



## TURNBURY AT CRYSTAL SHORES

CONDOMINIUM CORPORATION NO. 0212152

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# POLICIES

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### DEFINITIONS:

**“Owner”** means the registered owner of a Unit and member of the Condominium Corporation.

**“Occupier”, “Occupant” or “Tenant”** means the rightful and lawful occupant or lessee of a Unit whether or not said occupant is the Owner, and includes all family members, invitees, licensees, such persons, servants and guests of such occupant or tenant;

**“Property Manager”** means Blue Jean Condominium Management, 245 Forge Road SE, Ph: 403-536-7080, who act as a liaison and carry out the day to day operations for the Condominium Corporation

**“Board”** means the board of managers of the Corporation

**“Board Member” or “Member”** means the duly appointed, nominated or elected member of the Board

**“By-laws”, “Rules”, “Regulations” and “Resolutions”** means, respectively, the By-laws, rules, regulations and resolutions of the Corporation, as the case may be, now existing or in the future enacted or promulgated by the Corporation from time to time;

**“Policies”** are used interchangeably with Rules and Regulations as outlined in the By-laws

**“Common Property”** means those portions of the Condominium Plan, if any, which are not designated as a Unit and such additional portions of the parcel as shall from time to time be designated Common Property and any Unit acquired for common use of the Owners and Occupants of the Project as herein provided for;



**“Managed Property”** means the Common Property and all those parts of the Units including the portions of the Buildings thereon herein more particularly described, which, by this By-law, the Corporation shall administer, control, manage, maintain and repair;

**\*\*\* Please note all policies are rules put in place in order to assist in the repair, maintenance and uniform appearance of our Condominium Project and are reviewed yearly and modified as the needs of the community change. Please refer to Turnbury Website for any changes prior to any work being completed.**



RENTAL NOTICE & TENANT AGREEMENT

Condominium Corporation No. 0212152

Turnbury at Crystal Shores

Unit Address: \_\_\_\_\_

Owners Name(s): \_\_\_\_\_

Owners Address: \_\_\_\_\_

I (we) hereby give you notice that the name(s) of the tenant(s) residing in the subject Unit is (are):

1. Tenant Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Alt/Home Phone: \_\_\_\_\_

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

Vehicle Information

Make/Model/Colour: \_\_\_\_\_ License Plate: \_\_\_\_\_

2. Tenant Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Alt/Home Phone: \_\_\_\_\_

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

Vehicle Information

Make/Model/Colour: \_\_\_\_\_ License Plate: \_\_\_\_\_

I (we), the tenants, in Unit # \_\_\_\_\_, 97 Crystal Shores Cove, Okotoks AB, agree to comply with the use and occupancy regulations of the Bylaws of Condominium Corporation No. 0212152 and acknowledge an understanding of the authority of the Board of Directors for the Corporation, which includes Pursuant to Section 54 of the Condominium Property Act (Alberta), the Board has the legal authority to evict tenants. The Board has the legal authority to levy fines against a unit where the residents contravene a Bylaw. The owner of the unit may then, at their discretion, pursue collection of the same from the tenant.

I understand that for liability purpose, all correspondence regarding the unit must go to the unit owner. The unit owner is then responsible to communicate with the condominium manager. The tenant should communicate directly with the condominium manager in the event of an emergency (flood, water leak or loss of essential service).

