

# **WEST BEAR HAVEN ESTATES**



## **AN INFORMATION PACKAGE FOR OWNERS AND RESIDENTS**

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# **WELCOME TO WEST BEAR HAVEN ESTATES**

CONDOMINIUM CORPORATION 012 5764

## **A place to live, enjoy and play!**

The community is a combination of young couples that have moved here to raise their families in a safe, secure environment and retired couples looking for a quiet, relaxed life away from the hustle and bustle of the city. Wherever you are in life, you will enjoy the warm, welcoming community that is West Bear Haven Estates.

The impressive landscape, with all of nature's gifts, provides residents with an astounding living environment to call home. Designed with Mother Nature in mind, residents can enjoy long walks through the community or scenic woods that surround the area, or simply enjoy what nature has to offer from their own backyards. It is common to see deer, geese, ducks, and even moose on the golf course or near your backyard.

West Bear Haven Estates borders the lush fairways of the world-famous Northern Bear Golf Course, one of only three daily-play public courses in Canada designed by the legendary Jack Nicklaus. Watch people enjoying this challenging course from your backyard, or take a short drive to the clubhouse and play it yourself! Even if you don't golf, at the clubhouse you can enjoy a nice meal, a glass of wine, and meet friends old and new. This is very common with the residents of West Bear Haven Estates.

This information package has been developed to provide owners with a handy reference guide. We hope you enjoy living in West Bear Haven Estates and will participate in making our community the best it can be.

# DOCUMENTS AND CONDOMINIUM FEES

## BYLAWS

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West Bear Haven Estates has a registered set of Bylaws which are in accordance with Provincial Law. These Bylaws outline the rules and regulations governing the rights and responsibilities of Owners, Tenants and the Board of Directors.

At the time of purchase of your home, Prince Property Inc. should provide you with a copy of the Bylaws. If you have not received a copy, please contact Prince Property Inc. or check our website at [westbearhaven.ca](http://westbearhaven.ca).

## ARCHITECTURAL GUIDELINES

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The philosophy of the architectural guidelines focuses on providing a quality living environment with a consistent and identifiable community image, yet one that offers a variety and choice to the individual owner. When you purchased your home, Prince Property Inc. should provide you with a copy. If you have not received a copy, please contact Prince Property Inc. or check our website at [westbearhaven.ca](http://westbearhaven.ca).

## CONDOMINIUM FEES

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Condominium fees are a legal requirement in condominium living. These fees are used to cover expenses related to the maintenance and administration of the Corporation and common property.

Condo fees are made up of two components:

1) **Subdivision operating costs**, including: grounds maintenance, snow removal, gate and streetlight maintenance, legal and accounting fees, utilities and management fees, and miscellaneous expenses. These are detailed in our annual budget and audited financial statements.

2) **Contribution to the capital reserve fund** for the eventual replacement of the condo corporation's capital assets. These are the roads, streetlights and gate.

West Bear Haven Estates is a bare-land condo association. The current condo fees are \$200.00 per month and are due and payable on the first day of each month.

Owners should arrange with Prince Property Inc. for their condo fee to be paid by pre-authorized debit (highly recommended). Condo fees will then be automatically withdrawn each month and will be paid to West Bear Haven Estates. Post-dated cheques can be accepted and you must provide 12 months of cheques dated the first of each month.

## **BOARD OF DIRECTORS GOALS, OBJECTIVES, MEETINGS**

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West Bear Haven Condominium Corporation is a not-for-profit organization which is administered by a volunteer Board of Directors comprised of home owners. As positions become vacant, new members will be elected at the next Annual General Meeting. To be eligible on the Board, each member must be in good standing. To be in good standing, any fees owing by a member must be paid in full.

The main objective of the Board of Directors is to meet the needs of the Owners and Residents.

- Bylaws are up-to-date and in line with the needs of the Owners and Residents
- Financial affairs are managed in a responsible manner, which includes a yearly review of the Reserve Fund Study according to applicable Legislation
- Common Property is adequately maintained
- Communications are open and honest

In striving to meet this objective, the Board of Directors will meet on a regular basis to discuss the running of administration, finances, legal and contractual matters. Meeting will be held monthly or as deemed necessary.

The Board of Directors must ultimately make decisions for the good of all members and not just for a few, therefore, the Board of Directors is committed to improving all facets of our community living.

**Note: If an issue arises that requires immediate attention, contact Prince Property Inc. Their contact information is at the end of this document.**

## **ANNUAL GENERAL MEETING**

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All members are invited to attend the Annual General Meeting.

The AGM will be officially announced by way of email to each owner stating the date, time and location of the AGM.

Owners are encouraged to attend the meeting or send a proxy prior to the meeting to Prince Property Inc.

## COMPLAINTS

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All complaints should be clearly stated in writing, outlining the nature of the complaint, the date and time if required, and the remedy sought.

Address your complaint to Prince Property Inc. via email or written letter.

## POLICIES AND REGULATIONS OVERVIEW

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The policies and regulations that follow are based on our set of registered Bylaws and ensure standardization and compliance with Strathcona County Bylaws and Regulations.

These policies have been established not to limit your freedom and enjoyment of ownership, but to ensure equal enjoyment of common ownership. Therefore, your cooperation in adhering to these policies will ensure beneficial results for everyone.

**IT IS YOUR RESPONSIBILITY TO BE FULLY AWARE OF THE BYLAWS GOVERNING WEST BEAR HAVEN ESTATES.**

## PETS

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An Owner shall not keep any pets or animals of any kind without written Board approval. A pet is not allowed to be at large on the common property. An Owner shall comply with any municipal Bylaws in effect in the County of Strathcona with respect to pets.

