



THE PEAKS @ EAGLE RIDGE

The Office: Unit 100  
136A Sandpiper Road  
Fort McMurray, AB  
T9K 0J7  
Office: 780 743 9676

## NEWSLETTER – FALL 2012



### List of Board Members

Interim President: Craig Squires  
Vice President, Treasurer: Dave Diebel  
Recording Secretary: Deanna Hebert  
Member at large: Chuck Smith  
Member at large: Frank Lewis  
Member at large: Jay Schmitz  
Senior Board Advisor: Jason Ranni

### Sub-Committees

Deficiency: Dave, Jay, Jason, Chuck  
Maintenance: Craig, Frank, Jay  
Bylaw: Deanna  
Personnel: Chuck  
Communications: Chuck, Deanna  
Website: Jason, Brenda Diebel

### Sub-Committee Membership

Residents who would like to join any of the sub-committees are welcomed. In particular, the **Deficiency and Maintenance Committees** would like new members at this time. Volunteers for a Social Committee would also be welcomed. This is a great way to get involved with your community and to get familiar with some of the issues, especially if you are considering running for a Board position next year.

If you are interested, please contact Amanda at 780-743-9676 or [peaks.office@gmail.com](mailto:peaks.office@gmail.com), or email the Board at [peaksboardmember@gmail.com](mailto:peaksboardmember@gmail.com).

### Our Staff

Building Superintendent: Amanda Loveless  
Maintenance: Johnny  
Custodial: June, Carolann, Tracey, Edna



### Letters to the Board:

Issues with this email address [peaksboardmember@gmail.com](mailto:peaksboardmember@gmail.com) have now been rectified – please feel free to resend any letters that have not been acknowledged – they will be forwarded to the appropriate Board / committee member for a response.

If you have a question, commendation or complaint regarding maintenance, bylaws, or other issues of this nature, please contact:

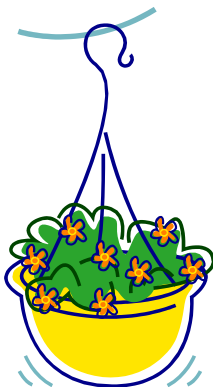
- Our property manager, **Mayfield Management**. (See below for contact information).
  - If you need further clarification, contact:
- **Amanda Loveless**, our Building Superintendent. 780-743-9676, or [peaks.office@gmail.com](mailto:peaks.office@gmail.com)
  - If you require a written response from the Board, contact:
- **The Board** at [peaksboardmember@gmail.com](mailto:peaksboardmember@gmail.com), or use the mail drop boxes, *or*
- Send an **email** to Amanda and she will forward to the appropriate sub-committee member(s) on the Board.

### Bylaws

What is the intent of the Bylaws?

*To maintain property values, and to maintain the safety and enjoyment of all.*

Bylaws can be a minefield of personal tastes and interpretation – for example, what may be one person’s garden oasis may be another’s eyesore. The Bylaws are in place to provide guidelines and to protect everyone’s assets equally. Until such time as The Peaks can pass new Bylaws that more clearly state what owners want, the Board will refer to current Bylaws. Please be familiar with what is allowed on your privacy areas or parkade areas before you purchase anything. If you are unsure, please contact Amanda in the office.



#### *Did You Know?*

The Board does not send out Bylaw Infraction Notices. Rather, *our Building Superintendent’s job* is to identify infractions, and our *Management Company* issues the letter, after a review of Bylaws and the validity of infraction. The Board supports them in this as they work to keep The Peaks safe and enjoyable for all.

Please be considerate of your lower neighbors and have any outdoor [planters in a tray](#), in order to prevent water spilling down.

## [\\*Introducing Mayfield Management Group Ltd.](#)

The Peaks Board of Directors is pleased to announce that **Mayfield Management Group Ltd. (MMG) of 15624-116 Avenue, Edmonton, AB**, will become our new management company effective **October 1**.

