

**SOMERSET VILLAGE  
CONDOMINIUM CORPORATION NO. 961 1089  
(hereinafter referred to as the “Corporation”)**

**ACCEPTED POLICIES, PROCEDURES,  
RULES AND REGULATIONS  
FOR OWNERS**

**Enacted by the Board of Directors of the Corporation (hereinafter referred to  
as the “Board”) pursuant to Bylaws 1 b), 5 g) & l), 7 g), 45 and 68 a) i)**

**Revised January 2022**

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**SOMERSET VILLAGE  
CONDOMINIUM CORPORATION NO. 961 1089  
(hereinafter referred to as the “Corporation”)**

**ACCEPTED POLICIES, PROCEDURES,  
RULES AND REGULATIONS  
FOR OWNERS  
(including Architectural Standards)**

**Enacted by the Board of Directors of the Corporation (hereinafter referred to as the “Board”) pursuant to Bylaws 1 b), 5 g) & l), 7 g), 45 and 68 a) i)**

**Revised January 2022**

**A. The following resolutions relate to Corporation Bylaw No. 45:**

**1a) Violation of Rules and Regulations of the Corporation / Fine Policy**

It is resolved that the penalties payable under Bylaw 45 h) shall apply equally to violations of Policies, Procedures, Rules and Regulations of the Corporation as they do to violations of specific Bylaws of the Corporation and equally to violations which are repeated as they do to violations which continue uncorrected.

It is further resolved that if an owner or occupant of a unit continues or repeats a violation of the Corporation’s Bylaws or the Corporation’s Policies, Procedures, Rules and Regulations, the following fines will be assessed against the owner and/or a tenant of the owner ten (10) days , after a notification of the violation, continued violation or repeated violation has been sent to the owner, and to the tenant if a tenant of the owner is alleged to be in breach, if the owner or tenant or both are still in breach or have subsequently violated the same Bylaw or the same Policy, Procedure, Rule or Regulation:

First notice	\$100
Second Notice	\$250
Third Notice	\$500

or such other amounts as may be determined by the Board.

Original Policy approved May 2004  
Current Wording approved March 2008  
Current wording approved February 2021

**1b) Violation Expenses Charged Back to the Owner**

Any infraction or violation of or default under these Bylaws or any rules and regulations established pursuant to Bylaw 45 on the part of an owner, his servants, agents, licensees, invitees or tenants that has not been corrected, remedied or cured within ten (10) days of having received written notification from the Corporation to do so, may be corrected, remedied, or cured by the Corporation and any costs or expenses incurred or expended by the Corporation including costs as between a solicitor and his own client, in correcting, remedying, or curing such infraction, violation or default shall be charged to such owner and shall be added to and become part of the assessment of such owner for the month next following the date when such costs or expenses are expended or incurred (but not necessarily paid) by the Corporation and shall become due and payable on the date of payment of such monthly assessment and shall bear interest both before and after judgment at the Interest Rate until paid.

Excerpt from Somerset Village Bylaws added September 2020  
Current wording approved February 2021

**2) Handling fees that shall be charged to owners by the Corporation**

It is resolved that, commencing September 1<sup>st</sup>, 2008, the following handling fees shall be charged to owners of units at Somerset Village under the circumstances set out hereunder:

Fee for each NSF or other returned payment	\$67.00
Late payment fee final notice	\$100.00 + GST
Interest at a rate of eighteen percent (18%) compounded monthly shall be added to all outstanding amounts owing to the Corporation from the date these amounts are due.	

Policy approved July 2008  
Current wording approved January 2020  
Current wording approved February 2021

**B. The following resolutions relate to Corporation Bylaw No. 64 a) iii):**

**1) Pet Registry**

It is resolved that all pets belonging to owners and other occupants residing in Somerset Village shall be registered with the Board, and owners shall provide the Board with all the information required for the Registry via the Somerset Village Pet Approval form.

Original Policy approved September 2003  
Current wording approved May 2004  
Wording updated November 2019  
Current wording approved February 2021

2) **Custody of Pets**

Whereas the Bylaws of the Corporation require that pets be in the custody of a responsible person **at all times**, it is resolved that pets shall NOT be permitted to be tethered to a building, items on a patio or any other anchor anywhere within Somerset Village.

Policy approved June 2006

3) **Pet Restrictions**

**It is resolved** that the following rules and regulations shall apply to care and custody of pets within the project known as Somerset Village:

- i. **Owners and other occupants** shall ensure that noise or odour made by their pets is not a nuisance and does not unreasonably interfere with the use and enjoyment of a unit or the common property by any other Owner or occupant; and
- ii. **When outside a Building**, pets must be hand leashed or in a secure container and at all times kept under the control and in the custody of a responsible person who shall not allow these pets to walk on, be foul or defecate on any private or common landscaped area (e.g. grassed area, shrub beds, flower beds) in the project known as Somerset Village. Any defecation on other areas (e.g. walkways, driveways, roadways, parking areas) from his or her pets must be cleaned up immediately; and
- iii. **Owners** shall pay to the Corporation the cost of any repairs necessitated by or damage, which in the opinion of the Board, was caused to the common property or the Managed Property by any pet belonging to the Owner or other occupant of his or her unit.

Original Policy approved June 2006

Current wording approved November 2009

4) **Animal and Pest Control Policy**

Whereas Corporation Bylaws 64.a) iii) and xxviii) restrict owners from keeping, harbouring or feeding wild animals and birds of any kind anywhere in the condominium complex; and

And whereas the Bylaws of the Corporation do not place any responsibility on the Corporation for the direct control or management of animals or pests on owners units; and

It is resolved that where, in the opinion of the Board, wild animals or pests become a nuisance or unreasonably interfere with the use and enjoyment **of the common property** by multiple owners and occupants at Somerset Village the Corporation

shall be responsible for dealing with the problem; but it shall be the responsibility of the individual owner to deal with all issues involving animals or pests that may be found **on the owner's unit** from time to time.

Policy approved July 2009  
Current wording approved February 2021

**C. The following resolutions relate to Corporation Bylaw No. 64 a) vi), vii), viii), ix), xi) and xii):**

**1) Changes and improvements to the exterior of units by Owners**

It is resolved that each and every addition, change or improvement by Owners to the exterior of residential units, whether on the Building or on the land, shall require the submission of the Corporation's standard *Request and Undertaking* form for approval by the Board of Directors (the "Board") of the Corporation and no work shall be commenced by an owner until the request is approved in writing by the Board and delivered to the Owner. A separate *Request and Undertaking* form must be submitted for each change or improvement contemplated by an Owner and the Owner must obtain the approval of his neighbours on each form unless waived by the Board.

