



KENASTON ESTATES

Residents' Manual

MAY 2021



WCC No. 88 KENASTON ESTATES RESIDENT MANUAL

Welcome to Kenaston Estates – WCC No. 88

It is our pleasure to have you as part of our community, and in keeping with that spirit, we have created this handbook for owners and tenants to guide you through some of the things you need to know while living at Kenaston Estates.

This handbook contains broad based information and condensed rules from our Declaration, By-Laws and The Condominium Act of Manitoba. If a more detailed explanation of a rule or process is needed, please refer back to the source documents which you were given when you purchased your condo. The rules passed by the owners appear as Schedule A to the By-Laws. These rules are enforceable under the Condominium Act, and all owners, residents, and guests are expected to abide by them.

For owners, some general information that pertains to ownership such as condo fees and contact information will have been provided by our property manager on your arrival. If you are thinking of making any alterations inside your unit, refer to the renovation guidelines available through the property manager.

Any other information that you may require can be obtained by visiting our website at <http://www.kenaston-estates.com> or by e-mailing the WCC No. 88 Board of Directors at condo88@gmail.com.

We hope you enjoy your stay with us, and we are always looking to make our community safer and a better place to live, so feel free to make suggestions at any time.

Kenaston Estates Board of Directors



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General Information

Fire Safety

Unit smoke detectors should be tested monthly by the residents. There is a mandatory annual inspection for the testing of unit smoke detectors, and access to each unit must be provided upon 24hr request, and is subject to charges for re-arranging entry.

The fire alarm pull-down stations, which are located in each corridor, are a local alarm only, and are not monitored. Residents must remember to call 911.

Upon discovery of fire:

- Leave the fire area immediately
- Call 911 with the building address and location within the building
- Activate the fire alarm pull station in the corridor
- Leave the building via the nearest exit

If you are inside your suite and hear the fire alarm:

- Before opening the door, feel the door knob for heat, if it is a normal temperature open the door slightly
- If there is no smoke or fire in the corridor, exit your unit closing the door behind you, then leave the building via the nearest exit
- If you feel air pressure or a hot draft in the corridor when you open your door, close your door.
- Do not lock your door so that the firefighters can enter to help you when they arrive
- **Dial 911** and tell the fire department where you are. Give them your suite and floor number.
- Seal all cracks where smoke can get in by using wet towels placed at the bottom of your doors and crouch low to the floor if smoke enters the room
- *Do not panic*, remain calm and wait to be rescued



Emergency

- **Dial 911** for Fire, Police and life-threatening emergencies.
- For all other emergencies such as power failure, hallway heat failure, water pipe breaks, laundry room flooding, building locks failure, etc. call the onsite resident manager and/or the property manager's 24-hour service number.

Security

Video Surveillance on Common Element:

Video cameras are in use in the common areas of the complex, which include the front and back entrances to the building(s), North, South and East parking lots and the pool enclosure area. These cameras will not be positioned in such a way as to view the interior of any unit, or the pool washroom. *There is no audio recording.* The cameras are not live monitored. They are only used to gather recorded information for incidents as they relate to criminal activity, accidents and rule infractions. Warning signs are posted at the Parking lot entrance and at each entry door.

A few tips to help with your personal safety:

- Do not expose yourself to unnecessary risk. If you encounter suspicious circumstances in the parking lot or on the grounds of the complex leave the area immediately and report the incident to the police.
- Never enter your vehicle without checking that it is safe to do so.
- Lock your vehicle and remove all high value portable items.
- If you are going away, have a neighbour check your unit. Cancel all deliveries, such as mail and newspapers, or have these items collected by a neighbour daily.
- Before leaving, check that all doors and windows are secured.
- Please ensure that you do not let anyone that you do not know into the building. When entering the building ensure that the door is fully closed behind you so that no one can enter after you.
- When buzzing people into the building check to see who it is before letting them in, do not just press the buzzer if you are not expecting guests.
- Do not let anyone into the building for the purpose of soliciting.

Knowing who we are letting into the buildings helps to make Kenaston Estates a more secure and safe place in which to live.



