

Walnut Grove Estates Community Association

Policy & Procedures Manual



April 28, 2022

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1.0 Introduction

The Walnut Grove Estates Community Association's (WGECA) Policies and Procedures Manual has been a developing document since the inception of the Association. It has over time been revised, expanded, modified and clarified but all with the intent of establishing a document that reflects the desire to retain and nurture the unique nature of the Walnut Grove Estates Community. This current version of the Manual has sought to simplify and condense some sections of the existing document while updating and enhancing other areas. These changes have been initiated not only to modernize the Manual but also to harmonize and coordinate it with the other WGECA's organizational documents.

The intent and focus of the founding WGECA principles have not been altered and have served as the fundamental basis for the solidification of this Policies and Procedures Manual.

2.0 Management of WGECA

2.1 Board of Directors

The Board of Directors of the WGECA (the Board) is responsible for the proper and diligent management of the business affairs of the Corporation and reports to the members of the Association at its Annual General Meeting. The Board of Directors is elected at the Annual General Meeting as prescribed in By-Law #2 Article III Directors and consists of seven Directors. The Officers of the Board are elected by the newly elected Board and include President, Treasurer and Secretary. Each Director is bound by a Code of Ethics which is issued and signed at the beginning of their terms.

The Board meets regularly throughout the year to perform its duties. The Board may contract with a professional property management firm to perform specific functions as an extension of its management responsibilities as described in By-Law #2 Article IV Officers.

The Board has the responsibility for the satisfactory operations of the Association and makes decisions on matters with respect to the Covenants and Restrictions, By-Law #2, Rules and Regulations, and Policies and Procedures enacted by the members of the Association.

The Board, while available to the members of the Association to provide clarity to policies, procedures, rules and regulations, is not the resource to resolve resident's conflicts or disputes should such arise. If resolution cannot be obtained by residents, then the mediation process as stated in Section 5.0 of the Rules and Regulations Manual may be an option to consider.

The Board may establish volunteer task groups and/or committees to undertake certain roles and functions. to assist it in carrying out its mandate. Such groups /committees have been structured for various aspects of Groundskeeping, Social activities, the Community Centre, Welcoming of new members, Newsletter and Communications.

The Board may appoint members to serve on specific committees to assist the Board in resolving issues requiring investigation. Special-purpose committees report to the Board.

2.2 Property Management

The Board may contract with a professional property management firm in order to engage a Property Manager and support services to assist the volunteer Board of Directors in its management of the assets and affairs of the Walnut Grove Estates Community Association.

The Property Manager, as a representative of the management firm, reports directly to the Board and attends all Board meetings and the Association's Annual General Meeting. The Property Manager will assist the Board primarily in areas concerned with the annual budget and cost control, contract management, Reserve Fund management, supervision of trades people, files and record keeping. A more complete listing of the Property Manager's roles and responsibilities may be found in Appendix I.

2.3 Community Centre Coordinator

The Community Centre Coordinator leads a small team of volunteers who have various roles to assist the Coordinator in maintaining and managing the day-to-day operations of the Community Centre. The Coordinator is the prime contact with the Property Manager for issues related to service contracts, contractors, and trades people involved in the care and proper maintenance of the facility and grounds. A detailed listing of the various functions and responsibilities for the Community Centre Coordinator may be found in Appendix II.

2.4 Newsletter Editor

The Newsletter Editor is a volunteer position under the direction of the Board. In addition to preparing the monthly Newsletter and Calendar of Events, the Editor has other duties associated with information management and record keeping. A more complete list of the Editor's roles and responsibilities may be found in Appendix III.

2.5 Communications

The Board utilizes several methods to communicate to the Association's membership including a monthly newsletter, Board Meeting Summary, a website, Facebook page, Email and a Welcome Package for new members.

The monthly Newsletter is prepared by the volunteer Newsletter Editor to report on the Board's activities, announce social upcoming events, developments within the Community, safety, and common interest issues and to provide a monthly calendar of events. The Newsletter Editor also periodically provides a listing of Association members with contact information.

