

Security in Common Areas.....	12
Vehicle Safety DO's and DON'Ts.....	12

WELCOME TO [NAME OF CONDO PROJECT/BUILDING]

Whether you have purchased a unit or are a new tenant about to take up residence in our condominium, the [name of condo] Board of Directors would like to take this opportunity to welcome you to the building and the community.

The Neighborhood

[Name of Condo Project/Building] (The “Building”) is located in _____ *[describe the unique character of the neighborhood, emphasizing its advantages].*

The Building

[Give an overview of the building, its common areas and amenities.]

The Board of Directors

[If not applicable, edit to fit.] The Building is currently self-managed. The Board of Directors is responsible for managing the condo corporation’s reserve fund, operations budget and accounting, as well as maintaining the building and the grounds.

Board members are elected by the owners at each Annual General Meeting. If you are a resident owner, you are eligible to run for election to the Board.

Property Management

[If the building is not self-managed, include information about the property management company.] The Building is currently managed by _____, a property management company with ___ years experience in managing condominium properties. Their contact information is:

[Name of property manager]
[Address]
[Phone number(s)]
[Fax number]
[Email]
[emergency contact numbers]

Shared Responsibility for Common Areas

As condo owners and tenants, we all are required to take responsibility to maintain the high standards of our Building. The cost of damage to the common areas is borne by everyone and could spark a rise in condo fees, which would be reflected in higher rents for tenants. All residents need to bear this in mind and ensure that their families, visitors, contractors and other persons entering the Building at your request or invitation treat the Building with respect and do not cause any damage, whether accidental or otherwise.

Your copy of the Condominium Bylaws set out the rules governing your occupancy and use of the Building, however, we would like to highlight some of these rules for your convenience, and provide you with some other reminders, tips and guidelines for safe, secure and comfortable condo living.

[NOTE TO THE BOARD – when preparing these Rules & Regulations, make sure they coincide with the provisions of your condo bylaws.]

OBLIGATIONS OF ALL RESIDENTS

The term “resident” means anyone who lives in the Building, whether that person is an owner or a tenant. Residents are responsible for the actions of their guests and invitees (including workmen, contractors, and delivery persons).

Building Security

Building security is everyone’s responsibility. Residents must ensure that all doors are locked behind them when entering or exiting the Building, and exercise due care in the use of the intercom system. Do not allow any stranger to enter the Building behind you and make sure you know anyone that you are buzzing in via the intercom.

Interior doors to all common areas, such as the parking garage, are to be kept locked. Residents shall also ensure that exterior doors are locked at all times. Under no circumstances are any doors to be left propped open when unattended.

Be sure the door to the parking garage closes properly when you enter or exit. Watch to ensure that no one slips in under the door before it closes. Lock your vehicle and do not leave valuables where they can be seen.

Keys

For security reasons, the Medeco keys that open the outer doors and the parking garage doors can only be obtained through the Board. If you require additional keys, please let a Board member know. The key(s) will be ordered upon payment of a \$_____ per key refundable deposit.

Your unit keys are your responsibility. It is not the Board’s policy to retain keys for the individual units. You may want to arrange with another resident that you trust to keep an extra unit key for you in case you accidentally lock yourself out.

Noise

Please be considerate of your neighbors by controlling the volume of your television, stereo and other sound and entertainment devices, and maintaining quiet conversations on your balcony. Voices carry easily, especially during warm weather when doors are windows are left open. Residents must curtail noisy activities of any kind after 10:00 PM.

Do not slam your unit door. If the door requires adjustment, contact _____ at _____ [*phone number*] and request that an adjustment be made to the closing mechanism.

Renovations

Renovations to the exterior of a unit are prohibited. All exterior renovations and alterations are performed or arranged by the Board of Directors, upon approval by a majority of owners.

Any proposed major changes to the interior of a unit must be submitted to the Board to ensure the integrity of the Building structure is not compromised. Renovations that are likely to disturb others (due to noise, fumes, water shutoffs, etc.) must be conducted only between the hours of 8:00 AM and 6:00 PM on weekdays.

THIS IS A 13-PAGE DOCUMENT.