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Neighbours

Let's all be good neighbours! Some helpful tips to be a good neighbour:

- Respect the Rules and Regulations of Kenaston Estates.
- Don't allow noise from your activities or life style to intrude into your neighbour's space.
- Help keep all common areas clean and tidy.
- Dispose of garbage and recyclables properly.
- Use your vehicle-parking stall properly.
- Say Hi!

Noise

Kenaston Estates is a concrete and brick constructed building. However, excessive noise will travel between suites. The co-operation of all residents is requested to ensure that sound from their unit is not disturbing to other residents.

- Welcome and say farewell to guests inside your suite. Don't carry the party into the hallway as this creates a disturbance that may affect other residents
- Do not run up and down the stairs and slam doors.
- Sound from television, and audio players must not be allowed to penetrate walls into adjoining units.
- Contact the Property Manager if you are experiencing noise pollution in your unit.
- Always abide by the City of Winnipeg Neighbourhood Livability By-Law in regards to noise

Pets

Residents are allowed to have a maximum of 2 pets. Pet owners in the complex have some obligations to those living in the Condo who do not own a pet. Refer to the City of Winnipeg By-Law 92/2013 that outlines an owner's responsibility in the care of owning a pet as there are penalties applied by the City of Winnipeg against those who do not conform.

- Pet owners must pick up all pet droppings, not only from the common areas of the condominium property, but also from anywhere on City of Winnipeg property and dispose of in a garbage receptacle.
- Dog's barking, crying or whining must also not be allowed to disturb others.
- Pets must be on a leash at all times.
- Do not allow your dog to urinate on any grassed area within the complex. This includes the courtyard and the perimeter around the parking lot
- Carry your pet to the exterior of the building, when possible. The carpeted area of the buildings holds dog dandruff and hair, and many people are very allergic to animal hair, dandruff and saliva.
- Pets are not to be left unattended on balconies or patios, and are not allowed to use these areas for relief
- If you have a pet other than a cat or a dog, please ensure that it is properly contained and not allowed to enter the common areas of the complex.
- If you experience a problem with a pet, remember that it is not likely the pet's fault, but the owners. Please convey the problem to the Property Manager
- Do not feed the wildlife, with the exception of birds.



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Communication

Kenaston Estates has a website and publishes a periodic newsletter. Both the website and the newsletter have the contact information for our Resident Manager, Property Manager and the Board of Directors.

Most matters should be referred to the Property Manager, however the Board of Directors may be contacted if you feel this would be more appropriate. In the case of property related emergencies call the Property Manager's 24-hour service number.

For non-emergencies after hours, the Property Manager has a 24-hour answering service.

Property Manager

The Property Manager is delegated the authority for all aspects of management and maintenance by the Board of Directors. The Property Manager is also responsible for supervision and work assignments for the Resident Manager. The Property Manager reports to the Board of Directors and all emergencies, complaints (bouquets) and any other matters should be directed to the Property Manager.

The Property Manager maintains a 24-hour emergency line and the telephone number can be found in the latest issue of the newsletter or on the website. The Property Manager meets on a regular basis with the Board of Directors and keeps the Board of Directors in constant touch with all matters related to the management of the complex.

Resident Manager

The Resident Manager is employed by the Condominium Corporation. The Resident Manager reports to the Property Manager where he/she/they receives work assignments. The Resident Manager is not authorized to perform work in individual units. Residents who are uncertain about work needed in their units or are seeking advice on these matters should contact the Property Manager.

Common Areas

Parking

Kenaston Estates is a private corporation and therefore we are not subject to Rules & Regulations that may apply to public parking. Our reserved parking lot is only available to the residents of Kenaston Estates. We have visitor parking spaces for guests visiting residents, and to accommodate commercial enterprises who are contracted to do work on our property. There are certain regulations, City of Winnipeg By-Laws, such as parking and/or stopping in fire lanes that must we comply with. These are mandatory and over time other regulations may come into effect which will be required to be incorporated into our Rules.

When a person(s) purchases a unit at Kenaston Estates they acquire one stall per unit to be for their exclusive use. Therefore, they are only entitled to this one parking stall. When available, a unit owner may apply for one additional parking stall on a rental basis, with current rates being applied and subject to future adjustments at the Board of Directors' discretion. Only one rental stall may be acquired by any unit owner. Our goal is to always maintain at least twenty-five (25) Visitor Parking spaces to accommodate residents' guests. This may limit the availability of extra parking stalls, and therefore we may not be able to fulfill all requests.