A Welcoming Committee meets with each new Association member to provide information about Walnut Grove Estates, the Association, the structure of the Corporation and ensures the new Association member is fully aware of the activities and opportunities available within the WGECA. A Welcome Package is given to the new Association member containing the WGECA Contacts, Residents' Handbook, Policy and Procedures Manual, Rules and Regulations Manual, a copy of the last Annual General Meeting minutes, a copy of the most recent Board Meeting Summary and a copy of By-Law #2.

A WGECA website and Facebook page are maintained by the volunteer Web Master and are primarily to promote Walnut Grove Estates to a broader audience and specifically to those who might be considering residency in Walnut Grove Estates.

2.6 Requests, Comments and Suggestions

Members of the Association may wish to formally request information or to provide a comment or suggestion to the WGECA Board. The member can submit a formal request, comment or suggestion by completing and submitting a Request, Comments and Suggestions Form found in Section 5.0.

The Board will respond to the submission with a formal reply. If the member is not satisfied with the Board's response or wishes to seek further clarification, the member may request a meeting with the Board.

3.0 Community Centre and Common Property

3.1 Operation

The Community Centre is owned by the residents of Walnut Grove Estates. It is the policy of the WGECA that the Community Centre be available to the residents and their tenants for their use and enjoyment either as a community event, organized program, meetings or private functions.

The facility may also be rented for private functions. at a fee and subject to conditions set by the Board of Directors which may involve non-members.

The capacity of the Community Centre for a function of the Walnut Grove Estates Community Association is 250. For a private function (outside group of an association member) the expected number of attendees must be discussed with the Community Centre Coordinator and must not exceed 80 persons.

For operation of the barbeque, see the Community Centre Coordinator. NOTE: The Barbeque is not for use at private functions but can be used for Social Committee events.

The Community Centre Coordinator is to be notified when you require the heat/cooling thermostat or air exchanger to be adjusted for your function. He/she will ensure the Community Centre is kept at the optimal temperature so that the heating/cooling costs can be minimized.

Excessive noise will not be tolerated after 11 pm. in accordance with the City of Kingston Bylaw No. 2004-52

Rules Regarding Use of the Community Centre

The Resident who books the Community Centre for a function is responsible for ensuring that:

- The Community Centre is left tidy.
- All garbage generated by the function is removed.
- Tables and chairs are stored properly.
- Bathroom fans, lights and portable heaters are to be turned off.
- Stove and barbeque are to be off and left clean.
- All lights, sound systems, & appliances etc. are to be turned off.
- Patio door and all windows are to be closed and locked.
- Community Centre Coordinator is to be notified by the Owner when vacating the Centre so he/she can ensure all rules have been followed.

- Alarm system is enabled when exiting.
- Front door is closed and locked and security alarm set.

The WGECA's Board will set the fee structure for the Private Function use of the Community Centre and will be stated on Form 5.2 Community Centre Rental Application.

In Case of Emergency for Medical assistance, Fire or Police call 911.

For other URGENT matters, call the Community Centre Coordinator.

3.2 Private Functions

It is the policy of the WGECA to allow the Community Centre to be reserved and used by one or more members of the Association for private events which may involve non-members. A rental fee will be charged for reserving the Community Centre and compliance to operating rules must be observed.

An application to reserve the Community Centre must be completed in advance of the function together with payment of fees.

The Resident reserving the Centre must sign off on their agreement to follow the procedures as stated in 3.1 Operation and be compliant with the requirements of 3.3 Tobacco, Alcohol and Cannabis.

The rental application form is found in **Section 5.0 Forms**,

3.3 Tobacco, Alcohol and Cannabis

The WGECA's policies addressing the use, possession, consumption, sale and other legal responsibilities for tobacco, alcohol and cannabis are to be compliant with Provincial and Federal laws including:

- The Smoke-Free Ontario Act, 2017.s.o. 2017, c26, Sched. 3
- The Liquor Licence Act, R.S.O. 1990, C L 19
- The Cannabis Act, SC, 2018 C.16

The Community Centre and the surrounding properties are designed as non-smoking areas.

