



WELCOME



Jardins du Golf

1665 VICTORIA AVE.
ST. LAMBERT, QC.
J4R 2T6

 <http://jardinsdugolf4.com>
info@jardinsdugolf4.com

Life as a co-owner Occupant's guide

Welcome to **your home**. Welcome to **ours**. Welcome to this duality that is condo living.

At the Jardins du Golf Phase IV, co-ownership is more than simply making the distinction between your apartment and the common shared areas of the building. It's about being part of a community in which each and everyone does his and her share so all can enjoy quality communal living by respecting a few rules, by using common sense, by learning to know each other and by engaging in conversation with our neighbours.

The administration

The building is administered by a team of 3 co-owners who form the Board of administrators. The manager, on the other hand, is hired by the Syndicat des copropriétaires to take care of day to day management and supervision.

The administration

- *The team*
- *To reach us*

Stay up to date on what is happening in your home by consulting our site. Among other things, you'll find there the minutes of the Board's meetings.

This document does not replace the **Declaration of Co-ownership** which is available on our site under the Réglementation tab.

<http://jardinsdugolf4.com>

Password for co-owners' exclusive use : *jdg4*

The administration team

- The names and contact information of the current team are posted on our web site as well as on the bulletin board near the elevator at the garage level.

To contact us

- For **any** question or issue, even more so in case of emergency, concerning the building (e.g. the elevator) or the grounds (e.g. maintenance), for management, accounting, to signal a problem or for any topic mentioned in this document, **contact the manager, Gestion Immobilière FB, directly,:**
 - Phone : 450-466-9414
 - Email : info@jardinsdugolf4.com
When you write to that email address, your message is sent to the manager and all three members of the board receive a copy of it.
 - You may also use the “mailbox” near the elevator at garage level. That message will go to the manager.
- A written message is much more effective than a few words mentioned as an aside during a fortuitous meeting.
- Postal address of the Syndicat des copropriétaires Les jardins du golf phase IV :
805 – 1665 av. Victoria, Saint-Lambert, Québec, J4R 2T6

The services we offer

The swimming pool

- The pool is for the exclusive use of the co-owners, renters, and their guests who must be **ACCOMPANIED** by them. There is no supervision; therefore, you use it at your own risk. Use the P key to enter.
- There are aqua fitness classes several times a week. Register or come when you can. Information is posted on the bulletin board at garage level.

For your exclusive use, Jardins du Golf Phase IV offers:

- *A swimming pool*
- *A community hall*
- *An exercise room with sauna and shower*
- *A community book share*
- *A workshop*
- *A rooftop terrace*

The community hall

- You may reserve this room at any time for your events. Simply email or call the manager to make the request. This step is essential since we need to lock the saunas, exercise room and swimming pool for the duration of your event. Use the P key.

The exercise room and the sauna

- The exercise room is available at any time and for the exclusive use by co-owners, renters and their guests.
- When you are finished, for health reasons, please wipe clean with a damp paper towel all the equipment you handled.
- The sauna is always off. If you want to use it, turn it on for the duration of your stay. Instructions are posted by the door.
- Always turn lights off when leaving.

The community library

- The community room provides a few shelves where we share our books and magazines. It offers French as well English books. We all take advantage of it by leaving there our favourite reads. When you return the books you borrowed, others have the opportunity to discover them too.

The community workshop

- With its workbench, we can use it for tasks that we would rather not do in our apartment. All we ask is that you leave things in order when you are finished. Use the main entrance key.

Building security

As has happened in other buildings, we have been the target of illegal entries through the garage. As a result, we have become very conscious of security issues and have created a set of recommendations that we ask you to integrate into your habits here. You'll notice reminders about them in strategic places throughout the building.

Security and entrance doors

- *Main entrance*
- *The garage door*
- *Emergency exits*
- *Keys*

Main entrance

- Visitors will use the access code posted on the panel in the entrance hall. You use your phone to speak to them, and dial 9 to let them in.
- Never let anyone in that you don't expect or don't know. There is a camera in the entrance. If your provider is Videotron, tune in to channel 940 to see who is at the door on your TV.
- A sign at the front door invites all visitors to ring the person they are visiting in order to gain entry. It explains why you won't let them in when you are entering yourself and

don't know them personally.

Garage door

- It opens with a clicker.
- Consult the information flyer on security as well as the poster next to the garage access door to familiarise yourself with the behaviours we strongly encourage in order to prevent illegal entries into our building.

