

LAKEVIEW ESTATES – OWNERS HANDBOOK

C) Communication

1. Property Manager

Lakeview Estates owners should contact the Property Manager for the following:

- I. Interpretation of association rules and policies
- II. Issues related to unit integrity and/or service failures
- III. Issues related to the common elements of Lakeview Estates
 - a. To report a maintenance issue please complete the attached “Maintenance Request” form
- IV. To request a modification to unit as described in section “H”.
 - a. Please complete the attached “Unit Modification request for Board Approval” form

In the event the Property Manager is unable to resolve the owners’ needs the issue will be brought to the attention of the Board of Directors for appropriate resolution.

The Property Manager for Lakeview Estates may be contacted as follows:

Lisa Ring

Neighbourhood Property Management (NPM)
110 Holcroft St W.
Ingersoll, ON N5C 2B8

Tel 519-485-1594
npm@rogers.com

2. Service Providers

- I. Owners should not, in any circumstances, interfere with or direct service providers or their employees who are under contract to Lakeview Estates. Any issues related to service providers or their employees should be brought to the attention of the Property Manager.
- II. Lakeview Estates service providers are solely responsible to the Board of Directors for timely execution and quality of work.

3. Governance

- I. Minutes of Board of Directors’ Meetings are available upon request.
- II. The Minutes of the Association Annual General Meeting will be provided to all owners by email, on the website or by copy to owners.
- III. From time to time, the Board of Directors may provide information updates on Association affairs as needed.
- IV. Participation in the Association’s Annual General Meeting (AGM) is recommended for owners. Topics discussed included financial planning, reserve fund updates, annual fees, election of Directors and other matters which have an impact on living at Lakeview Estates.