

LAKEVIEW ESTATES – OWNERS HANDBOOK

E) Operating Policies

1. Purchasing:

- I. The Property Manager may purchase or issue purchase orders up to the limit set by the service contract. Any amount higher requires Board approval.
- II. A Director of the Board, or member of the Corporation as directed by the Board, may personally purchase items or supplies for the Corporation and be reimbursed, if it is less than \$250.00. Any amount greater requires approval from the Board.

2. Contract/Tender Policy:

- I. Annual Maintenance Contracts
 - a. Snow removal, Lawn and Garden Maintenance are examples of items under an annual maintenance contract.
 - b. The Board will use proper contract tendering and negotiating practices to maintain fair pricing from a capable contractor.
 - c. Month-to-month extensions of annual contracts are acceptable until the time to tender.
 - d. All contracts will have a “60 day no-fault termination” clause.
- II. Reserve Fund Projects
 - a. Any project to be paid from the Reserve Fund with an estimated cost greater than one month of the common element fees is required to go out for tender and to receive a minimum of two bids, preferably three.

3. Bereavement Policy:

- I. The Board may charge a reasonable expenditure, at the Board’s discretion, from the operating account for the purchase of flowers and/or to make a donation to the charity of choice in the event of the death of a current owner. The expenditure would not be less than \$400 and any flowers or donations would be from “Your Friends and Neighbours at Lakeview Estates”.

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F) Safety:

1. Unit access

- I. Owners are responsible for ensuring the property Manager has contact information for a person having access to their unit in the event emergency access is required.
- II. In the case when emergency access is required and neither the owner or the emergency contact is available, the door may be forcibly opened and the cost of any repairs will be borne by the unit owner and not the corporation or any emergency responders or service providers.
- III. In the case of an emergency, an agent of the corporation may enter a unit.

2. Smoke alarm

- I. will be located on each floor of every unit.

3. Carbon Monoxide Monitor

- I. One Carbon Monoxide Monitor will be located in each unit.