The sale of alcohol or cannabis products in the Community Centre and the surrounding properties is prohibited.

No resident or guest shall knowingly supply an alcoholic beverage or cannabis product to persons under 19 years of age.

The Community Centre is considered to be a Private Place as defined under the R.R.O. 1990 Reg. 718, s.3(1), (2). An indoor space to which the public is not ordinarily invited or permitted is considered to be a Private Place except when the public is invited or permitted access to it.

3.4 Key Access & Alarm System

It is the policy to ensure that access to the Community Centre is available to all members of the Association. For security and control reasons, the Community Centre Coordinator has the authority to issue and to track Community Centre entry keys. As an additional security measure, the Community Centre is protected by an entry alarm system that must be disabled upon entry and enabled on locking the facility.

Each Walnut Grove unit can be issued one key on request at no charge upon completing the Key Registry Form. The form can be found in **Section 5.0 Forms**.

Replacement key charge is \$30. The key cannot be copied and must be returned to the Community Centre Coordinator upon the sale of a unit.

To enter the community centre, unlock door, enter 4-digit code on keypad near door. If wrong code is entered, Error Code sounds, press the # key and repeat 4-digit code. If at any time the alarm sounds enter the 4-digit code. Call alarm monitoring company and explain error (kitchen phone).

When leaving check that all lights are off, patio doors and all windows are closed and locked, kitchen appliances off, TV and sound systems are off.

To leave the community centre, front door must be shut, green ready light on keypad should be on, press & hold "Away" key until chirp sounds, leave building and lock door. Turn handle to ensure lock is engaged.

As an alternate when leaving, close door, enter 4-digit code, leave building, lock door, and check door handle to ensure lock is engaged.

Alarm Company number is 613 542 8857 should problems be encountered. Explain any errors to the attendant.

3.5 Goods and Services Procurement

The following policy shall govern the process in the procurement of goods and services for the use of the Walnut Grove Estates Community. The intent is that procurement process is open and fair to all parties and that Walnut Grove Estates receive the best value for the goods and services being procured. Generally, the procurement will be through a competitive process, but sole sourcing may be considered in cases where access to the quality or unique goods or services is limited or emergency work is required.

It is the policy of the Association to solicit competitive quotations from at least two but ideally three contractors, suppliers, or trades people. Selection and award of contracts or material supplies shall be based on qualifications, past performance, quality, and price. With the exception of estimated work under \$1000, emergency work and retention of professional services, an approved Board motion will be required should sole sourcing be considered in procurement of goods and services.

The Property Manager will maintain a list of qualified contractors and suppliers that has been approved by the Board and which will form the sources for competitive price submissions.

In the case of emergency work, defined as work that if not conducted immediately the health and safety of the public may be in jeopardy or may cause damage to the Walnut Grove Estates assets, sole sourcing may be utilized by the Property Manager. The Property Manager will prepare a full report of

the situation and actions taken including all costs and submit it to the Board as soon as possible after the work has been completed.

Property Management and maintenance contracts with provisions for extension or renewal may be approved or renegotiated by the Board without a competitive process if deemed appropriate.

Goods and services that have estimated costs under \$1000 may be procured by obtaining quotations from approved list of contractors and suppliers without formal competitive tenders. Goods and services with an estimated value over \$1000 must be procured through the competitive process.

The procurement of professional services such as legal, accounting, engineering and the like which may be required to assist the Board in the performance of its duties, may be secured through the solicitation of a proposal from the professional service provider without the need for competitive quotations. Proposals must clearly state the scope of services to be provided, the terms and conditions of the appointment and the total costs of the services being provided.

4.0 Real Estate

4.1 Selling Properties.

The selling of residential property within the Walnut Grove Estates carries with it certain obligations and requirements in addition to the normal legal transfer of ownership to another party. The Seller must ensure that the Buyer is fully apprised of the Covenants and Restrictions and rules and regulations that will be on title on closing and is made aware of the common ownership of lands and the Community Centre.