MMG was the successful candidate after an extensive search of local and Alberta-based condominium property management companies. An introduction package was recently sent to all owners from MMG. Please take a moment to **complete the information sheets** and return them to MMG if you have not already done so. This will help with a successful transition and ensure that you (and your tenants, if applicable) are not missed on any notices, emails or mail-outs in the future. Questions or concerns can be directed to our

**MMG Condominium Manager, Helena Smith**, at [helenasmith@mmgltd.com](mailto:helenasmith@mmgltd.com).

Please note that this change in Management Company in no way impacts on the staff that we currently have at The Peaks – staff are employees of the Board and not the management company. The Peaks would like to thank Condominium First for their services over the past several years.

Please watch your email and The Peaks website at [www.eagleridgepeaks.com](http://www.eagleridgepeaks.com) for Mayfield Management's contact information as well as **new Emergency numbers**, effective October 1<sup>st</sup>. Please ensure your Tenants also know /where to find the new Emergency numbers.

*If you notice something on the property is broken, contact Amanda.*



## [Absent from your Condo for extended periods?](#)

\*If you are away from your unit for an extended period (or a rental is empty) you **MUST** provide **emergency contact information to the office**. Have someone check your unit regularly to ensure drain taps remain full of water by running taps and flushing toilets. If you have no one to help with this, please contact Amanda: at 780-743-9676, or [peaks.office@gmail.com](mailto:peaks.office@gmail.com)

## [For Your Information](#)

Mats in the hallway outside your door are a safety hazard, and not allowed under the bylaw. Please move your mats to the inside of your unit.



### Window Washing

Unfortunately, there was not room in the budget for outside window cleaning this fall due to other unexpected costs. However, it is hoped that we can resume regularly scheduled outside window washing in the spring or after landscape repairs.

### Grounds / Landscaping

Our regular landscaper was not available this spring, and it took some time to find a suitable replacement. One was found, and was contracted until the end of summer. Unfortunately, the sprinkler system was damaged with the digging when the engineering contractors were surveying the property; this will be repaired at the same time the parkade deficiencies are addressed. Landscaping services will also resume at this time.

### Parkade Cleaning

Please check the website for full details regarding dates and times of parkade cleaning. Notices will also be posted. **DO NOT park at The Summits as they will issue a \$120 fine.**

### Garbage Room and Recycling

Recycling: Please **do not put in metal soup cans or miscellaneous plastic** as we cannot process these at this time.



We can **only** recycle items that can be taken to the **Bottle depot**, such as: **metal** drink cans, **plastic** drinking bottles, milk jugs, milk cartons and tetra packs (1 litre size only.)

### Large Garbage Items / Household Furniture:

The cost to remove these items comes from OUR budget. Please educate your neighbors when you see them doing this – it costs the rest of us money that could be better spent elsewhere.

Consider advertising ‘For Sale’ or ‘Give-away’ on our bulletin boards a month before you are moving. Someone else may want a lamp or exercise bike and it saves you a trip to the dump.



## Pets

Please **complete the Pet Registration Form** for Mayfield Management as requested. **Only** registered pets have the consent to be on The Peaks property.

**NOTE:** The wording is somewhat unclear on the new MMG Standard Pet Registration Form: regarding containment of animals, please note that storage containers or kennels are **NOT** allowed on outdoor privacy areas as per The Peaks bylaws.

Be sure to **pick up after your pet**. Use the areas designated for dogs and clean up after them.

## **\*Fire Safety**

A reminder to all residents (please pass along to your **TENANTS** about this as well):



Clean BOTH of your dryer lint trays:

1. Inside your dryer
- 2. Above the dryer** on the wall near the ceiling – it is this second one that often gets neglected as it is up high. *\*Remember that in Boy Scouts they used dryer lint to start a good fire. Don't let this accumulate in your vents.*

**An easy way to remember?** Enter it into your E-calendar for every week or so.

## Announcement

The Board will be hosting a “Meet and Greet” Wine and Cheese in December – more details to follow.