- The electrical parking plugs are proportionally temperature controlled during the winter.
- There is no power between zero degrees Celsius & +5 degrees Celsius.
- Full power is normally available during the warmer temperatures.

Guidelines and Rules for Parking

- *SPEED LIMIT on the property is 15 km/hr.*
- Vehicles parked in Fire Lanes are subject to immediate impoundment.
- Repairs to vehicles and the washing of vehicles are not permitted anywhere in the parking lot, whereas emergency repairs may be allowed depending on circumstances.
- Trailers & Motor Homes are not allowed to be parked on any part of the property
- The temporary parking of utility trailers not exceeding 1.5 meters in width and 5 meters in length is permitted in an authorized stall. If needed for more than 48 hours authorization is needed from the Property Manager.



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- Parking of heavy-duty trucks and light duty trucks exceeding 3/4 Ton is prohibited except for contractors and trades persons while employed on the site. Contractors and trades persons must not occupy or block access to assigned parking stalls.
- No motor vehicle (including motorcycles, mopeds and scooters) shall be driven on any part of the common element other than the parking driveway or parking stall.

Visitor Parking Regulations

- If you have a guest parking overnight, your guest is required to display an “*OVERNIGHT PARKING PASS*” on the driver's side dash to avoid impoundment.
- Guests planning on staying longer than three (3) nights will require a short-term parking permit, available from our Resident Manager. There is a fee for this permit.
- The above temporary parking will only be accommodated in Visitors Parking stalls if available. Any other location is subject to impoundment.

Parking Lot Maintenance

- This applies to snow removal, parking lot sweeping, line painting, maintenance and repair
- Residents will be notified at least 48 hours prior to any of these scheduled events
- You are required, when directed, to have your vehicle(s) in the work area moved to another location, so that the authorized work can proceed in a timely and efficient manner
- Failure to do so leads to increased costs which impact our condo fees. In some cases, impoundment becomes necessary with the cost being borne by the unit owner/resident
- If you plan on being away, please ensure you leave your vehicle keys with someone to move your vehicle, if necessary, to avoid possible towing costs.
- Our Property Manager & Resident Manager, monitor and control our parking lot. When necessary, they communicate with the Board of Directors to help resolve violations of the above rules. When there is a breach of the above rules, fines and/or impoundment may take place, subject to written notice by letter and/or email. Please see the *SCHEDULE OF FINES* for the amount and process.

Swimming Pool and Enclosure

- All residents are asked to co-operate when they visit the pool area and to observe the rules. These rules have been established in co-operation with the Public Health Department to provide a safe area for your relaxation and enjoyment.
- Access and use of the swimming pool and immediate area is governed by the following:
- **THERE IS NO LIFEGUARD ON DUTY**
- Pool hours are 10:00 am to 9:00 pm daily, weather permitting. The top lock on the main gate will be unlocked at 10:00 am and locked again at 9:00 pm. Your building key opens the bottom lock only. There is no access to the pool outside of these hours
- Only residents of Kenaston Estates and their invited guests are allowed inside the pool enclosure. Residents are responsible for their guests and must accompany them during their stay in the pool area.
- Residents are expected to co-operate in limiting the number of their guests to two (2), particularly on weekends and by providing patio seating for their guests when it is apparent that there is a short supply due to the number of persons using the pool area.
- Children under twelve years of age, throughout their stay in the pool enclosure, must be accompanied by a parent or responsible adult. Non-toilet trained infants and toddlers must wear proper fitting, leak-proof swim pants approved for City of Winnipeg swimming pools.
- For safety reasons, loose flotation devices (floats, rings, balls and the like) are not permitted. Certified personal flotation devices are permitted but must be attached to the body at all times in the pool.
- No smoking is allowed in the pool enclosure
- No food is allowed in the pool enclosure. Drinks must be in plastic containers or cans.
- No glass is allowed inside the enclosure.
- No Alcohol is allowed in the enclosure and all drink containers must be kept a minimum of 3 feet from the edge of the pool.
- No running is allowed inside the enclosure.
- No pets are allowed inside the enclosure.
- No radios are permitted without headsets.
- No person infected with a communicable disease or having open sores on their body shall enter the water.