Upon listing a property for sale either privately or through a realtor, a complete Vendor Package will be given to the Seller by the Property Manager.

When an offer is pending, the Seller or the authorized representative has the responsibility of providing the potential Buyer with a copy of the Vendor Package.

When the sale of the property has closed, the Buyer is required to complete the relevant documents contained in the Vendors Package including the Closing Certificate and Owner's Information Sheet. This information must then be submitted to the Property Manager.

Copies of the Closing Certificate and Owner's Information Sheet may be found in **Section 5.0 Forms**.

4.2 Lease and Rental Obligations

The WGECA recognize that Owners may lease or rent their residence to a tenant or tenants on a short or long-term basis. The Association encourages tenants to participate in the activities and become part of the Walnut Grove Estates Community.

It is the responsibility of the Owner(s) and/or agents acting on behalf of the Owner(s) to inform the tenants of the rules and regulations and rights and obligations which govern their actions for the duration of the lease agreement.

The leasing of a dwelling unit within the WGEC will be guided by the Ontario Human Rights Code.

Long and short-term leases or other agreements between landlord and tenants that may be implicit, verbal or written may be entered into pursuant to the terms of the Residential Tenancies Act of Ontario.

The Owner's obligations also extend to formal or informal house exchanges and rooming and boarding agreements.

In all cases, the Owner(s) shall be responsible and obligated to;

- Notify the WGECA's Board or Property Manager in writing of the intent to lease a dwelling unit including the name(s) of the tenant, the address of the dwelling unit to be leased and the date when the lease will come into effect and its term.
- Provide the WGECA's Board or Property Manager in writing of the Owner's contact information and contact information of any agent acting on behalf of the Owner(s) while the lease is in effect and any changes to this information during the term of the lease.
- Inform the tenant(s) of the provisions of By-Law #2, Policy and Procedures and Rules and Regulations Manuals and for providing copies of these documents to the tenant(s),
- Ensure that payment of the annual WGECA's membership dues as levied each year and that their account is maintained in good standing.

Either the Owner or tenant(s) may attend Community Associations functions. and events and may use the Community Centre for formal private functions. subject to conditions set forth in Section 3.0 Community Centre, 3.2 Private Functions.

All tenants are welcome to attend the Annual General Meeting as well as any other general meetings convened and Board of Directors meetings.

Tenant attendance at meetings does not carry with it the right to vote on any Association matters raised at any of the meetings unless the tenant is duly appointed by the Owner as a proxy pursuant to Article VII Meeting of Members, Section 4, Proxies as found in By-Law #2.

Form 5.1 WGECA Key Registry

The Community Centre Coordinator has the authority to issue & track Community Centre Entry Keys. Each Unit will be issued one key on request at no charge. Replacement key charge is \$30.

This key cannot be copied and must be returned on sale of unit to Community Centre Coordinator.

The Community Centre must be secured on leaving as follows:

Building must be left tidy with tables, chairs, etc. to be properly stored.

Portable heaters, stove, barbeque (cover it), sound systems, bathroom fans, and all interior lights, must be turned off.

Windows, patio door and front door must be closed and locked.

The alarm system must be enabled.

WGECA KEY REGISTRY	
Name	
Address.	
Phone #	
Key #	
Date issued	Issued By
Date Returned	

I agree to use the Community Centre in accordance with the conditions stated in **The Walnut Grove Policy and Procedures Manual**

Signature

Date

Witness

Print Name

Form 5.2 WGECA Community Centre

Rental Application for a Private Function

Reservations for Private Functions at the Community Centre may be made only by a Resident of Walnut Grove Estates. The Rental Application can be obtained from and is to be filed with the Community Centre Coordinator.