Original Policy approved September 2003  
Current wording approved May 2004  
Current wording approved February 2021

**2) *Request and Undertaking Form Policy***

It is resolved that the Corporation shall require Owners to provide the Board with copies of all governmental approvals (e.g. development permits, building permits, electrical permits, etc.) which may be obtained from the Government or which the Government may require be obtained, before final Board approval is given and before any work is permitted to commence pursuant to any request from an Owner to make changes or improvements on or about his unit; and

It is also resolved that the Corporation shall require Owners to provide evidence (e.g. by means of a Certificate of Insurance) that they have at least \$2,000,000 of Comprehensive Personal Liability Insurance (e.g. as part of a standard condominium unit owners' package insurance policy) before final Board approval is given and before any work is permitted to commence pursuant to any request from an Owner to make changes or improvements on or about his unit.

Policy approved July 2003  
Current wording approved July 2018

### 3) Storm/Screen Door Policy

It is resolved that the type of storm / screen door permitted to be installed or maintained at the front access door of any residence will be any one of the following:  
**A white EMCO (w or w/o colonial grille) with brushed nickel handle. Available at Home Depot; or**  
**A white Larson Multi-Vent Storm Door with brushed nickel handle.**

Should none of the above stated styles be obtainable through reasonable means, a storm / screen door meeting the following criteria may be deemed acceptable and approved by the Board.

- comparable in appearance and quality to the aforementioned approved Emco or Larson doors
- solid white in color, split window, white/brass/nickel hardware, 1/4 bottom kick board
- minimum door thickness of one inch
- must be of aluminum construction, not PVC

It is the responsibility of the owner to maintain the appearance and operation of these storm doors (including the storm door chain, the door closer and the latch) to a standard acceptable to the Board and to ensure that these doors always close securely after they are opened.

Any damage to the building or any other property resulting from the installation, use or removal of a storm or screen door shall be the responsibility of the owner and must be corrected immediately.

**Board approval must be obtained on a *Request and Undertaking* form prior to installation.**

Original Policy approved in 1998  
Last door models updated May 2017  
Current wording / door models updated January 2020

### 4) Mail Box Policy

It is resolved that the only type of mail box that will be permitted to be installed on the exterior of any residence will be a **plain white 15 inch wide ‘Ranch’ style metal mail box. Only one** mail box will be permitted on any one residence and it must be installed above the step(s)/landing on the wall near the front entrance perpendicular to the front door.

**Board approval must be obtained on a *Request and Undertaking* form prior to installation.**

Original Policy approved in 1998  
Current wording approved May 2004

## 5) **Satellite Dish Policy**

It is resolved that **only one (1) satellite dish** of the size permitted in the Bylaws of the Corporation will be permitted outside any one residence and it shall not be attached in any way to the building nor shall it be located on a grassed area unless otherwise approved in writing by the Board. The distance from the bottom of the base on which the satellite dish is installed to the top of the satellite dish shall not exceed:

- a) three (3) feet if installed in the front yard nor shall the top of the satellite dish be higher than the bottom of the front window, or
- b) five (5) feet if installed in the back yard nor shall the top of the satellite dish be higher than white divider panel, or
- c) what may be approved in writing by the Board from time to time.

And it is resolved that, unless otherwise approved in writing by the Board, **only one (1) cable** shall be permitted to link an approved satellite dish to the exterior of the building it services and this cable must be protected from contact by maintenance personnel and concealed from unsightly view, and any injury or damage caused either directly or indirectly by the satellite dish or its installation shall be the responsibility of the owner.

**Board approval must be obtained on a *Request and Undertaking* form prior to installation.**

Original Policy approved 1998  
Current wording approved November 2009

## 6) **Air Conditioner and Fan Policy**

It is resolved that **only one (1) air conditioner** will be permitted to be installed at any unit in the Project, subject to the following conditions:

1. **Board approval must be obtained via *Request and Undertaking* form, complete with specifications and diagram, and signed by adjoining unit residents, prior to installation.**
2. The air conditioner **must be rated and maintained as quiet operating (less than 80 decibels emanating from the unit) and when operating must meet the City of Calgary's noise regulations (see the City of Calgary's Community Standards Bylaw);**
3. The **installation and operation** of the air conditioner shall not result in any damage to the building or any other property and shall not in any way interfere with the irrigation system, lawn care or other maintenance at Somerset Village;

4. **Maintenance and upkeep** of the air conditioner and its components are the responsibility of the owner and the Board may, at any time, also require the owner to service this equipment and its components to ensure its operation and appearance continue to meet municipal regulations and Board approval;
5. The owner is also **responsible for insuring** the air conditioner and its components and for any damage these may sustain or cause.

It is further resolved that central air conditioners must be installed on the patio at the rear of a unit unless otherwise approved in writing by the Condominium Board. The connection to the building must be limited to a short outside conduit between the air conditioner and the building not extending beyond the edge of the patio.

**No window mounted air conditioners or window mounted fans shall be installed in any residence, nor shall any other devices be permitted in the window openings of any buildings, save and except that an owner will be permitted, subject to prior written approval of the Board, to install one (1) only portable air conditioner inside his/her residence with one (1) six inch (6") wide window exhaust panel containing not more than two (2) clean air only intake or clean air only exhaust vent ports in the window on the back side of the owner's unit. These portable air conditioners will not be permitted to discharge any water or any other substance in any state to the outside of the building.**

Original Policy approved May 2004  
Current wording approved July 2019

## 7) **Patio Modification Policy**

While the Bylaws of the Corporation do not allow any modifications to the exterior of a building or unit without the prior written approval of the Board, it is resolved that the Board will entertain requests from owners to extend their concrete patios provided the proposed additions are properly constructed and supported and are to the Board's satisfaction, and that all necessary Building Permits and other approvals have been obtained. Only additions or replacements constructed of concrete that match the existing patio and do NOT increase the depth of the patio from the building will be considered by the Board, and work must be completed by a bona fide contractor that is approved by the Board.

**Board approval for any patio modifications must be obtained via a *Request and Undertaking* form, supported by Plans and all necessary information, prior to construction.**

Policy approved June 2006

**8) Flower Pot Policy**

It is resolved that owners at Somerset Village shall be permitted to maintain **flowers in flower pots** placed outdoors provided that **all** the following conditions are satisfied:

A reasonable number of Flower Pots may be placed on the rear patio or along the inside edge of the sidewalk at the front entrance of an owner's building, provided they **do not interfere with the yard work** done by the Corporation's landscaping contractor and do not impede access to the owner's building; and

Flower Pots **shall not be placed in the shrub bed** of an owner's unit unless the owners maintains his/her own shrub bed, has completed a Gardening Policy form and the Corporation has installed a Private Garden sign in said shrub bed, and then only if the flower pots **do not interfere with the yard work** performed by the Corporation's landscaping contractor; and

Flower Pots shall contain flowers and not other types of plants. Flower Pots or plants that are **excessive** or, in the opinion of the Board, **detract from the beauty** of our community shall be removed immediately upon request of the Board; and

**Empty or damaged Flower Pots** or **Flower Pots not containing healthy living plants** shall not be placed or kept outside of an owner's building; and

Flower Pots placed outside an owner's building will be placed there at the **owner's sole risk** and the Corporation shall not be responsible for any loss or damage of these items; and

Failure of any owner to comply with **all the provisions** of this Policy may result in the owner not being permitted to keep any Flower Pots outside his or her building, a fine and if necessary an assessment for costs the Corporation may incur if it needs to remove the offending items.