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

In the presence of:

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant (Print Name)

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant (Print Name)

\_\_\_\_\_  
Owner/Landlord Signature

\_\_\_\_\_  
Owner/Landlord (Print Name)



### PET APPLICATION & APPROVAL

**Condominium Corporation No. 0212152**

**Turnbury at Crystal Shores Cove**

Unit Address: \_\_\_\_\_ Legal Unit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

**Applicants Information**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Pet Information**

Pet Name: \_\_\_\_\_ Type of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_ Colour/Markings: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

Pet License No: \_\_\_\_\_ Date of Last Immunization: \_\_\_\_\_

**In addition, please attached the following items with each pet application.**

**Pet License: Attached**

**Pet Photo: Attached**

\*\*\*Note: should these items not be attached to the application, the application will not be processed\*\*\*

If you require pre-approval to adopt a pet without licensing the pet prior, please indicate this: Yes  No

**Should the Board of Directors approve your Pet, the below Bylaws of CCN 0212152 will apply.**

**62. USE AND OCCUPANCY RESTRICTIONS**

**(b) (iv) keep any animal, livestock or fowl of any kind, other than household animals and pets as are normally permitted in private homes in urban residential areas and then only if approved by the Board, which approval may, if given, be withdrawn anytime on reasonable grounds on fifteen (15) days' notice. Additionally:**

**A) no livestock, snakes, reptiles, arachnids or fowl will be approved;**

**B) no more than three (3) pets per unit will be approved;**

**C) all dogs and cats must be hand leashed outside a Building and kept under control and in the custody of a responsible person at all times;**

**D) an Owner shall clean up any animal defecation immediately from either the Common Property or the Managed Property;**

**E) any Municipal bylaws in effect in the municipality in which the Parcel is located with respect to animals, livestock and fowl at any point in time shall have effect within the Managed Property and Common Property and municipal enforcement officers are hereby authorized to enforce the said Municipal bylaws in the Managed Property and Common Property;**

**F) an Owner agrees to pay to the Corporation the cost of any repairs or damages to the Common Property or Managed Property necessitated by and caused by an approved pet;**

I, \_\_\_\_\_, of Unit # \_\_\_\_\_, 97 Crystal Shores Cove, Okotoks, AB, agree that if my application is approved, I will adhere to the Bylaws of Condominium Corporation No. 0212152. I have read the Bylaws and understand that should my request for pet approval be approved by the Board of Directors, it applies only to the pet described on this application. I understand that failure to comply with the Bylaws of Condominium Corporation No. 0212152 may result in the loss of pet privileges.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Office Use Only**

Pet Application has been: Approved:  Denied:  as of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name of Board Member

\_\_\_\_\_  
Signature of Board Member



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## COMPLEX PARKING POLICY

### **INTENT:**

This policy is enacted to ensure that all residents and visitors of the Turnbury condominium have convenient and equitable access to vehicle parking; also to maintain the integrity of property values, comfort of residents, and safety by placing certain restrictions on types of vehicles and equipment stored on the property.

### **DEFINITIONS:**

- **Resident/Occupant/Tenant** – Any person who resides on the property full time.
- **Guest/Long-Term Visitor** – Any person who is not a resident but visits the complex for more than two consecutive days or more than four days in a two week period.
- **Visitor** – Any person who visits the complex less than a Guest/Long-Term Visitor (as above).
- **Private Passenger Vehicles (“Vehicle”)** – a vehicle which does not exceed 10,000 lbs and is not used for business/work.
- **Complex** – in regards to this policy means Common Property, Common Roadway, Managed Property, Unit and Project. (See By-laws for definitions of each).

### **VEHICLE RESTRICTIONS**

#### **Size Restrictions:**

- Vehicles parked on the driveway pad must fit entirely within its confines:
- Lengthwise – from the closed garage door to the inside of the curb.
- Widthwise – from the side edge of the pad to the centerline between two units.
- Height – no taller than the garage door opening.

Vehicles parked in the garage must fit entirely within its confines with the garage door closed.

#### **Equipment and Tools:**

- Auxiliary engines, generators, welders, etc. are not to be operated on the property as they lack adequate mufflers and emission controls to sufficiently reduce noise and smell.
- Farm and construction equipment are not to be stored, repaired or operated on within the complex except for companies hired by the Condominium Corporation to maintain the Common



and Managed Property, or a unit owner/tenant to repair or work on any unit as approved by the Board of Directors.