Door next to the garage door

- This is an exit only. When it closes behind you, check to make sure it is indeed locked.

Emergency exits

There are two:

- One is under the main entrance at garage level. Make sure that it is always locked behind you when you use it.
- The other is on the main floor, above the garage. Access to the garage roof is **allowed only in case of emergency**. It is an exit only and there is no way to come back in once it has closed shut behind you. Please take the time to find these two exits since their location is not evident. Ask a co-owner to help if necessary.

Keys

- Keys to the main entrance and the *P* key are secured. You need authorisation to make copies. If you need additional copies, contact the manager.

Cleanliness and sanitation

Garbage and recycling are picked up only once a week.

Waste and recycling

- *Domestic waste*
- *Recycling*
- *Large objects*

Domestic waste

- There is a garbage chute on each floor to get rid off your daily garbage. It's a long way down, so make sure to double bag your garbage and tie it up well so that it doesn't explode on impact. Open garbage bags will smell up the garage and eventually our corridors.
- Large bags or object that can't be thrown down the chute can be brought down to the garage where there is an extra garbage container to receive them. They must, however, fit in the garbage can.
- Consult the flyer titled **USING THE WASTE CHUTE** to see all our rules and recommendations.

Recycling

- There are recycling bins next to the garage entrance door. You don't need to sort the materials. But you **MUST break down and flatten all** cardboard boxes and containers, large or small, or else the bins fill up too fast and don't last the week.
- Go to the Saint-Lambert web site to learn what you can put in our recycling bins, to find out where the **Eco-Centers** are located and to consult the **Directory of recyclers**:
<http://www.saint-lambert.ca/en/services-residents/waste-collection>

Large objects and construction materials

"Large objects" are defined as those that are too big to go down the chute or to fit in the garage garbage can.

- Anytime someone leaves such a large object in the garage, we need to pay someone to dispose of it properly since it can't go in our domestic waste. Re-usable large objects go to any one of the local organisations that will repair and re-use them. They are your responsibility. Consult the **Directory of Recyclers** to find out where to donate them.
<http://www.saint-lambert.ca/en/recyclers-directory>
- Non re-usable large objects **MAY NOT** be left in the garage either. Make arrangements with your contractor or ask our janitor to dispose of them for you, for a fee.

When you need to notify

Although your apartment is your home, there are some things that have a communal scope. Those are cases in which you are required to inform the administration. The community, including your neighbors, can also help keep your home safe.

What to do in case of:

- *Moving*
- *Renovations*
- *Holidays*

Moving furniture, etc.

- When a company or contractor needs to enter or leave your home with large pieces of furniture or appliances, we need to be notified a few days in advance so that we can install protective blankets in the elevator.
- At the same time, you will be given instructions and suggestions to give to the contractor. Among other things, security must be provided at the main entrance door, which must remain closed.

Renovations

- If you are considering major renovations (floors, kitchen, bathroom, etc.), you must obtain the approval of the Board of Directors before proceeding because there are standards to be met which the manager will provide. You must send the manager a letter or email which details your project. You will receive a written response so that you have all the information you need to give to your contractor. He must know and respect the norms relating to the structure of a building like ours.

Holidays

- In the case of long stays, for the security of your home, you should advise a relative or friend who can visit your home periodically. It's a good idea also to notify at least one of your neighbors along the hall as well as the Board of Directors. Give them your contact information if possible. Thus, we can act quickly if something happens that requires our intervention and we can contact you if needed.

Administration is everyone's business

Our building is managed by a team of 3 co-owners who form the board of directors for a one-year term. A manager, who is hired by the Syndicat des copropriétaires, deals with day-to-day management and supervision.

The administration

- *Meetings*
- *Annual meeting*

The meetings

- The board of directors meets regularly on the 2nd, sometimes the 3rd, week of each month in the community hall.
- If there is anything you want them to discuss at a regular board meeting, send an email to info@jardinsdugolf4.com or drop your request in the mailbox near the elevator door at garage level.

The general assembly

- The annual meeting takes place in October of each year. The exact date will be posted on the bulletin board when the time comes.
- Its purpose, essentially is to report on the activities of the past year, to provide information about upcoming projects, to ratify the budget for the upcoming year, to elect a Board of Directors for the upcoming year, etc.
- If you cannot attend the meeting, you can still exercise your right to vote by signing a proxy. Contact the manager for more information.