

# Darlington Arms Condominiums

*Darlington Arms, Condominium Corporation #9811439*

*Established 15 May, 1998*

*Forty condo homes under one roof at 317 Fourteenth Avenue, S.W., Calgary*

## Guidebook and house rules

Fourth edition—February of 2009

**Welcome to the Darlington Arms Condominiums. This guidebook will be a handy reference for the duration of your ownership or tenancy in our building. Adopted by the Condominium Board of Directors, this guide will answer most questions and also represents “house rules” that supplement our Bylaws. As authorized under the Bylaws and by Alberta’s Condominium Property Act, these house rules are enforceable regulations that apply to all residents, whether they own or rent the property. The Bylaws should also be read, and are excerpted at the end of this booklet.**

### Building summary

This is a poured-in-place concrete building reinforced with rebar steel, and has no post-tensioned (“PT”) cable reinforcement. It was built in 1970 as a rental building, then was extensively renovated and converted to condominium ownership in 1998. We have 40 suites, comprised of 22 one-bedroom suites, 14 two-bedroom suites, and four larger two-level two-bedroom suites. Two of those larger suites have rooftop decks.

There is an unheated parkade with 24 titled-property parking stalls, which were each bought by their respective suite owners. The balance of 16 suites each have an assigned surface-parking stall above the parkade. There are 22 titled storage lockers in two basement areas. Their respective suite owners also paid the developer for these. The Condo Board has since built 12 storage lockers on common property, and these have been leased for 99 years each to suite owners after payment to cover the cost of their construction. Owners of titled indoor parking and titled lockers pay condo fees on those spaces, and titled parking stalls also pay property tax annually. A statement and diagram detailing all leased common property is appended to this booklet, and is also registered at Land Titles are part of our Bylaws.

The condo-converting developer promoted our building under the name Hardwood Place, focusing on the parquet hardwood tiles that he laid as a highlight for all of the suites. New owners at the founding general meeting in September of 1998 voted to revert to the building’s original name, Darlington Arms, which has a connection to Darlington, England.

While residents of our building enjoy the look and feel of wood-finished floors, we should all be aware that they transmit tapping and clattering sounds extremely well. Unlike “floating” wood floors laid onto a pad, the parquet here is glued onto the concrete, making it very hard and long lasting, but also giving no sound insulation for those below or even in suites beside yours. Please leave clogs, high heels and other hard-soled footwear at the door. Slippers will let you feel warm while walking on hardwood floors, will prevent damage to the finish, and the quiet footsteps will sure be appreciated by your neighbours.

### Corporation governance

A Board of Directors, elected by the owners each year at an annual general meeting (“AGM”), governs our corporation. Meetings of the Board are held at 7 p.m. on the third Thursday of each month, usually at the Chair’s suite. The AGM is held annually in the lobby, also at 7 p.m., on the third Thursday of October. If you cannot attend the AGM, you can and should assign your vote via proxy to a neighbour or a Board member. At least 25% of owners need to attend in person or by proxy to hold a valid AGM. Our Bylaws allow the election of between four and seven Directors, who then name the table officers from among their number. The remaining Directors can fill vacancies that occur during each term. As Alberta law and our Bylaws detail, the Board has duties to maintain the building, to fund a cash reserve for capital expenses, and to enforce the bylaws.

### In-house communication and web site

An informal in-house newsletter is prepared occasionally by the Board Chair or another Board volunteer. These are slid under all suite doors, e-mailed to non-resident owners whose addresses we have, and extra copies are posted on the mailroom bulletin board, plus on our web site.

The web site allows reference to this Guidebook, Board and AGM minutes and a to a variety of other information and photos about our building: **[www.DarlingtonArmsCondos.com](http://www.DarlingtonArmsCondos.com)**. For real estate sales the on-line material now provides all required condominium documents other than declarations and estoppel certificates, which can be ordered from our management firm.

The bulletin board will display notices of any planned maintenance, elevator lockout for move-ins and move-outs, and other corporation notices to owners. It is prohibited to remove any notice posted by our Manager or the Board of Directors. In cases of “take one” notices, extras will be pinned below the posted notice. Building residents are welcome to post their personal commercial notices, space permitting.

The mailroom suggestion box is for delivering AGM proxy votes or other correspondence to your Board, or non-urgent items to the Property Manager. Don’t use this box for condo fee payments, as it’s not checked often.

### Budget year and capital reserve

Our budget year is July 1 through June 30, and we raise \$172,000 annually, which is 45 cents per month per square foot of private suite property (“monthly condo fee”). The timing of our year end usually allows audited financial statements for the past year to be delivered to owners along with notice for the October annual general meeting.

A Reserve Fund Study is prepared every fifth year by professionals hired by our corporation. The study identifies the expected lifespan of our building’s major components, estimates their cost of replacement and suggests savings toward those expenses when they arise. The Board then adopts a savings Plan which reflects our own view of these needs and sets our priorities as owners. These documents are posted on our web site.

### Building management

While volunteer Directors govern the building, we employ a professional management company to collect fees, to operate bank accounts, to prepare budgets and to employ contractors on our behalf. Our Property Manager is currently Lori Pinter at Consolidated Real Estate and Property Management, where her direct line is 233-4978, and the front desk number is 571-6700. If you ever need this number, remember that it’s posted on our building’s front door, as well as in the mail room.

Consolidated Management’s main number is answered 24 hours/day, but keep in mind that after-hours call outs are very expensive. True emergencies, of course, must be addressed. These include flooding, lack of heat and the like. Some Board members are familiar with mechanical aspects of the building, and may be able to address some problems, or know whom to call directly.