- Compressed gas cylinders, slip tanks, and other dangerous goods are not permitted to be stored in the back of trucks or in a Unit within the complex. These items are prohibited by this and other policies.
- Tools, ladders, etc. must be stored inside the vehicles or within a unit so that they are not visible.

#### **Miscellaneous:**

- Trailers, RVs and/or Off-road vehicles are not to be parked on the complex except for the purposes of loading and unloading.
- All vehicles parked on the complex must be in good repair and have current registration and insurance.
- No vehicle repairs or maintenance are to be performed on the roadway, driveway pad or in visitor parking.
- Vehicles are prohibited from idling for any periods longer than 15 minutes.

#### **Moving Vans:**

Moving vans are permitted on the property for the purposes of moving provided that the following conditions are met:

- A qualified operator of the vehicle must be present and available at all times to move it if necessary.
- The vehicle may remain on the property for a maximum of six hours for Active loading and unloading only.
- The vehicle must be parked in such a manner that traffic can move freely around it.
- The vehicle must be moved immediately upon the request of any resident whose unit's access has been restricted.
- Any vehicle used for moving aside from a moving van are to Park in appropriate Parking Areas, or outside of the complex.

#### **PARKING AREAS:**

**Units:** Each unit on the property is furnished with two parking spaces, one in the garage and one on the concrete driveway pad (bordered by a centre line between two units). Each space is allowed to accommodate One vehicle. The practice of "Tandem Parking," or more than one vehicle parking on a unit's driveway, is prohibited. Tandem parking results in frequent damage to vehicles, inconveniences to neighbors and gives the complex a cluttered look. Note, any tandem parked vehicle can be ticketed and towed immediately.



**Visitor Parking:** There are sixteen Visitors parking stalls throughout the complex. Residents are prohibited from parking their vehicles in these spots. All Vehicles parking in Visitor Parking are required to display Valid Parking Passes.

**Short Term Visitor Parking:**

- Valid Permit Required at All Times (Each Unit is provided 1 Pass, and must be displayed by the visitors vehicle) o Within a 7 day period, visitor stay cannot exceed 24hrs or One Night. (7 day Period runs from Tuesday – Mondays weekly).
- Lost Passes – may be replaced at a cost of \$50. Note: each unit is only allowed 1 Short Term Visitor Parking pass. Any replacement passes issued will be recorded and monitored, and subject to enforcement should Original Pass and a Replacement Pass be utilized at same time. (Both Vehicles may be subject to Ticketing and Towing)

**Guest/Long Term Visitor Parking:**

- Valid Permit Required at All Times (Each Unit is required to contact Management Company to obtain permit which will be issued for specific dates, and must be displayed by visitor vehicle)
- Long Term Visitor Parking permits are valid as requested and approved.

**Roadway Parking:** The entire roadway within the complex is designated as a Fire Lane. Roadway parking is not allowed at any time due to the space that Emergency Vehicles require for maneuvering. This is for public safety reasons and vehicles parked on the roadway may be ticketed and towed without warning or notice.

**ENFORCEMENT**

- Any Vehicle in violation of this policy within the complex may be ticketed and towed immediately.
- Any Vehicles parked in the fire lane (excluding companies hired by the Condominium Corporation for maintenance or repairs) or trespassing on another owner’s driveway will be towed immediately without warning.
- Other violations may receive up to two written warnings. After two warnings have been issued, at the discretion of the Board an administration assessment may be levied on the unit for the infraction. Record of warnings will be kept for one year.