Type of Function		
Date of Function		
Start Time	End Time	Times to include set-up and clean up time
Number Attending (Maximum 80)		

Rental Fee Schedule:

A: Full Community Centre Use for 1 to 5 hours (if kitchen used and/or food service)

Up to 20 persons	\$100 plus \$20 for each hour or part hour more than 5 hours,
21-40 persons	\$130 plus \$20 for each hour or part hour more than 5 hours
41-80 persons	\$160 plus \$20 for each hour or part hour more than 5 hours

B: Limited Community Centre Meeting Use for 1-3 Hours (no kitchen use or food service)

Up to 20 persons	\$25 plus \$10 for each hour or part hour more than 3 hours
21-40 persons	\$40 plus \$10 for each hour or part hour more than 3 hours
41-80 persons	\$60 plus \$10 for each hour or part hour more than 3 hours

The Renter must ensure that the meeting hall, kitchen, and bathrooms are left in the same condition in which they were found at the start of the function. The Renter must make proper use of the garbage, composting and recycling facilities. All clean up including storage of tables and chairs must be completed at the end of the function. A fee of up to \$100.00 will be charged if the dishes, the kitchen, and the hall cleanups are not completed satisfactorily. In addition, the Renter is liable for any breakage.

Rental Payment:

The Rental Fee is required at the time of the submission of the Rental Application to the Community Centre Administration volunteer and may be made either by cheque or cash.

I..... (please print) as Renter have read and understood the Community Centre policies and procedures on Tobacco, Alcohol and Cannabis and Operation and agree to act as DESIGNATED OWNER and I will assume all responsibilities and liabilities for any action that may occur as a result of anything whatsoever made, done or permitted by me or anyone in attendance at this function. I understand BBQ is not available for use at Private Functions. I further agree that I will leave the Community Centre in a satisfactory condition.

Renter's Signature	

Address	

Date	

Approved	Authorized Signature
_____	_____

Form 5.3 WGECA Requests, Comments and Suggestions

All requests, comments and suggestions are to be submitted in writing and addressed to:

**The Board of Directors
Walnut Groves Estates Community Association
136 Ellesmeer Avenue
Kingston, Ontario K7P 3H6.**

Please check one: **Request** **Comment** **Suggestion**

Name (please print)

Address

Signature.

Phone#

Requests will be answered by the Board in writing outlining their decision.

Comments, suggestions, and other concerns will be reviewed by the Board who may request a meeting with the person submitting them before providing a response.

The Board will take action on the above only when the form is complete and signed by the person submitting the item.

Form 5.4

WGECA Closing Certificate

Walnut Grove Estates Community Association (the "Corporation") certifies that as of the date of this certificate:

General Information Concerning the Corporation

Contact Information:

Mailing Address: 136 Ellesmeer Avenue, Kingston ON K7P 3H6
Address for Service: 136 Ellesmeer Avenue, Kingston ON K7P 3H6
Property Manager: Bendale Property Management
Address: 919 Sydenham Road
City, Prov. Kingston, ON K7M 3L7
Phone Number: Office (613)531-3336, (613)542-3002 Email: info@bendale.ca

Membership Fees

The owner of _____, Kingston ON registered in the Land Registry Office of the Land Titles Division of Frontenac (No. 13) is not default in the payment of membership fees. A payment on account of membership fees for the unit in the amount of \$_____ is due on January 1 of each year.

The Corporation has the amount of \$_____ in prepaid membership fees for the unit.

Budget

The budget of the Corporation for the current fiscal year is accurate and may result in neither a surplus nor a deficit. Membership fees have not been increased since the date of the budget and the board has not levied any assessments.

Reserve Fund

The Corporation's reserve fund amounts to \$_____.00 as of December 31, 20__.

Legal Proceedings, Claims

There are no outstanding judgments against the Corporation and the Corporation is not party to any proceedings before a court of law, an arbitrator or an administrative tribunal.

Insurance

The Corporation has secured policies of insurance for the common areas.

Attachments

The following documents are attached to this status certificate and form part of it:

- (a) A copy of the Articles of Incorporation and Bylaw(s);
- (b) A copy of the Rules and Regulations and associated documents;
- (c) A copy of the previous year's financial statements and the budget for the current fiscal year;
- (d) A current certificate of insurance;
- (e) Registration WGECA Owner Information Sheet, **Form 5.5** - which must be signed by the new Owner on closing and returned to the Property Manager.
- (f) Member Information & Delivery Sheet and optional Release Waiver - to be signed by the new Owner on closing and returned to the Manager.