Policy approved January 2020

**9) Exterior Light Fixtures and Bulbs Policy**

It is resolved that only three (3) light fixtures will be permitted to be affixed to the outside of any residence (two in the front and one over the patio in the back) and each of these light fixtures must be in the location originally established for this lighting when the condominium project was built unless otherwise approved in writing by the Condominium Board.

It is further resolved that the only type of light fixture permitted on the exterior of any residence will be a model# 314480BZ; one-bulb Outdoor Wall Mount Lantern – material: steel - dimensions: 6-1/4"W x 10-1/2"H x 7"D - color: Bronze, made by **Galaxy Lighting** in Richmond, B.C., in accordance with exterior lighting fixtures

provided to owners in the fall of 2019. Any exception to this model must be approved in writing by the Condominium Board.

**Light bulbs** used in all exterior light fixtures must be white and of a maximum wattage as specified by the light fixture manufacturer.

It is, in accordance with Bylaw 5 c) vii), the responsibility of owners to “duly and properly clean, wash, repair and maintain and when required replace ... all light fixtures and their bulbs attached to the exterior of the Building” and **owners must periodically check these fixtures to ensure that their light fixtures, including the glass panels, are clean and in good condition both operationally and in appearance.**

Original Policy approved in 1998  
Current model approved June 2019  
Current wording updated January 2020  
Current wording approved February 2021

#### 10) Decorations (seasonal) Policy

Whereas Corporation Bylaws 64.a) ix), xiii) and xxxi) require owners to obtain approval of the Board for any displays or decorations on the exterior, or visible from the exterior, of their units, other than tasteful Christmas / holiday decorations in place between November 15th and January 31<sup>st</sup>; and

**It is resolved** that all displays or decorations must be modest, tasteful and may NOT include any audio element; Displays or decorations shall NOT be affixed to a building by penetrating the outside surface of the building or by driving them into the ground and may NOT be placed on the roof of a building; Electrical elements must be CSA approved, of a safe wattage; in good working condition and safely installed; Electrical extension cords may NOT be run through walls or across driveways or walk-ways; Installations must be wholly within an owner’s unit and not in any way encroach on the common property or a neighbouring unit; Installations may NOT in any way interfere with snow clearing or other yard work activities of the Corporation or are otherwise a nuisance to residents at Somerset Village;

**Special occasion displays or decorations**, such as birthdays or anniversaries, may be approved by the Board if they meet the criteria set out above and if the displays and decorations are up no more than seven (7) days;

The Corporation is NOT responsible for the security of displays or decorations or any other personal property on a unit; Owners install displays and decorations at their own risk and are responsible for any injuries or damage caused by or to their installations;

**Board approval must be obtained via a *Request and Undertaking* form prior to installation of any displays or decorations other than Christmas displays or decorations.**

Original Policy approved March 2009  
Current wording approved January 2013  
Current wording approved February 2021  
Current wording approved January 2022

## 11) Fireplace Policy

It is resolved that **natural gas fireplaces** will be permitted to be installed and/or maintained inside the building of each unit in the Project, subject to the following conditions:

1. **Board approval must be obtained on a *Request and Undertaking* form, complete with a diagram showing the proposed venting location, prior to installation;**
2. The fireplace **must be vented to the outdoors through the wall at the rear of the building** and in no other part of the unit unless approved in writing by the Board, and this outdoor vent must include a properly installed heat shield to protect the building and its vinyl siding;
3. The fireplace and its installation must satisfy all governmental codes, regulations and requirements and comply with all the provisions of the Condominium Corporations Bylaws and Policies;
4. The **installation and operation** of the fireplace and its outdoor vent shall be at the risk and expense of the unit owner **and** any damage to the building or any other property caused by the installation or operation of this fireplace and its outdoor vent shall be the responsibility of the unit owner;
5. **Maintenance and upkeep** of the fireplace and its outdoor vent, including a properly installed heat shield, are the responsibility of the owner, and the Board may at any time also require the owner to service this installation or to reimburse the Corporation for any costs it may incur to service this installation.

Policy approved January 2010

## 12) Doorbell Button Policy

Whereas it is, in accordance with Bylaw 5 c) vi), the responsibility of owners to duly and properly clean, wash, repair and maintain and when required replace their doorbell buttons. **Owners must** periodically check these doorbell buttons to **ensure that they are clean and in good shape both operationally and in appearance;**

**Only one doorbell button** will be permitted on any one residence and it must be installed at the front door. Board approval must be obtained via the Corporation's standard *Request and Undertaking* form prior to the installation of any doorbell in any **location other than the exact location of the original doorbell.**

Original Policy approved in 1998  
Current wording approved January 2020

**13) Patio Slab and Patio Fence Policy**

Whereas it is, in accordance with Bylaw 5 c) xi), the responsibility of owners to duly and properly clean, wash, repair and maintain and when required replace the patio slabs and back fence adjacent to the building, **owners must** periodically check these items to **ensure that they are clean and in good condition both structurally and in appearance;**

And whereas the original type of vinyl patio fence made by Daymond is no longer available, it is resolved that, unless other approval is obtained in writing from the Board, the only type of patio fence that will now be permitted to be installed at the exterior of any residence will be a **white Lakeland Model vinyl fence**, made by Friendly Earth Building Products of Calgary, Alberta or a **white Sentry brand vinyl fence**. Any new patio fence installed must occupy the same space, location and height as the original patio fence. **Board approval must be obtained on the Corporation's standard Request and Undertaking form prior to the installation of any new patio fence.**

Original Policy approved in 1998  
Current wording approved January 2020  
Current wording approved February 2021

**14) Window Well Policy**

Whereas it is, in accordance with Bylaw 5 f), window wells are not standard features of the units at Somerset Village;

It is resolved that **window wells** will NOT be permitted to be installed at units in Somerset Village.

1. **Maintenance and upkeep** of existing window wells, including the foundation wall in which the window well is installed and the ground disturbed by the installation of the window wells, are the responsibility of the owner, and the Board may at any time also require the owner to service this installation or to reimburse the Corporation for any costs it may incur to service this installation; and
2. Owners of units with existing window wells shall be responsible for all **present and future damage** to the concrete foundation in the wall in which the window wells are installed and for any damage that may result from water entering the basement of the their unit from the window well(s) or from water entering any other unit or basement through the surrounding ground that may have been disturbed in the process of installing the window well(s).