Swimming Pool and Enclosure continued:

- Hazardous activity or any actions that affect the enjoyment of other persons in the enclosure is strictly prohibited and subject to suspension from the pool area
- No person shall engage in any activity that affects the functioning of the pool fountain or its' housing. Do not stand on the housing leading to the fountain.
- ABSOLUTELY NO DIVING OR JUMPING INTO THE POOL (this includes the steps in the deeper end) The pool is not deep enough, making this a dangerous practice.
- A telephone and emergency medical kit are located on the wall by the washroom.

Entrances

Owners are given two (2) keys to access the main entrance and back entry doors for their building only, gate entrances, laundry room and pool enclosure. Additional keys are available for a fee on request. It is important that keys be kept securely to avoid non- residents with unapproved access to the common areas.

Garbage/Recycling

- Garbage is picked up twice a week. Recycling is picked up once a week.
- Please ensure that all garbage is tied securely and placed in the containers.
- The Resident Manager is not responsible for disposing of cardboard boxes associated with moving. All cardboard boxes must be broken down before taking them to the recycling container.
- Recycling blue containers are provided in designated areas. Information regarding re-cyclable items is posted in the exits closest to the waste locations.
- No large furniture such as couches, chairs, beds etc. is to be disposed of in or beside the garbage containers. If you have items such as these that you need to be removed, please call #311 to make the appropriate arrangements to have them picked up and removed from the property.

Smoking

- Smoking tobacco and/or cannabis is not permitted in the common areas. This includes all entrances, vestibules, hallways and laundry rooms, and pool enclosure.
- Smoking is not permitted within 5 meters of any entrance.

Unit Regulations

Renovations

Any proposed additions or changes to the unit interior or patios must be submitted in writing to the Property Manager for the Board of Directors for approval. An Assumption of Responsibility (AOR) is required to be submitted with your request for approval. *See the Owners' Guide for more information.*

Seasonal Lighting

- Seasonal decorative lighting on balconies and patios *is permitted from October 24th to November 2nd, and from December 5th to January 15th*, and other periods time to time that may be approved by the Board of Directors.
- Seasonal lighting is subject to the following conditions:
- Decorations must be in good taste and non-offensive in nature
- Electrical cabling is in compliance with electrical codes and appropriate safety measures that prevent fire or electrocution
- Lighting or decorations cannot be mechanically fastened to balcony walls, ceilings or railings
- Decorations must be removed at the end of the seasonal period.

Balconies and Patios

- Only patio furniture, barbeques and potted plants are allowed to be stored on patios or balconies, and are not to be used for any other storage, or to hang laundry with the exception of bicycles which can be stored as safely and neatly as reasonably possible.
- Patio deck outdoor area rugs are permitted, but cannot be adhered to the patio deck, and must not overhang the edge of the balcony
- Patios equipped with a storage sheds are allowed other items inside the shed
- Plant boxes or baskets are not to be hung on the railings of the second and third floor balconies, or the fences of main floor units.
- Plant hangers cannot be mechanically fastened to the walls or ceiling of the balconies or patio fences
- Potted plant foliage must not hang over the edge of a balcony and all pots must have a water catch basin to prevent water from leaking onto the patio deck.
- Balcony sweepings must not be discarded over the side of the balcony.



Barbeques

- Portable propane barbeques can be used by all residents as long as they adhere to the following guidelines:
- Barbeques cannot be operated indoors
- Must be operated a minimum distance of 1 metre from any combustible material
- Cannot contain any solid fuels such as wood or briquettes
- Tanks (if not attached to the barbeque) must be stored outdoors and upright. Extra tanks cannot be stored within 1 meter of a window or door opening and must be at least 1 meter from an air conditioner

Leasing Unit

The provisions in the Declarations are such that every tenant "shall be subject to, and shall comply with the provisions of the Declaration, the By-laws, and the Common Element Rules and any other rules and regulations made by the unit owners or by the Board of Directors."

