

**HALTON CONDOMINIUM CORPORATION NO. 314**  
**3499 Upper Middle Road, Burlington, ON L7M 4M7**



**FALL / WINTER 2021**

On behalf of your Board of Directors of Halton Condominium Corporation No. 314, we would like to take this opportunity to welcome all new owners and residents to the complex.

**YOUR BOARD OF DIRECTORS**

Christina MacCallum – President  
Alex Kuffert – Treasurer  
Paul Gilbert – Director  
Susan Probert – Director



**ANNOUNCEMENT - WEBSITE:**

The Corporation has a website where owners can book the elevators, request status certificates, obtain forms and access important Corporation information 24 hours per day, 7 days per week. You can even submit a maintenance request by simply selecting the “Questions or Problems? Contact Us” section. The website address is [www.walkerssquare314.ca](http://www.walkerssquare314.ca).

**A WORD ABOUT CONDOMINIUMS:**



For a Condominium Corporation to be successful, it is important that homeowners, tenants and their respective households be familiar with the Corporation’s By-laws and Rules. As a member of your Condominium community, you are obligated to accept and abide by the various Rules and Regulations that have been implemented for your individual benefit and for the collective benefit of your neighbours. The Rules and By-laws are structured to protect Unit Owners’ investments. As a Unit Owner, you are responsible for the conduct of your tenants, your guests and visitors. Your Board of Directors and the Property Manager are governed by statutory obligations to address reported violations of the Rules and to enforce compliance when it is deemed necessary. If you have a question or concern regarding your Corporation’s Rules and Regulations, you are encouraged to contact the Property Manager who will communicate any such information to your Board of Directors.

**QUESTIONS & CONCERNS:**

The Board, while not insensitive to your concerns, has a policy that they not become involved in the day to day operations of the Corporation. If you have any concerns that are not the owner’s responsibility to repair or maintain, visit our website at: [www.tagmanagement.ca](http://www.tagmanagement.ca) and fill out the convenient online maintenance request form, or contact your Property Manager, Pamela Larmand at: 905-333-5506 ext. 36, or by email: [Pamela@tagmanagement.ca](mailto:Pamela@tagmanagement.ca). Please put your request in writing and submit it to the Management Office and it will be dealt with at the next Board of Directors Meeting (Management provides copies to the Directors with their meeting package, therefore the sooner you send your correspondence the better).

**AFTER HOURS EMERGENCIES: FIRE, FLOOD OR PERSONAL INJURY, CALL 1-877-606-3734**

**CONDOMINIUM FEES:**

You should be aware that if you allow your Condominium fees to go three months in arrears, the Condominium Act requires a lien to be placed on title. All legal costs associated with a lien are the responsibility of the Unit Owner and will be added directly to your Common Element fee. Any monthly fees which are not paid on the first of the month will be subject to an arrears late fee of \$20.00 per month and NSF cheques and unpaid Pre-Authorized Payment (PAP) are subject to a \$45.00 administration fee.

**HVAC & DRYER VENTS:**

All homeowners should be reminded to check their hot water heaters for any leaks. Damage resulting in a problem with the hot water heaters is the homeowner’s responsibility to repair, including leakage into other units. All furnace filters should be changed in the spring & fall. It is recommended that you clean your dryer vents on a regular basis. A safety practice recommended by the Fire Department recommends that you do not leave the dryer running when you are not going to be home as an unattended dryer has been the cause of many fires.

**SNOW REMOVAL:**

As the majority of the residents may be aware, Amber Valley Landscape has been contracted for the grounds maintenance. The roadways and visitor parking are cleared by your Joint Services snow contractor. Please make sure to leave the roadways clear for the snow plows.



## **GARBAGE:**



Please ensure that household garbage is securely tied at all times. Please do not put cat litter in the garbage as this is unsanitary – this should be deposited into the special bin labelled and provided downstairs in the recycling room. **AT NO TIME IS GARBAGE TO BE DEPOSITED IN THE UNDERGROUND GARAGE.** If you have a large pick-up item you will be responsible to make arrangements with the City of Burlington and the item must

be stored in your locker unit until pick-up. It is costing the Corporation to remove items left on the common elements. However, in order to assist residents of disposing of bulk waste, the Corporation has organized a bulk waste bin for the residents to dispose of bulk items in the spring and fall. This schedule will be posted on the board at the entryway.

## **CHRISTMAS DECORATIONS:**

Festive lights are permitted on the exclusive common elements during the holiday season provided that they are removed by March 1st. Lights must be attached with clips only. Any damage to the railing is the homeowner's responsibility.

## **ELEVATORS:**

This is a reminder to residents not to hold open the elevator doors as this causes problems with the functioning of the doors.

## **VISITOR PARKING:**

If you have an overnight visitor, this visitor must park on the west side of the building. We ask that you keep the front for emergency vehicles or drop-in visitors. Please note that you are required to obtain a permit for a visitor staying longer than one night. Please obtain this permit from the Property Manager.



## **PETS:**



Please ensure that animal droppings are removed from the common elements immediately. Please ensure that when walking your pet you “**Stoop and Scoop**”. Pets are not to be roaming the property without a leash or unattended as stated in the Rules and Regulations of the Corporation. Please ensure that if your pet has an accident in the common area, corridors, elevators, or staircases, you clean up after them immediately.

## **UNDERGROUND GARAGE PARKING:**

For security reasons, it is recommended that you wait at the top of the underground parking garage entrance to confirm the garage door is closed and wait until it is closed before parking in your spot once in the underground. This is a reminder that all underground parking spots **MUST** be kept clear of debris. Items left in these parking spaces will be disposed of at the owner's expense.

## **RESIDENT INFORMATION / TENANT UPDATE:**

Please advise your Property Manager when you change any of your contact information. This information assists in maintaining current records, and permits contacting a Unit Owner or tenant if necessary. Please note that all Unit Owners are required under the Condominium Act to register their tenants with the condominium corporation. Please fill out a Leasing Covenant, Form 5 and Personal Data Sheet. You can obtain these forms by contacting the management office.

## **INSURANCE:**

**The Condominium Corporation is responsible for insuring the following:**



- The Building(s) and units as per Builders specifications however, excluding the portion of each unit the Unit Owner is responsible, as defined from an insurance standpoint;
- Personal Property of the Corporation, but excluding the Personal Property of the Unit Owners;
- Liability against the Legal Liability imposed by law, as the result of Bodily Injury and Property Damage, arising out of the Corporation's activities as a condominium. This coverage is extended to provide coverage on behalf of the individual Unit Owners but only with respect to their interests in the common elements of the Condominium;
- Boiler & Machinery coverage as required by the Condominium Corporation.

**Your Insurance responsibilities as a Unit Owner are as follows:**

- Personal Property – i.e. Furniture, clothing, all personal effects stored in lockers, etc.;
- Improvements or betterments made to the unit. Corporation insurance will cover only the standard units as defined and covered by the Standard Unit By-law of your Corporation. Please refer to the Standard Unit By-law of your Corporation for details.
- Personal Liability – Your legal liability for any bodily injury or property damage arising out of your personal activities as a Unit Owner, and from the ownership of your individual unit;
- You may be responsible for the deductible under the Corporation's insurance policy if a loss occurs to any property the Corporation is responsible for insuring. This chargeback of the Corporation's deductible would apply if the damage was a result of an act or omission on the part of the Unit Owner.

## **TAG MANAGEMENT**

For and on behalf of your Board of Directors  
Halton Condominium Corporation No. 314