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| Welcome Package  Whitehorse Condominium Corporation #2 | Community of Lewes Village |

# Welcome to the Community of Lewes Village

*Lewes Village is a condominium complex made up of 96 residential units close to schools, playgrounds, hiking trails, and bus routes.  The Lewes Village complex is a family orientated community. Each unit is privately owned and all owners together own ‘common elements’ that include the grounds and facilities outside of their units. Owners are responsible for maintaining their privately owned units, fenced back yards, and front yards.*

*This Welcome Package has everything you need to know about your new home. This Welcome Package will assist you with caring for your home/unit and will answer the most common questions you may have. We are committed to providing you with a safe and pleasant environment.*

*Our Property Managers are committed to providing friendly and helpful service to all our residents. If your question is not answered in our Welcome Package, we encourage you to reach out to Trimac Property Management at their cell phone (867-332-7626) or email* [whitehorsecondocorp2@gmail.com](mailto:whitehorsecondocorptwo@northwestel.net) *from 7am to 7pm, 7 days a week.*

*In case of emergencies, from 7PM to 7AM, call at need a new one*

***Welcome Home!*** *Sincerely,  
Whitehorse Condominium Corporation #2*

# Whitehorse Condo Corporation #2 Team

## Condo Board of Directors

The Condo Corporation is governed by an elected volunteer Board of Directors, made up of condominium owners. The Condo Corporation looks after the common property of the complex, including recycling, composting, garbage, sidewalks, snow removal and lawn maintenance, parking lots, roofs, siding, fences, and lighting.

The Board of Directors is elected at our Annual General Meeting, usually held in January. The Board is responsible for managing common elements (ground and facilities), the long-term operations of the complex, and overseeing the financial and administrative responsibilities of the Condo Corporation. The Board represents the interests of all owners and works towards a common goal of maintaining a viable, attractive, community-oriented condominium complex.

Officers

President: Bruno Bourdache

Vice President: Brooke Hayashida

Treasurer: Amanda Bourque

Secretary: Chelsea White

Members

Luc Laferte

Paul Davis

Sean Pond

Board Meetings

The Board of Directors meets the last Tuesday of every month from 6:30PM to 8:30PM. Members and residents are welcome to attend Board meetings to present an idea or raise issues. Please notify the Property Manager or a Board Member of your intent to attend at least one week in advance.

## Property Manager

The Property Manager is responsible for the day-to-day operations of the Condo Corporation and reports to the Condo Board.

Property Manager: TRIMAC Property Management (Danny and Kevin MacDonald)

Hours of Operation: 7AM to 7PM every day on call

Office Address: #63B – 100 Lewes Boulevard

Office Phone: 867-668-7315

Cell Phone: 867-332-7626

Email:[*whitehorsecondocorp2@gmail.com*](mailto:whitehorsecondocorptwo@northwestel.net)

**In case of emergencies that occur between 7:00PM and 7:00AM call (867) 689-3477**

**NOTE: this number should NOT be used in lieu of 911.**

# **Condo Overview**

**Condo Fees**

Every unit pays a monthly fee of $450 that covers the costs paid by the Condo Corporation for the maintenance of the common elements of the complex ($310), the utilities (electricity for common area and car plugs, water, and sewer), the building Insurance and the Reserve Fund ($140).

The Condo Corporation looks after the common property of the complex i.e., the exterior of the units & the common ground.

* Recycling, composting, garbage
* Snow removal and lawn maintenance
* Sidewalks
* Parking lots
* Lighting
* Fences
* Roofs/siding

Maintenance is carried out on an ongoing, “as-needed” basis under the Property Manager’s direction. Condo fee costs assume that residents (owners and renters) will follow bylaws and basic rules of the Condo Corporation. As such, extra maintenance carried out by the Condo Corporation, e.g., hauling debris left beside the dumpsters, represents an added cost that is not included in the Condo Fee. At some point, added expenses will have to be passed to owners who will see their condo fee increase.

## Reserve Fund and Special Assessments

The Reserve Fund is money that the Condo Corporation sets aside for, or in anticipation of, major expenses beyond regular maintenance. This reserve is like a savings account that can be accessed for major repairs or for other large and unexpected expenses such as roof repairs or updates, structural updates, etc.

The Status Certificate includes, among other things, details on the reserve fund. The Status Certificate also indicates if there are “special assessments”, which are considerable expenses outside of the regular budget parameters. Special assessments are capital expenditures collectively paid for by the condo unit owners.  They can range from a few hundred dollars per unit to many thousands.

## Fuel Delivery

Most companies are aware of how to get to each of the units located in the complex. Deliveries will not be allowed between April 1st and October 31st as the lawns are too soft for these heavy trucks. It is recommended that you get your last delivery no later than March 31st with sufficient supplies to carry you through to the end of October.