Original Policy approved in 1998  
Current Wording approved January 2020

**15) Garage Door Policy**

Whereas it is, in accordance with By-laws 5 c) iii) and d), an owner is required to "duly and properly clean, wash, repair and maintain and when required replace" the garage door on his/her unit and to keep his/her property "in a neat, clean and tidy state and appearance";

And whereas it is also in the best interests of all owners that rodents not be given any opportunity to enter the building on any unit;

And whereas the safety of owners and their property is unduly compromised if outside doors are left open for any extended period;

**It is resolved** that each owner shall, as much as reasonably possible, keep the garage door of the building on their unit closed.

And whereas the original white smooth panel 'Traditional' model garage door made by Steel-Craft Door Products Ltd. is no longer available, **it is resolved** that, unless otherwise approved in writing by the Board, the only type of garage door that will now be permitted to be installed at any unit in Somerset Village will be a Steel-Craft ThermoCraft model T-12 or T-16 (8 ft. or 9 ft. wide\* X 7 ft. high) plain white (QC4654) garage door with embossed soft wood grain design panels, without any windows or decorative panels. **Board approval must be obtained via the Corporation's standard *Request and Undertaking* form prior to the installation of any new garage door at Somerset Village.**

\* The garage doors on units 16404 to 16410 and the south facing garage doors on units 6 through 28 are nine feet in width, but all other garage doors in Somerset Village are eight feet in width.

Original Policy approved July 2010  
Current wording approved November 2019  
Current wording approved February 2021

**16) Window and Door Policy**

Whereas, in accordance with Bylaw 5 c) ii) & iii) and d ), an owner is required to "duly and properly clean, wash, repair and maintain and when required replace" the windows and doors (which includes sliding glass doors, all glazing, window frames, jambs, window assembly components, screens, sashes, window casing, trim and mouldings thereof) on his/her unit and to keep his/her property "in a neat, clean and tidy state and appearance";

It is resolved that owners of units at Somerset shall be permitted to replace damaged window and door **screens** (including their frames) without obtaining the approval of the Board **provided these screens (black fiberglass mesh) and their frames are of the same type and colour as those originally installed by the builder when these condominium units were first built** (i.e. the Architectural Standard for screens and their frames);

And it is further resolved that owners of units at Somerset shall be permitted to replace the exterior windows and doors of their units subject to the following conditions but, if these conditions are not fully satisfied, the Board may require the respective owners to restore their units to the state that existed immediately prior to any such replacement, which (including specifications which follow) is the Architectural Standard for windows and doors at Somerset Village:

1. **Board approval must be obtained via *Request and Undertaking* form, complete with specifications and a diagram, prior to installation;**
2. Unless otherwise approved in writing by the Board, **windows on all units at Somerset Village must be constructed of the same type of materials as the original windows installed by the builder when these condominium units were first built and must be identical in appearance to those original windows. Glass that is being replaced may be two or three pane sealed units but may NOT be tinted or coated in any way;**
3. Unless otherwise approved in writing by the Board, **exterior doors on all units must be metal clad and identical in appearance, including colour, to the original doors installed by the builder when these condominium units were first built and no door knockers, ornaments or accessories may be attached to the exterior surface of these doors;** An over the door wreath holder supporting a tasteful wreath or door decoration will be allowed. Weather stripping that an owner may wish to add must be added on the inside of the front door;
4. Unless otherwise approved in writing by the Board, **window and door hardware being replaced must be brass, white or brushed nickel.**
5. The Board may at any time require an owner to provide the Board with **evidence** that all aspects of the Condominium Corporation's Bylaws and Policies have been complied with;
6. Without limiting in any way an owner's responsibility for maintenance and upkeep of his/her unit, the cost of any **maintenance and upkeep** of features of a unit that have been renovated or interfered with by an owner shall be the responsibility of the owner of the respective unit; and
7. Owners replacing windows or doors on their units shall be responsible for **all damage** to persons or property, on their unit or any other unit that may occur as a result of their renovations.

Original Policy approved September 2010  
Current wording approved January 2020  
Current wording approved February 2021

## 17) House Number Policy

Whereas all units at Somerset Village were originally provided with house number identification on the front wall of the garage of each unit using a 'Rustic' black three (3) inch die cast aluminum house numbers made by Klassen Bronze Ltd. as the standard for Somerset Village;

**It is resolved** that only the above mentioned type and size of house numbers will be permitted to be installed on the exterior wall at the front of any residence at Somerset Village, and if any other type or size of house numbers are installed on any unit they must be replaced by the owner with the standard numbers referred to above. Unless otherwise approved in writing by the Board, **only one set of house numbers** will be permitted at the front of any one residence and these numbers must be installed on the narrow wall beside the garage door nearest to the front door of the residence in exactly the same location as the original house numbers.

And whereas all units at Somerset Village have been provided with house number identification on the rear wall of each unit near the patio door using 2 inch black on white self adhesive vinyl numbers made by Klassen Bronze Ltd. as the standard for Somerset Village;

**It is resolved** that only the above mentioned type and size of house numbers will be permitted to be installed on the exterior wall at the rear of any residence at Somerset Village, and if any other type or size of house numbers are installed on any unit they must be replaced by the owner with the standard numbers referred to above. Unless otherwise approved in writing by the Board, **only one set of house numbers** will be permitted at the rear of any one residence and these numbers must be installed below the light fixture on the wall beside the patio door of the residence in exactly the same location as the original house numbers.

Original Policy approved in 1996  
Current wording approved January 2011  
Wording updated January 2020

## 18) Outdoor Thermometer Policy

Whereas residents at Somerset Village may wish to determine the outdoor temperature from inside their residence,

It is resolved that residents at Somerset Village shall be permitted to attach **one (1) small thermometer** to the glass surface of **one (1) outside window at the rear** of their unit without any prior approval of the Corporation, provided that it is a wireless device and there is no penetration of any outer surface of the building and the device

is NOT attached to any other surface or structure outside the building. However, NO other outdoor thermometer or any other outdoor device may be otherwise installed at any unit without the prior written approval of the Board via the Corporation's standard *Request and Undertaking* form.

The limitations set out in this Policy are Architectural Standards intended to protect the uniform appearance of the Buildings in Somerset Village and to protect against damage to the exterior surfaces of these buildings and other structures.

Notwithstanding the above, the Corporation shall NOT be responsible for any damage to a resident's thermometer or any other device whatever the cause and the **unit owner shall be responsible** for any and all damage that may be caused by a resident's thermometer or other device or its installation.