**This policy has been passed by the Board of Directors and supersedes all previous policies in accordance with the Bylaws of Condominium Corporation No. 0212152 and stands effective as of July 31, 2014 and is subject to periodic review and modification as the needs of the community change.**





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## DOOR INSTALLATION POLICY

Owners/Tenants may install storm doors and/or replace existing exterior doors on the front or the rear of their unit, providing the following conditions and procedures are followed:

- 1) Submit a Renovation & Improvement for Board approval is forwarded to the Blue Jean Condo Management office, prior to any installation proceeding.
- 2) Written approval will be provided to the owner making the request, providing the door that is installed, is of the approved style and specifications as indicated below.
- 3) Maintenance and replacement of the exterior and storm doors will be the responsibility of the owner who had the door installed or of any future owner of that unit.
- 4) All doors must be white and same style as original door or approved by the Board of Directors.

### EXTERIOR (MAIN) DOORS

Stanley Doors - 9 Lite Internal Grille Painted Steel Entry Door Cladded or identical

### STORM DOORS

#### Option 1

- Regal Deluxe / Regal Series
- 2" thick overlap frame seals out weather and hides hinges and gaps
- Energy saving double weather – strip system • Lifetime Nickel™ (Regal Deluxe) and color-coordinated lever handles (Regal) with interior dead-bolt
- Dual "Auto – Hold™" closer system conveniently holds door open
- View and Vent™ roll up screen for an unobstructed view, optional on Regal 2 Lite, standard on Regal Deluxe 2 Lite

#### Option 2

- A second approved alternative is the Phantom Screen Door

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## WINDOW INSTALLATION POLICY

Owners may install/replace windows on the front or the rear of their unit, providing the following conditions and procedures are followed:

- 1) A written request for Board approval is forwarded to the Property Manager, prior to any installation proceeding.
- 2) Submit a Renovation & Improvement from the owner making the request, providing the window is installed by a qualified, licensed and insured contractor and in accordance with any pertinent building codes and permits and is of the approved style and specifications as indicated below.
- 3) Permits are to be obtained from the Town of Okotoks
- 4) Ensure that the installation will be performed by licensed and bonded trades people whom have a minimum of \$2,000,000.00 liability insurance and are covered by Workman's Compensation.
- 5) The replacements are done at the unit owner's expense.
- 6) The windows are of the same colour and style as the adjacent windows.
- 7) No structural components are altered.
- 8) The construction does not affect the quiet enjoyment of the property for any occupants of the Condominium
- 9) All garbage must be removed and disposed of properly.
- 10) Any damage caused to the common property due to the construction will be restored to the original state at the owner's expense.
- 11) The Condominium Corporation and Property Manager is indemnified from any harm caused to person or property as a result of the installation.
- 12) If any of the condominium by-laws are contravened, the Board of Directors retains the right to rescind the approval. All related costs, including but not limited legal pursuits and administrative fees will be assessed back to the unit.
- 13) Maintenance and replacement of the window will be the responsibility of the owner who had the window installed or of any future owner of that unit.



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## SIGN POLICY

No Owner or Tenant shall be permitted to erect, place, allow, keep or display signs, billboards, advertising matter or other notices or displays of any kind on the Common Property or in or about any Unit in any manner which may make the same visible from the outside of the Unit, without prior approval of the Corporation.

The following signs will be approved:

1. Home security window decals
2. A store purchased For Rent or For Sale sign, no larger than 2 feet by 2 feet, placed in the front or rear window
3. A professional realtor sign no larger than 2 feet by 2 feet placed in the front or rear window
4. Open House signs are permitted during the hours of the open house providing they do not restrict traffic.

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## SATELLITE DISH INSTALLATION POLICY

An Owner shall not permit, erect or cause to be erected, any satellite dish on the Unit or common property, unless:

1. The owner obtains approval from the Board of Directors prior to any installation. Approval to be obtained by contacting Management Company for Approval.
2. The satellite dish must not exceed 27 inches in diameter.
3. The satellite dish and components may be installed on the roof, side or back of the unit and may not be installed on the front walls, front roof over hangs or front roof parapets of the buildings, nor allow any part of the dish or components to extend past the vertical plane of the front walls of the building.
4. The satellite dish & components installed on walls or eaves shall not be mounted below the top of the upper level windows of the unit.
5. The satellite dish & components may be installed on decks but must be installed tightly in the corner cavity created between the deck and the wall of the unit or the deck and the stairs. Said components must be mounted so as to not have any portion of the satellite dish or components to extend above the top rail of the deck railing nor below the bottom of the deck joists.
6. Wires, cables, fasteners or satellite dish components must be run in a manner such that they will not be exposed along roofs, walls, decks, etc. and that such components shall not be mounted so as to be visible to other owners, occupants, passers-by or anyone outside the units whether open or covered.
7. Wires, cables, fasteners or dish components shall not be permitted to penetrate the outside walls, roofs or any outside components of the buildings, with the exception of one cable sized opening to accommodate running the cables to the inside of the unit and penetrations to accommodate the fastening of the satellite dish to structural components of the units.
8. Any and all penetrations through the roofs, walls or any outside building components on the outside of the units must be sealed with a long life industry approved sealant.
9. No penetrations are allowed through any of the common walls or any fire rated walls in the units.
10. Installations of any components above ground level must be performed by qualified installers who have a minimum of \$2,000,000.00 liability insurance and are covered by Workman's Compensation.



11. Any repairs or maintenance that may result due to the installation of the satellite dish will be payable by the owner of the unit where the dish is installed.

12. Satellite dishes that have not been installed in accordance with the Board approved specifications will be required to be removed at the owner's expense.

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## DECORATION POLICY

An Owner shall not permit anything to be done that may cause damage to trees, plants bushes, flowers or Lawns on the Unit and in the Common Roadway and shall not place chairs, table, children's play things, devices or toys or other objects on the lawns and grounds in either the Common Roadway or the Managed Property so as to damage them or to prevent growth, or to interfere with the cutting of the lawns or the maintenance of the grounds generally. Exceptions to this clause of the Bylaws:

1) Exterior decorations are permitted on doors and within the area covered with stone / gravel located at the front of each unit.

2) Patio Furniture and decorations are to be contained within the confines of the patio/deck.

3) No decorations/toys/bikes/lights/plants/bird feeders or any other items are allowed on front, side & rear common property; or on trees, bushes, plants & lawns thereof; at any time, with the following exceptions:

a) Max of two potted plants (in season) are allowed on the concrete driveway of each unit in front of the garage, and not blocking any entrance into a unit.

b) From Oct 1st to Nov 15th Halloween decorations may be displayed on the front of units on doors, windows and within the area covered with stone / gravel located at the front of each unit. All exterior decorations (except those allowed by point 1 above) that have not been removed by Nov 16th may be taken down and disposed of by the Corporation at the Unit owners expense.

c) From Nov 15th to Feb 15th Christmas lights & decorations may be displayed on the front & rear of units on doors, windows and within the stone / gravel area located at the front of each unit. All exterior decorations (except those allowed by point 1 above) that have not been removed by Feb 16th may be taken down and disposed of by the Corporation at the Unit owners expense.

This commitment to safety and property maintenance and appearance is the reason for establishing this year-around exterior decoration policy. Therefore, it is imperative that all residents adhere to this policy at ALL times regardless of the reason or season. Any repairs of damages to the common property, trees, bushes, plants & lawns as a result of the above will be at the Unit Owners expense.

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## GARAGE SALE POLICY

- 1) Signs advertising the garage sale are only permitted to be erected on Common Property during the hours of the garage sale, must not cause damage to Common Property in any way, and signs must be removed immediately after the day of the sale.

Garage sales are only permitted during The Okotoks Parade of Garage Sales held May Long Weekend of every year (check Okotoks town website for specific date).

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## AIR CONDITIONING POLICY

The Board of Directors at Turnbury has approved the Carrier Air Conditioning unit outdoor model number 38HDL030, or similar style. The unit selected must be a low noise unit so as not to bother any of the other residents.