## Pets

The nice thing about condominium living is that pets are welcome. However, owners are responsible for keeping their pets under control. Owners must be respectful and follow the regulations set out in the City Bylaws. City Bylaw can be called by homeowners who are unduly disturbed by pets in the complex.

Pets are not allowed to run at large in the common areas. They must be leashed at all times within the complex. When walking your pets in the complex, please have your pooper-scooper and bags handy and clean up your pet waste. Cats can be a nuisance in your neighbours’ gardens so please do not allow your cats to roam at large. Pets need to be kept in such a way that they are not a bother for the neighbourhood.

Residents can contact City of Whitehorse Bylaw to request a cat trap or removal of dogs found roaming in the complex.

BYLAW: Board or Property Manager can send a written notice to pet owners (or unit owner who rents to said pet owner) whose pets are deemed a nuisance, requesting the removal of the pet within two weeks.

## Unit & Visitor Parking

Each unit is purchased with one designated parking stall. Owners or renters that require more than one parking space can contact the Property Manager to check availability and arrange fee payment: $20/month for second spots, and $50/month for third spots.

Residents must be up to date on condo fees, special levies and money owed to the Condo Corporation to be eligible for additional parking spots.  Extra parking may be withdrawn if such fees remain unpaid.

Spots BBB and CCC will be $50 per month as they can accommodate 2 cars. Someone seeking 2 extra spots would be better served with one of these spots ($50) versus 2 separate additional spots ($70, being $20+$50).

There is very limited visitor parking within the complex. Let your visitors know they cannot park in fire lanes or in other unit owner’s parking stalls. There is parking on Ketza Road, Klondike Road, or Peel Road.

***Repairs of vehicle within the complex are not allowed.***

**Laneway Parking**

Parking in the laneway in front of 68 through 71 will no longer be permitted. This stretch of laneway will be restricted to contractor parking only (contractors hired by the Condo Corporation or unit owners may park here). No overnight parking will be permitted.

**Booting and Towing**

Vehicles parked in the lot must be in running order and be capable of being driven or removed from the lot if needed. No long-term storage of any vehicle is permitted in any parking lot.

A parking permit should be displayed in a manner visible through the front windshield (e.g. hung on a vehicle's rear-view mirror) and match the parking space occupied.   Parking is NOT permitted in a spot that is assigned to someone else without their consent.

Vehicles parked in the lot must be in running order and be capable of being driven or removed from the lot if needed. No long-term storage of any vehicle is permitted in any Condo parking lot.

Vehicles parked in contravention of the policy may be subject to booting (removal of which will be subject to a $150.00 charge) or towing at the vehicle owner’s expense.

## Garden Beds

A notice with information on the garden beds will be sent to residents each spring with information including garden bed availability and location. Signup occurs then, on a first come first served basis.

## Maintenance - Whitehorse Condo Corporation #2

The Condo Corporation is responsible for the exterior of the units and the common ground - each unit has exclusive use to a front & back yard as a homeowner. Maintenance is carried out on an ongoing, “as-needed” basis under the Property Manager’s direction.

### **Snow Removal Sidewalks & Parking Areas**

The Condo Corporation is responsible for clearing snow on the main sidewalks and from the parking lots. When parking lots need to be cleared, 48 hours’ notice will be given to the owners for removal of all vehicles. Vehicles that are not removed will be towed away at the owners’ expense.

If you are planning to be away during the winter months, it is strongly advised that you leave your vehicle keys with a neighbour or friend (living in the complex) in case of snow removal.

Do not shovel snow over your fence onto common areas or sidewalks. All owners should detach any garden hoses before freeze-up.

Boxes of sand are available and placed throughout the complex Please feel free to use them for your front path.

### **Recycling and Composting**

The condo complex is set up for full recycling of paper, tins, glass, paper, and cardboard. We recycle everything, except hazardous waste, appliances, and furniture. Recycling and compost bins are situated throughout the Condo Complex. **Please do not move the green compost bins, otherwise, they will not be collected by the City.**

A map of a building

Description automatically generated

*Paper organic waste bags are to be left beside the green organic waste bins* ***ONLY*** *once the bin is full. If the bin is not full, the City will not remove the bags.* ***Note****: compost in plastic bags will not be taken away.*

### **Garbage**

The dumpsters are for household waste that cannot be recycled, composted and are non-hazardous. Furniture, construction debris, and grass clippings/branches are not permitted to be thrown in the dumpsters. These must be disposed of personally by the condo owner, through the proper City of Whitehorse channels. **DO NOT leave items outside the garbage bins.**

***Once a year, usually in May, a big dumpster is made available in the center of the complex to get rid of larger items, such as furniture, construction debris, branches, etc.***

### **Recirculation Pumps**

There are 20 recirculation pumps in the complex, 15 of these are in units. The Condo Corporation will pay for the costs associated with the maintenance of these. Please do not turn off electricity to the water pumps at any time, as this could lead to catastrophic results.

