping

As noise travels easily in the building, please be mindful of same in the common areas including hallways, elevator and stairwells so as not to disturb other residents. Where possible, the use of washers, dryers, dishwashers and vacuums should take place within the hours of 8:00 a.m. and 8:00 p.m. In addition, please be mindful of the loud playing of music while entering and exiting the parking lot.

Parking Lot

Each condominium unit includes one (1) parking spot. You will be assigned a spot prior to moving in by Charlene Brannen. As the parking spots are not large, we ask that you please be respectful and park within the lines so as not to crowd out the vehicle(s) on either side.

For safety reasons, as there are two entrances to the parking lot and as it is also shared with the residents of 2 Colby Drive, we ask that a speed limit of 10 km be adhered to when driving in / out of the lot.

In winter months, our parking lot is fully plowed usually within 24 hours after a snowfall on the following day, however this can vary depending on weather. You are required to move your vehicle to the church parking lot on Colby Drive. Parking in the visitors' lot during snow removal is not permitted. You will be notified via email / text message prior to the arrival of the plow. Kindly do not return to the parking lot until the plow has completed their work, usually within 1½ - 2 hours. This impedes the ability of the plow operators to do their job properly.

Fire Safety

If anyone in your unit requires assistance existing the building in the event of an emergency, or you would like any pets listed for emergency personnel, please advise Charlene Brannen.

The muster point for the building is located next to the smoking bench at the far-left top corner of the parking lot. If you have mobility issues, etc. please gather at the top of the visitors' lot. Please do not congregate in the main lobby or near the front / back entrances blocking access for emergency personnel.

Insurance

Owners are responsible to have the proper insurance in place for your unit, specific to condominium buildings.

Designated Smoking Area

The building is 100% non-smoking (including marijuana) as per our Declaration, which also applies to balconies. There is an outdoor designated smoking area set up in the far-left top corner of the parking lot. Please dispose of your smoking materials in the receptacle provided.

Garbage Disposal / Recycling

- (a) Please dispose of all garbage and recyclables in the proper bins – blue bags for recyclables and clear bags for garbage;
- (b) A black bin for refundables is located inside the building near the stairwell at the rear entrance;
- (c) A blue bin is located next to the common room for disposal of paper materials including flyers, etc. from mailboxes;
- (d) Any garbage that cannot fit into the large green dumpster is not to be left outside, ie. furniture, mattresses, air conditioners, hot water tanks, etc. including any renovation debris. The owner (or tenant) is personally responsible for removal of same off-site; and
- (e) Plastic bags of any kind are not to be used in the green compost bins.

Storage Units

There is a small storage unit located on the 2nd, 3rd & 4th floors located to the right of the elevator. Please read any notices regarding storing items, in particular on the 4th floor as clear access is required at all times. The storage units are not locked. NOTE: For residents on the 1st floor, there is limited storage available under the stairwell at the rear entrance across from Unit #110.

Bulletin Board / Complaints

There is a bulletin board located in the front entrance near the elevator containing information including a list of tradespeople and business cards, as well as complaint forms. A completed complaint form can be given to any Board member.

Website and E-mail Address

The website for HCCC 92 Condominium Corporation can be found at <https://www.condohccc92.ca>. Information such as our governing documents, tradespeople contacts, Annual General Meeting minutes, requests for maintenance form, etc. can be found on the website. Our e-mail address is condohccc92@gmail.com.

Current Board Members

Steve Cooper – President

Dave Crowell – Treasurer

Deanna Wentzell – Secretary

Cliff Flint – Board Member at Large

Charlene Brannen – Board Member at Large (Parking, Fire Safety, Declaration & By-Laws).

If you have any questions or concerns, please do not hesitate to reach out to any Board member (contact information is available at the front entrance of the building).

Sincerely,

**Board of Directors
HCCC #92**