You must clean up after your pet when they have defecated on the Common Property or other Resident's property and it is not acceptable to allow your pet to urinate on other Resident's property.

## NOISE

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The County of Strathcona bylaws have noise restrictions stating that when operating any equipment i.e.: lawn mowers or snow blowers, must be done between the hours of 7:00am and 10:00pm.

Please be considerate of your neighbours when hosting outdoor parties or get together that go past 10:00pm.

## **PARKING**

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Trailers, campers, boats, snow mobiles, trail bikes, all-terrain vehicles, buses, or any type of motor home, recreational vehicle or equipment are not allowed to be parked or stored anywhere on the Common Property.

The property owner is not allowed to store any vehicle which is not currently licensed and registered, or not in operating condition without the prior written consent of the Board.

Any motor vehicle that leaks oil, grease or gasoline or which in any other way is offensive or hazardous is not permitted.

## **TENANTS**

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Owners are obligated to inform the Board of Directors of the names and telephone numbers of individuals living in their unit.

If the Tenant has a pet it must be registered with Prince Property Inc. Tenants are obligated to comply with the policies and bylaws of the association.

## **GATE ENTRANCE CODES AND FOBS**

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Home owners will receive two fobs per household to open the gate. You may purchase an additional key fob(s) for \$30.00 per fob. Contact Prince Property Inc. for these.

It is the Owners responsibility to retrieve all gate fobs from their tenant(s) upon vacating the Unit. If these fobs are not retrieved the Owner of the Unit may be held responsible.

If you sell your property, please leave your fobs with the home.

Gate codes can be entered to gain entrance at the gate. Please contact Prince Property to have your code entered or changed. They will notify the appropriate person for the programming. Please keep your gate code confidential and it is recommended that you change your code at least once a year.

**If you see anything or anyone of a suspicious nature, please call the non-emergency line at 780-467-7741.**

## **GARBAGE – COMPOST – RECYCLE**

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All garbage must be properly bagged and sealed to prevent undue odor or mess. Strathcona County may be contacted for garbage (black) and compost (green) bins. Garbage and compost are picked up on Monday and are alternated each week. i.e.: Garbage one week, compost the next week.

Recycle must be in clear bags, preferably the blue bags and will be picked up weekly.

Please refer to the County of Strathcona website [www.strathcona.ca](http://www.strathcona.ca) for further information.

## **WATER – SEWER**

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Properties of Northern Bear (PNB) is our water supplier. The pumphouse is located along RR 222 just north of our subdivision on Hole 15. PNB gets the water from Strathcona County via a waterline. They are regulated by the Alberta Utilities Commission. Strathcona County drinking water comes from the North Saskatchewan River, which originates at the Saskatchewan Glacier in the Rocky Mountains, 500km southwest of Edmonton. Strathcona County receives its water from EPCOR Water. EPCOR Water operates two water treatment plants in Edmonton, producing a total capacity of 530 million litres of water per day.

The cost of the water is \$10.00 per cubic meter plus \$20.00 per month for maintenance and operation of the pump house.

All units require a two-stage septic system. Solid waste is collected in the first tank and should be removed as needed by a septic tank cleaning company. These costs are the responsibility of the owner. Grey water is run off to the second stage and pumped to the sewer, where it flows to the Strathcona County lagoon, north of the golf course.

## **INTERNET SERVICE**

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The internet service in this area is provided by MCSnet which is cellular, xplornet which is via satellite and TELUS Hub which is also cellular.

## **MAILBOX KEYS**

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For your mailbox keys, go to the main Post Office at 26 Cranford Way, Sherwood Park.



West Bear Haven Condominium  
Corporation # 012 5764

**Email Correspondence Agreement**

**Owner Authorization to Receive Notices  
and Other Information By Email**

I/We, the Owner(s) of the following Unit(s):

\_\_\_\_\_  
(print legal and/or municipal unit description(s))

Expressly authorize \_\_\_\_\_, operating as \_\_\_\_\_  
(the "Corporation") to send any notice or correspondence required under the Bylaws, the  
Condominium Property Act, the Condominium Property Regulation, Insurance Policy, or as may  
otherwise be directed by the Board of Directors, to me/us at the email address listed below.

It is further acknowledged that I/we will check the email address periodically. Neither the  
Corporation nor its Board of Directors is responsible for spam filter settings or any other problems  
(electronic or otherwise) resulting in an email not being received or read by me/us.

Email Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: If there is more than one person on title, a signature is required for each person.

If a unit is owned by a Corporation, an individual authorized by the Corporation must  
Sign on behalf of the Corporation.

\_\_\_\_\_  
*For Office Use Only*  
Legal Unit No. \_\_\_\_\_

\_\_\_\_\_  
Owner/Proxy

\_\_\_\_\_  
West Bear Haven Condominium # 0125764



#308, 85 Cranford Way, Sherwood Park, AB T8H 0H9 Office: 780.416.9098 Fax: 780.640.9453  
Email: admin@princeproperty.ca Website: www.princeproperty.ca

# CONDO MANAGEMENT CONTACT INFORMATION

AS OF JANUARY 2021

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**Prince Property Inc.**

**#308, 85 Cranford Way**

**Sherwood Park, AB T8H 0H9**

**Office Phone: 780-416-9098**

**Fax: 780-640-9453**

**Emergency After Hours: 780-686-8532**

**Email: [admin@princeproperty.ca](mailto:admin@princeproperty.ca)**