It is a requirement of the Declaration that the owner of a unit that is leased provide the Property Manager with an agreement signed by the tenant that they will abide by all the requirements of the Declaration, By-Laws and Rules. An appropriate form can be obtained from the Property Manager.

Drains

Here are some simple things you can do as part of continuous preventative maintenance program to keep drain or sewer problems to a minimum:

- Do not pour liquid grease down the kitchen drain
- The garburator in the unit is the responsibility of the unit owner. When using the garburator ensure that you run water at the same time to help prevent clogging.
- Bathroom drains should be fitted with a strainer that catches hair and soap chips.
- Clean the strainer regularly.
- Store small objects away from the toilet
- Only use toilet paper in the toilet. Do not flush any other items down the toilet.
- Clogged drains within each unit are the responsibility of the unit owner.

Utilities

- Unit owners are responsible for the supply of electricity to their units. The corporation is responsible for water, water heating, hall and vestibule lighting and all exterior lighting. Any costs for repairs within each unit are the responsibility of the unit owner.

Water is a significant expense in our budget! Please do your part in keeping costs down by following these tips:

- Repair dripping taps.
- Replace showers heads with water savings models.
- Install low-flow faucet aerators - 50% savings
- Repair leaking toilets. Leaking toilets can be detected by putting dye tablets, food colouring or a scoop of powdered drink mix in the toilet tank. After 30 minutes, if you find any of the dye in the toilet bowl, the toilet is leaking.
- When the occasion arises, install High Efficiency toilets, faucets and showerheads.
- Operate dishwashers with a full load
- Store drinking water in the refrigerator rather than letting the tap run every time you want a cool glass of water. You will enjoy it more

Keys

The Corporation should have a key to your unit in case of emergencies. Failure to provide a key to your unit (including your patio gate lock) to the Corporation will result in the owner accepting all responsibilities for any damages that occur to his/her/their unit and/or other units as a result of the Corporation not being able to access the problem area.

Another option, although less desirable, is to provide the corporation with the name, address and telephone of an emergency contact person who can gain access to the unit.

Insurance Coverage

The Condominium Corporation carries insurance coverage for the buildings. This coverage does not include the contents of your unit or any betterments/upgrades that have been done since the founding of the Corporation. This would include carpets, cabinets, doors, electrical plumbing fixtures, etc.

Insurance coverage specifically designed for condominium owners can be obtained from your insurance agent/broker. If you have a tenant, it is encouraged that you request your tenant to obtain tenants' insurance. If a claim is made on behalf of the Condominium Corporation due to your negligence, the deductible will be charged back to you, and the insurance company may litigate with your insurance company to recover damages.

Fines

The Condominium Act states the Board of Directors of a condominium corporation has the power to fine owners if a By-Law or rule has been breached (broken). The Act also states *in section 213(2)* that unit owners have the right to require residents to comply with the Act and the Corporations Declarations, By-Laws and Rules. *Refer to sections 213 through 218 of the Condominium Act. WCC No.88 By-Law No.1, section 10 (ix)* states the Board of Directors may levy fines. The Board of Directors have set fines to a standard amount, for clarity and easier administration.

Non-Compliance	Separate Breach	Continuous Breach
Act, Declaration, By-Law and Rules except as otherwise provided	\$100	\$100
Parking	\$100	Impoundment
Visitor Parking	Impoundment	
Noise	\$100	
Pet Violations	\$100	\$100
Renting Compliance	\$100	
Pool Rules	\$100	
Exterior Appearance Violation	\$100	\$100

- No fine can be levied unless the owner has received at least one warning describing the nature of the non-compliance and has been provided the schedule of fines. This warning can be sent to the owner by regular or electronic mail.
- Separate breaches are subject to a fine for each occurrence. The process for a continuous breach is different. Repeated parking breaches for the same infraction will cause the vehicle to be impounded after three (3) infractions
- Unpaid fines are subject to the Collection Policy in the Owners’ Guide
- Any Owner receiving a fine who believes no violation has occurred may submit a written explanation to the Board of Directors. The owner will be given an opportunity for a hearing and no enforcement fee can be imposed until after the hearing.
- For greater understanding, the guidelines may be found in addition to the above sections of the Act, *Section 42 of the Act*, The Condominium Regulations and the Condominium Act & Information.