

Northgate Terrace Condominium Corporation

P.O. Box 71038, 9308 – 137 Ave

Edmonton, Alberta

T5E 6C2

(780) 988-3539

Email: [northgateterrace337@gmail.com](mailto:northgateterrace337@gmail.com)

Dear: New Owner:

The Board would like to take this opportunity to welcome you to our complex and to give you some important information you should find helpful.

You should have received a copy of our bylaws to become familiar with when you purchased your unit. If not, let us know and a copy will be sent to you. The Corporation's phone number is 780-988-3539 (voice mail). You may phone with any questions or request that you might have. Please leave your name, unit number and brief message with your concerns, so that the appropriate board member can respond. Please take into consideration that the Board is an owner – operated and all members are volunteers. Please allow for time for a response to occur.

There is also a Corporation mailbox located at 337 Northgate Terrace – please note the residents of this unit are not Board members.

Condominium contributions are due on the first day of each month and if not received by the fifth day of the month, a late fine of \$20.00 is assessed and interest is charged. Payment is required by direct debit only. Condominium contribution for your unit is \$ 193.35 per month. Please complete the Pre-authorized debit plan form (attached) and deposited in the Corporation's locked mailbox at 337 Northgate Terrace or mailed to the above address.

Written permission from the Board is required to any alterations – interior or exterior – before the work is started. Any requests for maintenance (exterior or foundation) should also be in writing and sent to the Corporation as indicated.

The units in the complex are wired using aluminum wiring which requires some specific maintenance. Every 3 to 5 years, an electrician should be contacted to inspect the wires and the power box found in the basement. The electrician should be able to inform you whether some cleaning and tightening at the connections are required.

Please keep in mind that condominium living naturally puts us in a close proximity with our neighbors. We all share common walls and fences with other units. Tolerance of and consideration of our neighbors is something that should be remembered.

The fenced yard attached to your unit is for your exclusive use. You may plant or landscape there as you choose, except for the planting of large trees or heavily rooted bushes near your foundation. Lawn care, weed control and snow shoveling within the fenced yard are your responsibilities. You are expected to maintain your yard in a clean and presentable manner. The Corporation maintains all the other walks and lawns. There is an existing garden area in the front of your unit, you may set out planters or plant ornamentals if you wish.

Satellite dish is permitted by the Corporation under the following conditions:

The satellite dish is not larger than 32 inches

The satellite dish must be inside the fenced area associated with your unit. The dish must not be attached to the building or the fence. It may be installed on a 4" x 4" post which is painted white or gray and is shorter than the fence. The dish and the support must not show above any part of the fence.

**Siding:**

All barbeques must be placed 5 to 6 feet away from the siding when in use. Any unit with damage to the siding as a result of barbeque placement will result on repairs at the unit owners expense.

Nothing can be attached to the exterior walls of the unit, this includes garden hose holders, hanging flower brackets & Christmas lights. Attaching anything to the siding that will damage the siding will result in repairs at the unit owner's expense.

Flower baskets can be attached under the overhang of the windows, and plastic clips are available to attaching Christmas lights to the siding that are designed to prevent damage.

Gravel boxes are located next to the garbage enclosures for your use if necessary, during the winter.

There are a few visitor parking stalls available for **quests** only. Please ensure that your visitors are not parked in the driveway or another owner's stall. The Corporation does have Bylaw Enforcement Officers in site who will ticket violations. You may request a guest parking pass at unit 340 if you have visitors over 48 hours

With your unit, a parking stall is included for your exclusive use. If you have more than one vehicle for your unit, then you are required to park all other vehicles on the street. The Bylaw Enforcement Officers on site will ticket any owner or resident who parks in visitor parking stall.

Garbage enclosures are located in each parking lot and are for normal household garbage only.

Furniture and large items are to be disposed of by the owner or resident at the dump as required by the City of Edmonton. The condominium association arranges big bins for disposal of large household items a couple of times per year (typically spring and fall) and all owners are welcome to use the bin.

Please ensure that all normal garbage is bagged and tied before placing into the bin. There are presently two pick up days for the complex – Mondays and Thursdays.

If you have a pet or intend to get one, you will need to write to the Corporation to obtain a written letter of permission to keep in your records. Your request must include:

- A description of the pet (photo if possible)
- Proof of licensing of the pet (if required by the City of Edmonton)
- Your written agreement that:

The pet will be leashed/caged at all times when it is on common property

The pet will be accompanied by a responsible adult when it is on common property you will immediately pick up any defecation left by pet

The pet will not create a nuisance, noise or disturbance to any of the surrounding owners or residents.

You will be responsible for all damage done to the common property by the pet if directed to by the Board; you will remove the pet from the unit and the premises. The Board may not approve every pet request. There the Board becomes aware that the pet has caused damage to the common property or another unit, or the owner has breached the owner's pet agreement, the Board may require the owner to remove the pet.

The fire insurance carried by the Corporation covers the common property only – that is, the structure from the unpainted side of the drywall out. Your insurance should cover all personal and household belongings, as well as all improvements or upgrades from the original plan.

The center courtyard common property is for use by all owners, residents and visitors. Children are welcome to play in the area, but games of soccer, baseball and hockey are not permitted because the areas is not large enough and there is potential for damage to surrounding units. There is ample room for these activities at the fields across the street by the schools.

The Annual General Meeting is held in November of each year and a notice will be out informing you of the details. Your attendance and opinions are valued, as the decisions made at these meetings affect us all.

The Corporation trusts this letter answers some of your questions. Please do not hesitate to call or write if you need further information or wish to speak with a Board Member.

Sincerely,

The Board of Directors  
Northgate Terrace Condominium Corporation

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