Dated at Kingston this ____ day of _____, 20__

Walnut Grove Estates Community Association

Form 5.5

WGECA Owners' Information Sheet

Please complete this form to ensure our records are correct and we have an emergency contact.

Return the completed form to:

Walnut Grove Estates Community Association
 136 Ellesmeer Avenue
 Kingston, ON K7P 3H6 OR deposit in the mailbox at the Community Centre

PLEASE PRINT:

Date			
Name		Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>
Name		Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>
Owner (if different from Walnut Grove Street Address			
City	Kingston, ON		
Phone		Alt. Phone	
Email Address			
Permission to publish phone number in Homeowner's List	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of residents in unit			
Please give names for EMERGENCY CONTACT			
Name	Relationship	Phone	
Please advise us of the name(s) and special needs of any person(s) living in your unit who may require specific assistance in an emergency.			
Name	Requirement		
Comments or additional Information			

APPENDICES

- I** Property Manager's Responsibilities
- II** Community Centre Coordinator's Responsibilities
- III** Newsletter Editor's Responsibilities

APPENDIX I

Property Manager Responsibilities

The Board may enter into a contract with a professional Property Management firm to assist the volunteer Board of Directors in its management of the assets and affairs of the WGEC Association.

A Property Manager appointed by the Property Management firm and approved by the Board, will report directly to the Board and will attend monthly Board Meetings as well as the Association's Annual General Meeting. The Property Manager will take direction from the Board as the appointed representative of the Property Management firm. The Property Manager is responsible for assisting the Board of Directors in the following general areas.

1. Financials
 - Establishment and maintenance of bank accounts, bank statements, preparation of cheques for Board approval, issuance of cheques and record keeping of accounts.
 - Preparation and presentation of monthly financial statements and reports.
 - Collection of annual membership dues and of overdue accounts.
 - Assistance with the preparation of the annual budget including the annual Statement of Accounts.
 - Advice and assistance with investment management and Reserve Fund management.

2. Administrative
 - Provision of a qualified Manager to be responsible for the day-to-day property management issues and liaison with the Board.
 - Maintenance and upkeep of the Corporation's and Board's files and reports.
 - Maintenance of an accurate Owner's list with contact information including tenants.
 - Advice to individual Owners regarding non-compliance with the Rules and Regulations and the By-Laws of the Corporation.
 - Assistance with enforcement of the Rules and Regulations and By-Laws of the Corporation
 - Preparation for, and management of the AGM.
 - Preparation and circulation of all relevant materials prior to all Board meetings.
 - Attendance at Board meetings as required (maximum of 7 per annum).
 - Assistance with Owner's requests for modification or alteration to the original design of exterior building element or lot fixtures.

3. Contract Management:
 - Advise and provision of access to contractor and suppliers.
 - Preparations of contracts with contractors and suppliers where work will exceed \$1,000 for the proper care and maintenance of the Community Centre and the common properties.
 - Solicitation of competitive quotations or contract negotiations when required for new work or upon termination of service contracts.
 - Assistance with the maintenance and care of the Community Centre and the common properties.
 - Inspection of the Corporation's physical assets to ensure compliance with scheduled maintenance procedures.

APPENDIX II

Community Centre Coordinator's Responsibilities

The Community Centre Coordinator's roles and responsibilities include the oversight of a number of volunteer assistants and committee members to help in the day-to-day operations, maintenance and control of the Community Centre and the surrounding grounds. The Coordinator will be the prime contact with the designated Property Manager for issues related to service contracts and the organization of trades people. More specifically the Coordinator's responsibilities extend and include the following:

Private Functions

- Processes all applications for private functions and maintains records of all functions.
- Ensures that renters are aware of rules governing private functions.
- Inspects the Community Centre after each function.
- Forwards payment to the Property Manager

Community Centre Key Control

- Maintains control of all keys for the Community Centre.
- Maintains updated records of key holders.