## Maintenance - Homeowner and Renter

Owners are responsible for the maintenance and replacement of exterior doors and windows. Landscaping (decks, gardens, sheds) projects must be reviewed and approved in writing by the Property Manager and Condo Board before work starts as location of and access to underground wiring and pipes must be considered. Lack of approval by the Condo Board prior to landscaping projects are subject to removal at the owner’s expense.

The homeowner or renter is responsible for maintaining and keeping a neat and tidy front and back yard. Owners who do not maintain their yards may have the work done for them by the Condo Corporation and, with the costs billed back to them.

### **Snow Removal, lawn maintenance and pet waste**

Owners or renters are responsible for clearing snow and ice from the front walkway leading to their unit. They are also responsible for regularly mowing and watering lawns. Please ensure that pet waste does not accumulate inside your fenced yard or in neighbouring yards.

# Rules and Recommendations

## Fire Lanes

*No vehicle is allowed to park or stop without a driver in front of a Fire lane. Vehicle will be towed at the owner’s expense.*

## Fuel Tanks

Owners are responsible for the care and maintenance of their fuel tanks which are kept on exclusive use property (i.e. the back yards). Oil tanks have a finite life and should be double-walled or double bottomed. Oil lines cannot be fastened to condo property such as fences or any other common elements.

**Oil tanks need to be checked annually for leaks. The Condo Corporation requires a copy of the inspection report by a licensed oil burner mechanic each year.** Please send a copy of the inspection report to the Property Manager at [**whitehorsecondocorp2@gmail.com** no later than September 30th.](mailto:whitehorsecondocorp2@gmail.com%20no%20later%20than%20September%2030th.%20)

Oil leaks could potentially cost a unit owner tens of thousands of dollars. Note that the Condo Corporation’s insurance doesn’t cover oil leaks.

## Renovations

Owners are required to obtain permission from the Condo Corporation for any renovations that modify the exterior of the unit. For example, installation of a new dryer vent, a hose bibb, etc. requires permission of the Condo Corporation. **Owners and their subcontractors are required to dispose of any construction waste through proper waste disposal - not the Condo Corporation’s dumpsters – at their own cost.**

## Smoke, CO2 Detectors & Fire Extinguishers

Each unit shall ensure that at least one operational smoke detector is installed in the home. Owners are strongly encouraged to also install CO2 detectors in the unit and to have a fire extinguisher on the premises. It is important that you maintain your smoke and CO2 detectors, and fire extinguishers.

## Insurance

The Condo Corporation carries insurance to cover fire, earthquakes and other specific catastrophes only.

Owners and renters cannot rely on the Condo Corporation for the coverage of the unit and property. Seeking insurance coverage for unit improvements, loss assessments, and belongings are the responsibility of the owner. It is also recommended that renters obtain their own insurance to ensure that personal belongings are covered.

If you have an insurance claim, ensure you alert the Condo Corporation before repairs are made.

## Winter

Here are some tips to get ready for winter.

* Disconnect all hoses. Turn off your tap from inside your unit, then open the outside tap, let it drain, then turn it off. Failure to do this may cause damage to your property when the cold weather starts.
* Test your car plug to make sure it is working. If it is not, please inform the Property Manager. The Condo Corporation pays for all car plug electricity, so please share the power receptacles.
* If you have oil heat, have your heater, fuel tank and lines inspected annually by a certified oil burner mechanic. Fall is a good time to do this. Unit owners are responsible for maintaining their fuel tanks and lines and for fuel spill clean-up.
* Fuel trucks may access common areas to deliver fuel after October 31st.

Owners are urged not to leave their units unoccupied for a long period of time in the winter. When leaving for a few weeks:

* **Leave your furnace or electrical heat on.** At no time should the heat in a unit be turned off or set to a low temperature. This is to avoid the possibility of a catastrophic freeze-up from occurring. Some units have water recirculation pumps in them and these must be kept running at all times.
* **Have someone check your unit every day or two.** This is often a requirement from the home insurance company. It is recommended to you verify your insurance policy.
* **Leave your vehicle keys to a neighbour.** This will allow the Condo Corporation. to properly clear the snow from the parking lot, especially if you plan to be away for several weeks.