Policy approved April, 2012

## 19) Paint Policy

Whereas the Corporation Bylaw No. 64 a) xxx) prohibits any owner from painting, decorating or otherwise altering any portion of a Building or a unit required to be maintained by the Corporation without the express, prior and written consent of the Board;

It is resolved that owners of units at Somerset shall be permitted to paint the **wood surfaces** of the building on their unit, without obtaining the approval of the Board, **provided that only the following type and colour of paint is used:**

Cloverdale Industries Product Number: 7240401 \* - UC

Specifications must be to the following formulation:

B- 4Y24  
C- 1Y40  
F- 2Y  
KX- 2Y32

It is further resolved that owners of units at Somerset shall be permitted to paint the outer **metal surface of the front door** of their unit, without obtaining the approval of the Board, or they may at the request of the Board be required to paint the outer **metal surface of the front door** of their unit, **provided that only the following type and colour of paint is used:**

Cloverdale Industries Product Number: 7240401 \* - UC

Specifications must be to the following formulation:

B- 4Y24  
C- 1Y40  
F- 2Y

KX- 2Y32

And it is resolved that owners of units at Somerset shall be permitted to paint the outer metal surface of the **garage door** of their unit, without obtaining the approval of the Board, or they may at the request of the Board be required to paint the outer metal surface of the **garage door** of their unit, **but only the following type and colour of paint may be used:**

Cloverdale Industries Product Number: 0345301 - \*-ZU  
Base: Stock White

Owners of units at Somerset Village will be required to repair, repaint or replace any property, including all wood surfaces, front doors and garage doors, that may be damaged or appearance altered as a result of an owner, occupant, visitor or other invitee doing any painting, such as applying paint or any other product that is not approved by the Board to any exterior surface, applying paint or any other product to a surface that should not be painted, or any other activity that produces a result that in the opinion of the Board is unacceptable.

Policy approved April 2012  
Policy paint updated January 2020  
Current wording approved February 2021

## 20) Gardening Policy

Whereas the Bylaws of the Corporation make owners responsible for the maintenance and replacement, when required, of any flower bed installed by an owner adjacent to the building on a unit, as **approved by the Board**; in compliance with Condominium Corporation **Bylaw 5 c) x**).

It is resolved that owners of units at Somerset shall be permitted to plant **flowers** in the front shrub bed of their unit upon first providing the Board with a *Gardening Policy Declaration By Owner Form* **subject to the following conditions**, but if these conditions are not fully satisfied the Board may at any time require the respective owners to restore the shrub bed on their units to a condition satisfactory to the Board:

- 1) No black area with shrubs or other plants, other than the small black area below the front window and/or beside the front entrance pad of an owner's building (hereinafter referred to as the "shrub bed"), shall be permitted to exist on any unit unless approved in writing by the Board; and
- 2) The Corporation shall instruct its landscaping contractor which shrub beds Owners have elected to maintain and may place a small approved "Private Garden" sign in each of these shrub beds to identify them. This sign shall remain the property of the Corporation and may be removed or replaced only by the

Corporation. A fee may be charged to owners for these signs, for replacement signs and/or for signs that go missing; and

- 3) A shrub bed, including the plants therein, will NOT be maintained by the Corporation's landscaping contractor **if a past or present Owner or occupant has cultivated, planted or placed anything in the shrub bed**; and
- 4) It shall be the Owner's responsibility to maintain his or her shrub bed and the plants therein (including but not limited to the plants already there prior to the Owner's decision to do his or her own **additional planting**) to a standard acceptable to the Board. If these are not maintained to this standard, the Board could revoke the Owner's right to plant anything on his or her property, could levy a fine and could hire a landscape contractor to restore the area to its original condition at the expense of the Owner; and
- 5) **No shrubs or other plants** in a shrub bed prior to an Owner adding his own plants **shall be removed** by an Owner without the prior written approval of the Board; and
- 6) **Only flowers and shrubs** and only those growing to a height of **not more than twenty-four (24) inches** shall be permitted in these shrub beds and plants must be **at least that six (6) inches from the edge of the shrub bed**. Any plants that are objectionable to the Board shall upon request be removed immediately at the Owner's expense; and
- 7) The Owner, and **not the Corporation**, shall be responsible for the safety or health of the plants (including but not limited to the shrubs provided for the unit by the developer or the Corporation) and the irrigation lines and sprinkler heads in his or her shrub bed (including any replacements thereof if required by the Board), if any past or present owner or occupant has cultivated, planted or placed anything in the shrub bed; and
- 8) Owners shall not be permitted to erect any borders or any lattice, poles or other support for their flowers or other plants and no rocks, ornaments or other materials shall be placed in the shrub beds by any owner; and
- 9) The **size or shape of the shrub beds shall not be changed** without the approval in writing of the Board; and
- 10) **Owners wishing to discontinue doing their own gardening must apply in writing** to the Board for approval to do so. The Board shall verify whether the Owner's shrub bed has been restored to its original condition and, once determined to be in satisfactory condition, will notify the Corporation's landscaping contractor to resume maintenance of the shrub bed in question; and
- 11) No flowers, other plants, rocks, ornaments, borders or any other materials shall be permitted to be placed in any **tree wells**; and
- 12) The limitations set out in this Policy are Architectural Standards intended to protect the appearance of the project and to protect the shrub beds against any use that could interfere with the upkeep of the project.

Original Policy approved July 2004  
Current Wording approved December 2019  
Current wording approved February 2021

**D. The following resolution relates to Corporation Bylaws No. 64 a) ix),  
xiii) and xv):**

**Signs and Poles Policy**

It is resolved that the only type of signs that will be permitted to advertise a Unit **for sale** will be a standard board sign placed in a window of a home and a sandwich board sign placed outside the home but within the boundaries of the Unit offered for sale. Sandwich board signs must be located in such a manner that they do not interfere with the upkeep of the Managed Property by the Condominium Corporation (e.g. place sign on the concrete driveway or sidewalk in the summer and on the grassed area in the winter). Only one (1) of each type of sign will be permitted for any one (1) Unit.

Furthermore, the only type of sign that will be permitted to advertise a Unit **for rent** will be a standard board sign placed in a window of a home.

**No signs or other poles or stands of any type that are driven into the ground** (other than one only small sign, placed carefully and discretely in a non-sodded area of an Owner's Unit, indicating the presence of an interior security system and a "Private Garden" sign provided by the Condominium Corporation) shall be permitted anywhere in our project unless specifically approved in writing by the Condominium Board and no signs or poles of any type may be erected at the entrance to our project. Any damage caused to any property or to the Unit or any injury caused to any person as a result of any sign or pole or its installation is the responsibility of the Owner to deal with.

Signs of any type promoting political candidates, commercial enterprises or any other cause shall not be permitted anywhere in the project.

Original Policy approved April 2003  
Current wording approved May 2008  
Current wording approved February 2021

**E. The following resolutions relate to Corporation Bylaw No. 64 a) xvii):**

**1) Vehicles Policy**

Whereas the common roadway and private driveways within Somerset Village condominium project were not designed for large or heavy vehicles, trailers or equipment, and would be negatively impacted by such vehicles or equipment;

And whereas Bylaw 1 t) of the Condominium Corporation No. 961 1089 defines “private motor vehicles” that are permitted on the project in accordance with Bylaw 64 a) xvii) as small, medium and full size cars, station wagons, light trucks up to ¾ ton size, vans, mini-vans and sport utility vehicles”;

It is resolved by the Corporation that vehicles, trailers or other equipment not meeting the said definition of a “private motor vehicle” shall not be permitted anywhere in the project without the prior written approval of the Board, excepting those occasions when a delivery or pick-up is required by a larger truck or cargo van and on those occasions these vehicles shall only be permitted in the project during daylight hours. When a larger truck or moving van is required to visit the project it shall not be permitted to leave the asphalt surface of the common roadway at any time and shall not be permitted to obstruct the free flow of traffic on the roadway. Any damage caused to the common property or Managed Property by vehicles, trailers or equipment of any type will be the responsibility of the owner of the unit that the vehicle or equipment was visiting.

