



**HALIFAX COUNTY CONDOMINIUM CORPORATION  
HCCC # 289**

***WELCOME / INFORMATION PACKAGE***

Welcome to your new home.

The following information is provided to help orient you to your new home. For some, condominium ownership and living is a new experience; for others who have lived in a condominium before, some of this information will be more familiar.

As a condominium owner, you are responsible for the maintenance and repair of your individual unit and enjoy the exclusive use of the unit within the parameters set out in the condominium bylaws. In addition, you have the right of use “in common with the other unit owners” to all of the common elements of the property.

You are a member and have ownership interest in Halifax County Condominium Corporation # 289 (HCCC # 289). This ownership interest bears rights and responsibilities, some of which include a financial responsibility for the operations, maintenance and repair of the common elements (residence exterior shells, clubhouse & pool, landscaping, snow removal, roads, reserve fund, etc.). These expenses are budgeted for annually, and each unit owner pays a proportionate share of these expenses through monthly condominium fees. The monthly fees are set annually and include property taxes for common elements of the corporation. Individual owners are assessed property taxes for their units directly by the municipality and are responsible for the payment of these taxes directly to the municipality.

**Management:**

The corporation is governed by an elected Board of Directors, comprised of a President, Vice President, Treasurer, Secretary and one or more members at large. The Board meets once per month, more often when necessary. Each unit is entitled to one (1) vote irrespective of the number of registered owners of the unit. For those units under joint ownership, a spokesperson is required to be registered with the Board.

The Board has contracted day-to-day operations of the property to an independent professional management firm – Merit Property Management Inc. Merit reports directly to the Board of Directors and can be contacted as follows:

Dan Galletti, Property Manager  
Merit Property Management Inc.  
31 Braeside Lane  
Halifax, Nova Scotia B3M 3J6

Tel: 443-1930  
Email: dan@meritmanages.com  
Fax: 479-9001

Merit has a twenty-four (24) per day / seven (7) days per week emergency response service tied in to the regular office number.

**Annual Meeting:**

An Annual General Meeting (AGM) of all unit holders is normally held once a year. At this meeting, general operational issues, proposed special projects, capital improvements, etc. are discussed. As well, annual financial information is presented by the Board to the unit owners, and the monthly condominium fees are established. Annual nominations and elections for Board membership also occur at this time. Notice of this meeting is sent out to every owner in advance.

**Communication:**

The corporation has a website – [www.thevillageatfishermanscove.com](http://www.thevillageatfishermanscove.com) that contains general information about the community as well as a private section with important information for owners such as meeting minutes, financial documentation, etc. Please visit the website and apply for a password in the Owners Only section as soon as possible.

The Board of Directors also issues periodic newsletters as well as other correspondence when required. Providing your contact information to our property management company will ensure that you are on the distribution list for this information (electronic or by mail).

**Home Improvements:**

Owners are entitled to undertake improvements within the confines of their units (paint, wall paper, flooring, cabinetry, etc.) *However, no changes that affect common elements of the building including structural elements, penetration of exterior walls, ceilings, changes to balconies etc. are permitted.* The enclosed “Design Guideline Reference Sheet” provides further details.

Any unit owner planning changes that may affect common elements is required to obtain permission from the Board of Directors in writing prior to proceeding. Please forward your request to the Board in care of Merit Property Management

**Bylaws:**

HCCC # 289 is an incorporated company. You should have received a copy of the corporation bylaws and rules and regulations when you purchased your home. If you have not received these documents, please contact Merit and they will arrange for you to obtain a copy.

It is recommended that you read these bylaws and rules and regulations carefully as they outline your rights and responsibilities as an owner. If you have any questions, please contact Dan Galletti at Merit who will be happy to provide clarification.

**Some of the bylaws with which you may wish to become familiar include:**

- **Quiet Enjoyment:** All unit owners have a right to quiet enjoyment of their homes. This law applies to noise and odors, i.e. BBQ smoke etc. Please respect your neighbor's rights and remember that sounds do carry. Do not hesitate to inform Merit if you need assistance with having this bylaw enforced.
- **Signs:** Signs are not to be displayed in the windows, on the patio, or anywhere outside of your home (including building common area and grounds). This includes realtor signs, for lease signs, etc. unless authorized by the Board.

**Balconies/Decks:** To ensure a uniform appearance and conform to Bylaws, there are restrictions on items permitted to be displayed on decks. A specific size and style of satellite dish has been approved for use; items such as aerials and flags (except for Canada Day) are prohibited. Please contact Merit if you have any questions.

- **Pets:** Pets are welcome at HCC # 289 provided they do not violate other unit owner's rights to peaceful and quiet enjoyment of their homes. Please adhere to HRM ordinances regarding leashes and disposal of animal wastes. Please walk your pets away from lawns and parking areas, and clean up after them. All animals must remain on a leash, or in an approved pet carrier, and under control of the owner at all times while on the grounds.
- **Smoking:** Smoking is not permitted on any of the exterior grounds except in the area designated for your exclusive use (yard).

Please contact Merit Management should you have any questions or concerns regarding interpretation of the bylaws.

**Repairs, Water Leaks, Pests:**

While most items requiring repair within your unit are your responsibility as owner, some fall under the jurisdiction of the corporation. Some examples are water leaks in the walls, ceiling, windows, or patio doors or items of similar nature. Please contact Merit should you encounter problems of this nature.

**Keys:**

It is recommended that you change the locks on your exterior doors immediately upon occupancy/ownership.

**Right to Enter A Unit:**

The corporation has a right under the bylaws to enter any unit " *at all reasonable times and upon giving reasonable notice, for the purpose of carrying out inspections, making repairs, correcting any condition which violates the provisions of any insurance policy, or policies, or remedying any condition which might result in damage to the property, or carrying out any duty imposed by the Corporation.*" Twenty four (24) hours in advance minimum notice in writing is required, unless waived by the unit owner or in case of an

emergency, when entry may be made at any time. The Corporation or anyone authorized by it may determine when an emergency exists.

We acknowledge and respect that each unit owner has the right to privacy in the unit. It is not the intention to abuse the right to enter. Every effort will be made to have the owner / occupant present whenever entry is necessary. There are times however, when this may not be possible.

**Refuse:**

Refuse must be disposed of in regulation containers or garbage bags and brought to the curb on the regular pick up day. Between pick-up days, refuse and compost materials are to be stored out of sight at the rear of the residence in closed pest and rodent-proof containers

**Parking:**

Parking is restricted to your garage and driveway. Overnight parking on the street is prohibited. Please note that visitor parking is scarce and all owners are asked to do their part in keeping these spaces available for our guests.

**Insurance:**

It is the unit owner's obligation to carry comprehensive property and liability insurance. The Condominium Corporation carries an extensive insurance policy for the common property and liability for the common areas. Most qualified insurance brokers will provide you with complete details on the best policy for your needs. If you are an owner who is renting out your unit, it is your obligation to ensure that your tenant carries current and comprehensive insurance policy. Your lease must contain clauses that oblige your tenant to abide by all condo bylaws and regulations. This will oblige your tenant to carry the required insurance.