## Leasing Agreement

Owners leasing their unit must request the renters sign a [Leasing Agreement.](#_RENTAL_AGREEMENT) The document must be delivered to the Property Manager either by email - [whitehorsecondocorp2@gmail.com](mailto:whitehorsecondocorp2@gmail.com) - or at the office (#63B). This document is required so that the Condo Corporation knows who is residing in the complex and that they will abide by the rules that everyone follows.

# Governing Documents

Governing Documents can be found on the Condo Board website: www.WCCNo2.org

# Community Resources

**Riverdale Community Association**  
[Riverdale.c.a@gmail.com](mailto:Riverdale.c.a@gmail.com)  
[facebook.com/RiverdaleCommunityAssociation/](https://www.facebook.com/RiverdaleCommunityAssociation/)

**Whitehorse Transit**

<https://www.whitehorse.ca/living-in-whitehorse/faq-page/faq-transit>

**City of Whitehorse**

<https://www.whitehorse.ca/>

**Commuter Cycling Map**

<https://www.whitehorse.ca/wp-content/uploads/2022/06/AppendixA1Current2018Commu.pdf>

**Whitehorse Trails**

<https://www.whitehorse.ca/living-in-whitehorse/parks-recreation/trails/#1654266128155-76b50c1f-18c9>

# LEASING AGREEMENT

**Whitehorse Condominium Corporation #2**

**The Whitehorse Condominium Corporation #2 (WCC#2) Declaration 12(a) requires a Unit Owner to have their Tenant sign a written agreement and deliver this agreement to the Corporation at the commencement of a rental. A new agreement is required for each new rental.**

**Unit Owner**

1. The Owner must present this agreement to the tenant(s) at the time of rental. All occupants of the unit are to fully understand and agree to the terms of this agreement.
2. The Unit owner is fully responsible for providing a copy of the WWC#2 Declaration, By-Laws, Rules and Regulations and Policies to the Tenant.
3. The Unit Owner and Tenant must sign and provide an original signed WCC#2 Rental Agreement to the Corporation in person or by mail.
4. If the Unit Owner is entering into separate rental agreements with more than one Tenant, a separate WCC#2 Rental Agreement is required for each Tenant.
5. In particular, the Unit Owner shall ensure that the Tenant(s) is familiar with noise; pet; garbage and parking rules, policies and practices for the complex.
6. Unit owners are not relieved from their obligations with respect to their rented Unit.
   1. The Unit Owner is responsible for addressing and resolving all complaints regarding their tenant(s);
   2. The Unit Owner is responsible for any costs incurred by the Corporation to repair damage to Common Elements caused by their tenant(s). (i.e. siding, fences, landscaping).
   3. The Unit owner is responsible for all tenant requests regarding the owned Unit.

**Tenant(s)**

1. Units shall be occupied and used only as a single family residence. Rental units cannot be used for on-site commercial purposes.
2. Only one designated parking stall is allocated per Unit, (not per resident). Additional parking spaces may be available for rental by a tenant. Please contact the Manager regarding availability and cost.
3. The license number, make and colour of each vehicle belonging to occupant(s) of the unit must be registered at the Condo Office. Parking permit(s) will be provided when vehicles are registered.
4. Commercial vehicles, recreational vehicles, campers, boats and trailers cannot be parked or stored in parking lots or common areas of the complex.
5. If the landlord allows pets, tenants must abide by Condo Rules and with current City of Whitehorse bylaws regarding pet numbers and noise. Special permits for additional dogs are not allowed in the Condominium. Pets cannot run at large in common elements. Pet waste must be removed promptly from common areas, and cleaned up regularly from fenced yards.

**Signatures**

**Tenant:**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, covenant and agree that I, the members of my household and my guests from time to time, will, in using the Unit rented by me and the common elements, comply with the Condominium Act, the Declaration, By-laws, rules and regulations and policies during the term of my tenancy. These documents are located at** [**http://www.wccno2.org/downloads.htm**](http://www.wccno2.org/downloads.htm)

**The Unit Owner has made available a copy of the Declaration, By-Laws, Rules and Regulations and Policies for WWC#2 to me. I do hereby declare that I understand and agree to abide by these documents.**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner(s)**

**I, as the Owner of Unit #\_\_\_\_\_, 100 Lewes Blvd. Whitehorse, Yukon, hereby understand and agree to the conditions and information in this Agreement. I also understand and agree that I remain responsible for addressing and resolving all issues and complaints from residents or received by the Manager or the Board regarding my tenants during the term of their tenancy.**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tenant Contact information:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner Contact Information:**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Each original signed WWC#2 Rental Agreement can be delivered to the Condominium Office at #63-B – 100 Lewes Blvd., Whitehorse, Yukon, Y1A 3W1 or a pdf copy emailed to the office.**