For the purpose of essential appliance (furnace, hot water tank, air conditioner) repair or replacement, a residential service vehicle will be permitted to park on an owner’s driveway or, may be provided with and must display a valid visitor parking pass and, allowed to park in a designated visitor parking stall for the sole purpose of completing said appliance repair or replacement for a maximum of eight hours on the day of appliance repair / replacement.

Policy approved January 2005

Current Wording updated January 2020

Current wording approved February 2021

**2) Visitor Parking Policy relates to Corporation Bylaw No. 64 a) xvii) (F):**

It is resolved that effective October 1<sup>st</sup>, 2004, visitors parking their motor vehicles in areas of the common property designated for Visitor Parking must display an official, intact **Somerset Village Visitor Parking Permit issued to owners** by the Board.

Each *Visitor Parking Permit* has a unique registered number which must be placed to be clearly visible through the front window of the vehicle from the outside.

Two new, revised *Visitor Parking Permits* were made available to Owners in November 2020, replacing the previous Permits which are no longer valid. Additional permits are available, with Board approval, at the current replacement cost to the owner (replacement cost of a *Visitor Parking Permit* is currently \$25.00 per permit but subject to change).

### **Visitor Parking Requirements:**

- **For use only by bona fide guests/visitors of owners/residents of Somerset Village for short periods of time.**

- No vehicle shall be permitted to be parked in designated Visitor Parking areas anywhere in the project for more than seventy-two (72) hours in any seven (7) day period, unless approved by the Board in writing.

- If guests/visitors of owners/residents are staying for any extended period of time, obtain approval by the Board in writing.

- Visitor Parking areas may not be used by anyone leaving Somerset Village (e.g. to catch C-train).

- For the purpose of essential appliance (furnace, hot water tank, air conditioner) repair or replacement, a residential service vehicle will be permitted to park on an owner's driveway or, may be provided with and must display a valid visitor parking pass and, allowed to park in a designated visitor parking stall for the sole purpose of completing said appliance repair or replacement for a maximum of eight hours on the day of appliance repair / replacement. The same applies to cleaning or other services for a unit.

### **Violations:**

- Vehicles, trailers, etc. which are not permitted by the Bylaws or Policies of the Condominium Corporation to be parked on the Managed Property may be ticketed and/or towed.

- Vehicles not displaying an official current, intact Somerset Village Visitor Parking Permit while parked in designated Visitor Parking areas may be ticketed and/or towed.

- Any unauthorized use of a Somerset Village Visitor Parking Permit may also result in the Parking Permit being temporary or permanently revoked and/or a fine being charged to the owner and/or resident.

- Upon a unit's third Visitor Parking violation, as documented by the delivery of the third parking infraction letter to the unit owner, the related Visitor Parking Permit will be revoked. From the date of the third infraction letter, the unit owner's entitlement to request a new Parking Permit, or to have the revoked Parking Permit reinstated, will be suspended for the period of one calendar year

Original Policy approved May 2004  
Current Wording approved April 2020  
Current wording approved February 2021  
Current wording approved January 2022

**F. The following resolution relates to Corporation Bylaw No. 64 a) xxiii):**

**Personal Belongings Policy**

It is resolved that all personal belongings including household and personal effects and all other goods and chattels of owners and other occupants of units at Somerset Village, including members of his or her household and any guests, must be kept inside the building of his or her unit when not in actual use, EXCEPT a reasonable amount of patio furniture, one barbeque, two propane tanks and such potted plants as are permitted in the Corporation's Flower Pot Policy which may all be kept on the owner's patio, unless in the opinion of the Board any of these articles are considered to be cluttered, untidy or unsightly in which cases they must be removed immediately on the request of the Board. **Any personal belongings on the patio must be kept at least six (6) inches from the edge of the patio when not in use.**

**The use of open flame fire pits/patio-type fire boxes is strictly prohibited anywhere on Somerset Village private or common property.**

Personal belongings are NOT the responsibility of the Condominium Corporation and are placed outdoors at the risk of the owner. Propane tanks may NOT ever be kept inside any residence or garage. Electrical appliances or electrical cords must be taken indoors when not in use. Owners are responsible for any injuries or damage caused by the presence of their personal belongings.

Bicycles are subject to this Policy. Bicycles are to be stored inside a unit / garage and are not permitted to be stored outside on patios, walkways, driveways or in common areas. Should a bicycle be discovered being stored outdoors in any of the aforementioned areas, it will be confiscated (*for improper storage*) by a Somerset Village contractor and stored for a maximum of thirty (30) days before being donated to charity. The cost of this process to the Board is \$45 for collection, \$20/month storage and \$45 for drop-off. If an Owner wishes to retrieve their bicycle he/she must contact the Board within thirty days of confiscation to request its return. The Owner will reimburse the Board for the full cost of bicycle pick-up, storage and drop off in order for the bicycle to be returned.

It is further resolved that grocery carts and other property brought to Somerset Village by owners or other occupants of units at Somerset Village shall NOT be left in or around Somerset Village.

Original Policy approved January 2004  
Bicycle confiscation wording approved June 2017  
Current wording approved January 2020

**G. The following resolutions relate to Corporation Bylaws 64 a) xi) and xxiv):**

**1) Barbeque Policy**

It is resolved that **only one (1) household barbeque** and no more than **two (2)** twenty (20) pound **propane tanks** will be permitted outside any one residence and they **must be kept on the owner's patio**. When in use or if still hot, a barbecue must be at least one (1) meter away from any building, fence or other structure. Barbeques may not be used anywhere else on the project or inside any unit or garage, and propane tanks may not be taken inside or stored inside any residence or garage. When not in use, a barbeque is to be covered, at all times, with a suitable barbeque cover that is in good condition. A second propane tank must be stored outside, at least one (1) meter from any combustible material, and should be protected from the sun. Propane tanks, fuel lines, valves and fittings must be of current certification and regularly inspected to ensure there are no leaks.