An Owner shall not install an air conditioning unit on the Unit or common property, unless:

- 1) The Owner obtains approval from the Board of Directors prior to any installation. Approval to be obtained by contacting Management Company for Approval.
- 2) Confirm that the installation and maintenance of the air conditioning unit will not damage or cause to be damaged any of the common area elements of the property;
- 3) This application must include the make and model of the outside compressor unit and also the proposed installation location.
- 4) Ensure that the outside compressor is installed on a 4" concrete pad located at an approved location, and will not interfere with any irrigation or utility services.
- 5) Ensure that all power and refrigerant lines are installed in a neat and orderly fashion and are plumb and square.
- 6) Ensure that the installation will be performed by licensed and bonded trades people whom have a minimum of \$2,000,000.00 liability insurance and are covered by Workman's Compensation, and have appropriate municipality permits.
- 7) Accept that any acts of vandalism are the owner's responsibility to remedy.
- 8) Ensure that the air conditioning unit is maintained at all times in a good state of repair and appearance.
- 9) The Owner assumes all costs to remedy any damage to the common property, managed property or unit that may occur as a result of the installation, maintenance or use of the air conditioner.

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## EXTERIOR WATER TAP POLICY

Owners may install exterior water taps, providing the following conditions and procedures are followed:

- 1) A written request for Board approval is forwarded to the Property Manager, prior to any installation proceeding.
- 2) Written approval will be provided to the owner making the request, providing the water line and taps assembly is installed by a licensed tradesman and in accordance with any pertinent building codes and permits.
- 3) Ensure that the installation will be performed by licensed and bonded trades people whom have a minimum of \$2,000,000.00 liability insurance and are covered by Workman's Compensation.
- 4) All connections / hoses must be contained within the deck area.
- 5) Only frost free taps are to be used.
- 6) Ensure that the taps are maintained at all times in a good state of repair and appearance.
- 7) The Owner assumes all costs to remedy any damage to the common property, managed property or unit that may occur as a result of the installation, maintenance or use of the exterior water tap.

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## GAS CONNECTIONS FOR BARBEQUES POLICY

Owners may install gas connections for barbeques, providing the following conditions and procedures are followed:

- 1) A written request for Board approval is forwarded to the Property Manager, prior to any installation proceeding.
- 2) Written approval will be provided to the owner making the request, providing the gas line and connection is installed by a licensed tradesman and in accordance with any pertinent building codes and permits.
- 3) Ensure that the installation will be performed by licensed and bonded trades people whom have a minimum of \$2,000,000.00 liability insurance and are covered by Workman's Compensation.
- 4) All connections must be installed on the back of the unit only.
- 5) All connections/hoses must be contained within the deck area.
- 6) Ensure that the gas connection is maintained at all times in a good state of repair and appearance.
- 7) The Owner assumes all costs to remedy any damage to the common property, managed property or unit that may occur as a result of the installation, maintenance or use of the gas connection.

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## MOTORIZED TOYS POLICY

**Motorized toys are not permitted within the Turnbury complex on Common Property and Managed Property in accordance with Bylaw, Article 3 – Owners’ Duties and Obligations, Section 3.1 Specific Obligations, (d) (xiii) which states:**

“each Owner shall not do or permit anything to be done that may cause damage to trees, plants, bushes, flowers or lawns on the Unit and in the Common Roadway and shall not place chairs, tables, children’s play things, devices or toys or other objects on the lawns and grounds in either the Common Roadway or the Managed Property so as to damage them or to prevent growth, or to interfere with the cutting of the lawns or the maintenance of the grounds generally;”

All exterior property is common and managed property

“Motorized Toy” means any electrical, battery, gas or remote powered toy

**This policy has been passed by the Board of Directors and supersedes all previous policies in accordance with the Bylaws of Condominium Corporation No. 0212152 and stands effective as of July 31, 2014 and is subject to periodic review and modification as the needs of the community change.**