Petty Cash

- Holds and manages petty cash for incidental expenses for capital supplies related to the centre but not social functions. (e.g., toilet paper, towels, light bulbs, garbage bags, etc.)
- Maintains a ledger of Community Centre petty cash expenses.

Mechanical (Heat, Water, AC, HRV, Building Structure)

- Does minor repairs where possible.
- Check safety equipment (Fire extinguishers, emergency lights monthly).
- Drain all exterior taps in the fall and open in spring.
- Monitors and ensures water sprinkler system is serviced spring and fall.
- Monitors and ensures grass and snow removal is completed in timely fashion.
- Checks eavestroughs and arranges for cleaning if needed.
- Monitors parking lot for sealing and repair and re drill drain holes as required.
- Reports mechanical maintenance needs to the Board and Property Manager

Building Care

- Controls the heat, air and HRV systems to optimize cost effectiveness.
- Inspects building several times each week for heat, lights, leaks, etc.
- Maintains free access to all exits. (clear of snow and ice in winter)
- Maintains stores of daily use supplies for the Community Centre

- Maintains the main Community Centre notice board (not social board)
- Monitors janitorial services including private function requirements.
- Ensures setup of patio furniture and gazebo in the Spring and removal and storage in the fall.
- Identifies maintenance needs to the Board and Property Manager (lights, windows, appliances, furniture, rugs, etc.)
- Report outstanding building care issues to coordinator (Property Manager)
- Arrange for alternate when committee member is unavailable.

Recycle, Garbage, Compost

- Ensures garbage, recycling, and compost containers are placed curbside for City pickup..

Other Coordinator Duties

- Coordinates activities with the Social Committee.
- Interface with the Property Manager.
- Identifies any trimming/grounds/shrub needs to the Board and Property Manager.
- Ensures someone checks the Community Centre several times a week.
- Reports on all Community Centre issues and conditions to the Board.



APPENDIX III

Newsletter Editor's Responsibilities

The Newsletter Editor, under the direction of the Board

- Maintains a current list of contacts for all Board positions, Committee heads and Activity leaders,
- Maintains a current list of email addresses of all Owners,
- Receives and assembles information from the Board, members of the Association and other agencies and community groups,
- Prepares the monthly Newsletter and Calendar of Events,
- Distributing by e-mail the final edition of the Newsletter, Calendar of Events, and Contact List and Board Meeting Summary, if appropriate, to all members of the Association and the Property Manager,
- Distributes bulletins of an urgent nature to all members of the Association and Property Manager.

APPENDIX III
WALNUT GROVE ESTATES COMMUNITY ASSOCIATION
DIRECTORS' CODE OF ETHICS

I have consented to act as a Director of the Association and I agree to comply with the following Directors' Code of Ethics throughout my term as Director.

Honesty and Good Faith – I will act honestly and in good faith. I will do nothing to violate the trust of the Members I serve.

Care, Diligence and Skill – I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and Owners' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Association and to uphold its Declaration, By-Laws, Rules & Regulations, and requirements of Legislation.

Conflict of Interest – If I becomes aware of any conflict of interest, I will immediately disclose it to the Board. I will not promote my own interests or those of any owner, resident, family member, friend or contractor to the detriment of the Association. I will act only in the best interests of the Association as a whole and I will not favour the interest of any individual group of owners or residents.

Confidentiality - I will not disclose to any person (including anyone in my household) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential.

Good Conduct – At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Owners. I will approach all Board issues with an open mind. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

Support – I will abide by decisions of the majority of the Directors even though I may disagree.

Defamation – I will not make erroneous or defamatory statements about the Association or any Owner, resident, director, manager, volunteer or contractor.

Minimize Conflict – I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Community. I will promote a positive image for the Association.

Agreement – I hereby agree to comply with the provisions set out above.

Dated at KINGSTON this _____ day of _____, 20____.

Witness

Signature

Print Name of Director