Original Policy approved in 1998  
Current wording approved January 2019  
Current wording approved February 2021

**2) Outdoor Natural Gas Outlet Policy**

It is resolved that **one (1) Outdoor Natural Gas Outlet**, to service a barbeque and for no other purpose unless approved in writing by the Board, will be permitted to be installed or maintained at each unit in the Project, subject to the following conditions:

1. **Board approval must be obtained on a *Request and Undertaking form* prior to installation;**
2. The outdoor natural gas outlet **must be installed directly over the patio** and NOT in any other part of the unit and any flexible line connected to this outdoor natural gas outlet **must be kept on the patio at all times;**
3. The natural gas supply line must include a shut off valve installed over the patio before the outlet to which a barbeque could be connected, and this valve must be kept in the off position at all times when the barbeque is not is use;
4. The outdoor natural gas line, the shut off valve and the outlet and their installation must satisfy all governmental codes, regulations and requirements and comply with all the provisions of the Condominium Corporations Bylaws and Policies;
5. The **installation and operation** of the outdoor natural gas outlet shall be at the risk and expense of the unit owner **and** any damage to the building or any other property caused by the installation or operation of this tap or by natural

gas from this outlet or the natural gas line servicing this outlet shall be the responsibility of the unit owner;

6. **Maintenance and upkeep** of the outdoor natural gas outlet **and** the natural gas line (including the shut off valve) servicing this outlet are the responsibility of the owner, and the Board may at any time also require the owner to service this installation or to reimburse the Corporation for any costs it may incur to service this installation.

Policy approved January 21, 2010

**H. The following resolution relate to Corporation Bylaws No. 53 a) and 64 b):**

**Occupant Undertaking Policy**

Whereas Corporation Bylaws 53 a) and 64 b) require the owners to obtain from the tenants of their units, an undertaking covenanting to comply with the Condominium Property Act and the Bylaws and all rules and regulations of the Corporation; and Whereas Corporation Bylaws 53 a) and 64 b) also require tenants and other occupants of units to comply with the Condominium Property Act and the Bylaws and all rules and regulations of the Corporation;

It is resolved that all owners shall obtain from the occupants of their units, that are not occupied by the owner, an Undertaking by Occupant on the Corporation's standard *Undertaking by Occupant* form and owners shall provide their tenants with copies of the Bylaws and the Policies of the Corporation.

Original Policy approved January 2003  
Current Wording approved March 2009  
Current wording approved February 2021

**I. The following resolution relates to Corporation Bylaws No. 5 f) and i):**

**Interior Renovation Policy**

Whereas the interior space of units at Somerset Village is largely the sole responsibility of the respective owners;

And whereas the Corporation must have unobstructed access to various facilities inside the buildings in Somerset Village including, but not limited to basement renovations, utility lines and valves, load bearing walls and party walls that could have an impact on other units at Somerset Village;

It is resolved that owners of units at Somerset shall be permitted to make renovations to the interior of their units - not affecting the interior or exterior load bearing walls or party walls or the plumbing, mechanical, electrical or air circulation systems within a building - without obtaining the approval of the Board **subject to the following conditions**, but if these conditions are not fully satisfied the Board may require the respective owners to restore their units to the condition that existed immediately prior to the renovation:

1. All renovations must satisfy all **governmental codes, regulations and requirements** and comply with all the provisions of the **Corporation's Bylaws and Policies**;
2. All **Permits and Inspections** required by the Province of Alberta and all Permits and Inspections required by the City of Calgary must be obtained and complied with by the owners;
3. The Board may at any time require an owner to provide the Board with evidence that all aspects of this Policy have been complied with;
4. **Maintenance and upkeep** of the interior of each unit, other than those responsibilities that are specifically identified in the Bylaws of the Corporation as belonging to the Corporation, is the responsibility of the respective owners. This notwithstanding, the cost of any maintenance and upkeep of features of a unit that have been renovated or interfered with by an owner is the responsibility of the owner of the respective unit;
5. Owners doing renovations of their units shall be responsible for **all damage** to persons or property, to their unit or any other unit, that may come as a result of their renovations; and
6. In compliance with Condominium Corporation **Bylaw 5 f)** all additions or alterations to interior or exterior load bearing and partition walls or to the plumbing, mechanical or electrical systems or to the air circulation patterns within or between units (including the closing off of areas previously allowing air flow to the attics of any building - e.g. in a garage) in the interior of a unit **require the prior written approval of the Board** and this approval must be obtained by submitting a *Request and Undertaking* form, complete with a diagram showing details of the proposed work. Owners must also provide the Board with copies of all Permits prior to the commencement of any work and copies of all Inspection Reports as soon as they are available **for all work for which a Request and Undertaking form is approved by the Board**. The Board's approval may be revoked if any of the conditions of its approval are not fully satisfied.

Original Policy approved in 2003  
Current Wording approved August 2011  
Current wording approved February 2021

**J. The following resolution relates to Corporation Bylaw No. 6 j):**

**Garbage, Recycle, Compost Pick-up Policy**

Whereas Corporation Bylaw 6 j) states that the Corporation shall "provide a bi-weekly pick up of garbage placed by each owner adjacent to the roadway in front of each unit", the Corporation has revised, and provided the scheduled pick up dates, to accommodate the disposal of garbage, recycling, and compost on a weekly/biweekly basis.

And whereas the Corporation has contracted with a private contractor to provide this service to owners and occupants at Somerset Village;

And whereas Waste Removal Agreement executed by the Corporation places limits on the amount and nature of the garbage that will be picked up by the private contractor;

Somerset Village's compost pick-up schedule is weekly, recycling pick-up and garbage pick-up alternate every second week on Wednesday mornings.

Garbage

It is resolved that owners and occupants of units at Somerset shall NOT be permitted to exceed the following limits and restrictions on the garbage they set out for pick-up:

1. Garbage must be placed in **sturdy plastic bags** that are **water tight** and are **securely tied shut** and capable of holding the contents without breaking. Garbage may NOT be placed in a garbage container unless it has first been placed in a standard garbage bag;
2. **Each bag shall weigh no more than 20 kg;**
3. **The size of each bag may not exceed 66cm X 91cm** (herein referred to as a "standard garbage bag");
4. Each unit is permitted to set out a maximum of 2 bags **of household garbage each pick-up period**
5. If small plastic bags, like grocery bags are used, they must be placed inside a standard garbage bag;
6. Unless otherwise advised, **garbage bags must be placed at the curb in front of each unit by 9:00am on Wednesday, bi-weekly, but not before 7:00pm the evening before**, holidays excepted;
7. If **garbage containers** are used they **must be placed back in a unit's garage by 7:00pm each collection day**;
8. **None of the following items** may be included in the garbage to be picked up by Condominium Corporation's contractor:
  - Automotive waste, including items such as tires, batteries, anti-freeze and motor oil;

- Building materials such as drywall, carpets and other renovation materials;
- Furniture;
- Electronic waste including computers, monitors, printers and TVs;
- Household chemicals like light ballasts, propane tanks, paint, fertilizers, herbicides, insecticides, cleaning products, etc.
- Compressed gas cylinders including but not limited to medi-gas, helium or freon;
- Animal carcasses or parts,
- Hazardous waste including explosives, ammunition and radioactive material;
- Asbestos;
- Prescription drugs and medications;
- Anything that does not fit into a standard garbage bag;

For information on how and where to dispose of the above items you may call the City of Calgary (311) or go to their website.