## Halloween

As always, you may take your contribution to the office before Halloween night for the many *Trick or Treaters* that come by, and treats will be handed out from there. **Volunteers** needed to hand out the goodies! Please contact Amanda.



## Renting your Unit and Landlord 101

In Fort McMurray, we are fortunate to have a local Landlord and Tenant Advisory Office.

**The Landlord and Tenant Advisory Board (LLTAB)** cannot actually advise on either the “**Condominium Act**”, or the “**Mobile Home Sites Tenancies Act**”, but rather they advise specifically on the “**Residential Tenancies Act**”, or **RTA**. Most of what you will need to know falls under the Residential Tenancies Act, such as Tenancy Agreement Forms, etc.

When you have a written lease agreement with a tenant, you and your tenant must abide by the RTA (except for certain conditions that would also include the Condominium Act, as that supersedes anything written in a lease that may contradict the RTA, and is for the protection of both Landlord and Tenant).

Example #1: If you live in a condominium (that falls under the ‘*Condominium Act*’), and you wanted to rent out your unit and initiate a lease agreement with a tenant stating pets are welcome, and your condominium had Bylaws that stated “*no pets allowed*”, then the Bylaws of that condominium, and the Condominium Act would prevail over your written lease, and no pets would be allowed. You, as the owner of your unit, would be responsible for any fines or damages incurred by your tenant contradicting the Bylaws of that condominium. It is crucial to be very aware of your condominium’s Bylaws when you are advising your tenants so *they can choose their new home according to their needs*.

Example #2: Your tenant may want to use your parking stall for storage of something other than what is allowed in that condominium’s Bylaws. They will be asked to remove the items, will possibly be fined, and will not be allowed to use the space as they had intended. If they don’t pay the fine, you as the owner are responsible for the fine and any monetary accruals for non-payment; another very good reason to have your Contact Info updated with your property manager and building superintendent. You may now also have an unhappy tenant who will want to move sooner than later to a place that better suits their needs. Please be sure to ask your tenants **HOW** they intend to use the unit, patio area and parking stalls, as well as about their pets, **BEFORE** you rent to them. Be sure to highlight the Bylaws to them, and how to find them on our website [www.eagleridgepeaks.com](http://www.eagleridgepeaks.com) .

### **Remember!**

Any time anyone moves in and out of our buildings there is potential for slight damages to walls etc., and extra garbage that all owners share in the cost of disposing of.

***Take the time to get a Tenant who wants to be here, and we will all benefit.***

\*Please fill out your [Tenant Information](#) forms to MMG as well. Your tenant is often their best contact on protecting your asset *immediately* should something go wrong.



Questions?

Contact: Heidi Major

**Landlord and Tenant Advisor**

Main Floor, City Hall

9909 Franklin Avenue

Fort McMurray, Alberta T9H 2K4

Phone: **(780) 743-7888** / Fax: **(780) 743-7937**

Email: [heidi.major@woodbuffalo.ab.ca](mailto:heidi.major@woodbuffalo.ab.ca)

The hours of operation are Monday to Friday from 10:00 a.m. to 2:00 p.m.

Or see the website: [www.woodbuffalo.ab.ca/page1342.aspx](http://www.woodbuffalo.ab.ca/page1342.aspx)

As well, the following free booklets are available: *Renting a Condominium*, *Renting 101*, and

*\*Questions and Answers for Tenants and Landlords*

(\*this booklet is now available to download in PDF from their website - above). These and other free booklets are also available at the Landlord and Tenant Advisory Board at City Hall, Jubilee Centre. These booklets make the RTA more simplified. It is recommended that you **get a copy for your tenants as well**, so that they are aware of their rights and obligations.

You may also want the booklet: *Renting out a Room in your Home*, and the sample "Roommate Agreement" form if you plan on having a roommate.

While there, you may purchase for about \$2 each, all of the forms necessary to be a landlord:

- e.g. Statement of Account Security Deposit
- Standard Lease
- Residential Tenancy Agreement
- Accommodation Inspection Report
- Notice to Tenant to Enter Premises, and so on.