#### Recycling

- Recycling pick-up and garbage pick-up alternate every second week on Wednesday mornings. For more information on waste removal and where you can buy an approved compost bin and eco-compostable bags, please contact the Property Management representative.
- Recycling must be placed in Blue Transparent Bags
- Recycling must be placed on the driveway so as not to damage/interfere with the sprinklers.
- Unless otherwise advised, **recycle bags must be placed at the curb in front of each unit by 9:00am on Wednesday, bi-weekly, but not before 7:00pm the evening before**, holidays excepted.

#### Composting

- Organic composting pick-up is weekly.
- Composting grade bags (sealed, knotted, tied) only must be placed within an approved twelve (12) Gallon Green Bin. No loose compost material may be placed directly in the compost bin.
- For more information on waste removal and where you can buy an approved compost bin and eco-compostable bags, please contact the Property Management representative.
- Unless otherwise advised, **compost bins must be placed at the curb in front of each unit by 9:00am on Wednesday, but not before 7:00pm the evening before**, holidays excepted;
- Compost bins **must be placed back in a unit's garage by 7:00pm each collection day**;

- Composting bin must be placed on the driveway so as not to damage/interfere with the sprinklers.

Residents of Somerset Village are also encouraged to recycle materials that are accepted in the recycling bins currently located in the parking lot at the Home Depot in the Shawnessy Shopping Centre or elsewhere.

**Failure of any resident of Somerset Village to comply with all aspects of this Policy will result in fines being assessed against the owner of the respective unit in accordance with the Corporation's Fine Policy**

Policy approved September 2011  
Policy updated July 2020  
Current wording approved February 2021

**K. The following resolution relates to Corporation Bylaws No. 64 a) ix), xiii) and xvii) (G), 45 and 5 j):**

**Driveways, Sidewalks and Other Exterior Surfaces Policy**

Whereas the Corporation Bylaw No. 64 a) xvii) (G) prohibits any private motor vehicle "which leaks excessive amounts of oil or grease or leaks any gasoline, or which is, in any other way, offensive or hazardous" from being parked anywhere within Somerset Village;

And whereas owners are responsible for damage they cause or permit to be caused to any property at Somerset Village, including the alteration, in appearance or otherwise, of any surface on the exterior of a unit.

And whereas rust, salt and other substance deposited on or applied to concrete, asphalt and other landscaped surfaces (e.g. grass and shrub beds) may stain, discolour or otherwise damage these surfaces.

**It is resolved** that any owner that permits a vehicle that leaves a stain of any type on any surface within Somerset Village, whether driven by the owner or by any occupant or visitor or any other invitee to the owner's unit, to be parked anywhere in Somerset Village will be subject to fines as determined by the Board, for each occurrence and for each day in excess of one day the vehicle is parked in Somerset Village and the owner shall be responsible for the cleaning up the stain created by the said vehicle.

**And it is resolved** that, unless written approval is obtained from the Board, products containing **salt or other corrosive chemicals may NOT be deposited on or applied**

**to any outdoor surfaces** at Somerset Village, and only products that are non-corrosive and environmentally friendly may be used to de-ice outdoor surfaces.

**And it is further resolved** that no paint or other product that may stain, colour or otherwise alter or cause damage to any exterior surface within Somerset Village may be used unless the product is obtained the Corporation for the particular application or is otherwise approved in writing by the Board.

If an owner is planning a home renovation or is moving in/out and wants to place a dumpster/garbage bin on their driveway, the unit owner(s) must obtain prior written approval from the Board. To prevent damage to the driveway, use wood plank boards under the dumpster wheels (ensuring they are strong enough to bear the weight of the dumpster) or wheel locks on the front and rear of the dumpster wheels/metal castors. Most dumpster rental companies will do this for you, but not all, so always ask before you hire.

Owners of units at Somerset Village will be required to repair or replace any property, including but not limited to driveways, sidewalks and grassed areas, that is damaged as a result of an owner, occupant, visitor or other invitee using salt or other corrosive products to de-ice any outdoor surfaces at Somerset Village or applying paint or any other product that is not approved by the Board to any exterior surface.

Policy approved November 2011  
Current wording approved February 2021  
Current wording approved October 2024

## **V. The following resolution relates to Corporation Bylaws No. 1 b) and 65:**

### **Architectural Standards**

Whereas Corporation Bylaw 1 b) defines Architectural Standards as "those specifications for design and appearance as prescribed by the Board from time to time" and requires the owners to comply with "all development restrictions imposed upon the unit by the Municipal Authority ... and the Architectural Standards". The Board has already established a number of Policies setting out specifications for such items as doors and windows, window wells, storm doors, garage doors, exterior light fixtures, mail boxes, doorbell buttons, house numbers, signage, air conditioners, fireplaces, patios, patio fences, shrub beds, flower pots, barbeques, personal belongings, decorations, all of which may be located on or visible from the outdoors, and all of which establish specifications for the design and/or appearance of Buildings or units at Somerset Village;

**It is resolved** that the aforementioned Policies, and others, that have been or may subsequently be approved by the Board, which speak to the design and appearance of

physical items at Somerset Village shall constitute the Architectural Standards referred to in the Bylaws of the Condominium Corporation.

Policy approved September 2011  
Current wording approved February 2021

**X. The following resolution relates to Corporation Bylaw No. 53:**

**Leasing of Units**

Whereas Corporation Bylaw 53 refers to leasing requirements for owners:

An owner of a unit shall not rent the owner's unit until the owner has given written notice to the Corporation of the owner's intent to rent the unit by completing an Occupant Undertaking form including but not limited to:

- a) the address at which the owner may be served with notice given by the Corporation under Bylaw 55 or 56, and
- b) the amount of the rent to be charged for the unit.

**And whereas** as per Bylaw 53, the Corporation may impose and collect deposits under Section 53 of the Condominium Property Act, (hereinafter referred to as a "Security Deposit") which the Corporation may use to maintain, repair or replace property that is owned by the Corporation or which the Corporation is responsible to maintain, if that property has been damaged, destroyed, lost or removed by any person in possession of the rented unit;

**It is resolved** that all owners who rent their units shall give to and maintain with the Corporation a Security Deposit in the amount of \$1,000.00 which amount may be adjusted by the Corporation in compliance with the provisions of the *Condominium Property Act*.

Original Policy approved in 2002  
Current wording approved January 2020  
Current wording approved February 2021

**Y. The following resolution relates to the collection and use of personal information by Corporation pursuant to the Personal Information**

## **Protection Act of the Province of Alberta and the Condominium Corporation's Privacy Policy:**

### **Collection and use of personal information from Owners**

It is resolved that Owners shall, when requested by the Corporation or its Manager, be required to provide the Corporation with information it requires to maintain contact with the respective Owners and to carry out the duties of the Corporation pursuant to the Condominium Property Act and the Bylaws of the Corporation and for no other purpose.

Original Policy approved July 2004  
Current wording approved May 2005