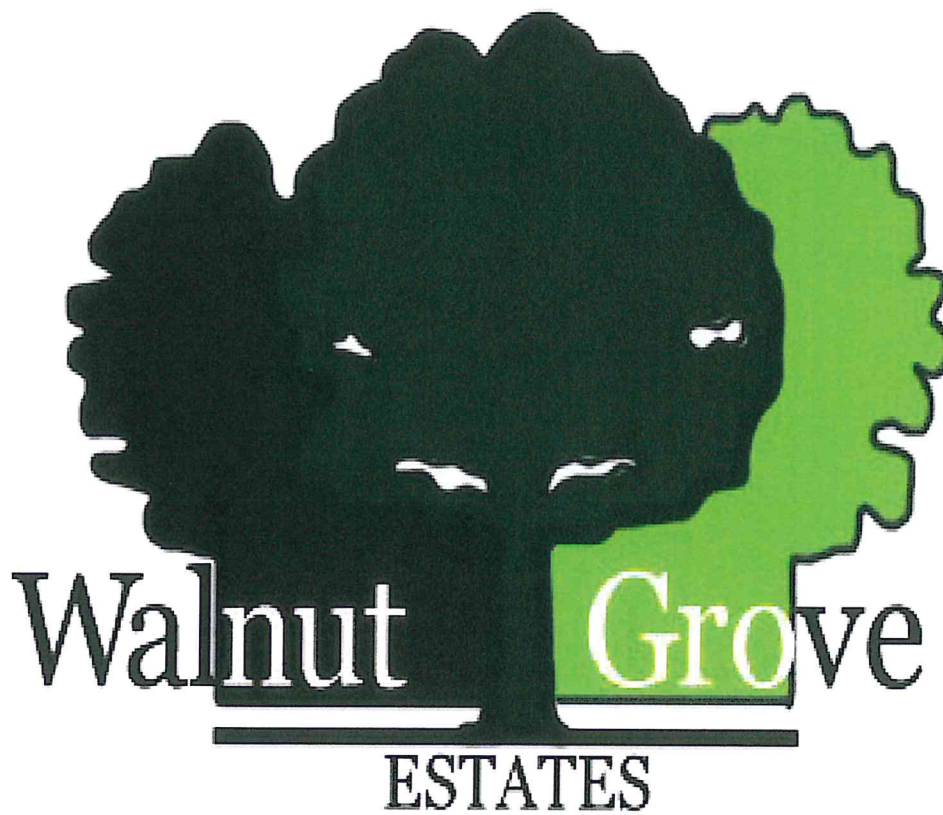


Walnut Grove Estates Community Association

Residents' Handbook



April 28th 2022

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1 About this Handbook

This handbook is written by Walnut Grove Estates (WGE) residents, for residents. It is intended to facilitate awareness of all aspects of the community and support the participation of all residents in Walnut Grove Estates community life.

2 What is a Community Association (Walnut Grove Estates)

Walnut Grove Estates is a specially designated subdivision sometimes called an 'Adult Lifestyle Community' suggesting it is for older people; however, the Ontario Human Rights Code and the Official Plan of the City of Kingston does not preclude anyone from living in Walnut Grove Estates. For the most part, given the single floor, 2-bedroom design of all the homes, the community suits smaller



families and retired singles, or couples. Nevertheless, families can, and do live in Walnut Grove Estates.

Under the sales conditions and legal title of your home, certain additional covenants are acknowledged by buyers, and these covenants and the associated rules and regulations set certain conditions on Owners that go beyond other neighbourhoods to help maintain property values and the quality of the community.

In addition to maintaining the physical properties of the community (homes, common land and community centre) the Walnut Grove Estates Association fosters quality of life for residents through the encouragement of physical activities, social engagement, later life learning, helping people stay in their homes longer, and neighbourly support.

While the role of the Board is to provide homeowners with the guidance and support regarding the covenants and policies of the Association, the Board also balances the requirement to meet the conditions set out in the bylaws and policies, with individual Owner's independence in regard to their property.

3 Welcoming New Residents into the Community

New residents (either Owners or tenants) are visited by the Welcoming Committee, and receive a **Welcome Package** which contains Manuals, contact lists, information on Walnut Grove Estates operations and activities.

4 Key Roles in the Management of Walnut Grove Estates

Apart from the Property Manager, which is a paid position, all other roles are filled by residents who volunteer their time, and share their skills, unique backgrounds and interests to enhance the strength and vibrancy of the community.

4.1 Board of Directors:

The Board consists of seven members who are elected at the AGM and serve for 2-year terms. All Owners are eligible to stand for election to the Board and are encouraged to do so when positions become available.

4.2 Property Management Company:

The Association hires a Property Management Company to oversee the maintenance of the common areas, to help with the appropriate business issues, bookkeeping, budgets, and to assist in the general operations of the Association. The full role of the Property Manager is documented in the Policies and Procedures Manual.

4.3 Community Centre Coordinator:

The Community Centre Coordinator is a volunteer who oversees all aspects of the Centre with a small team of volunteers. The team looks after the scheduling of activities at the Centre, manages the hall rental process, oversees maintenance/repair, schedules equipment servicing, manages key control, and looks after the facility security. The full role and responsibilities of the Community Centre Coordinator are outline in the Policies and Procedures Manual.

4.4 Social Committee:

The Social Committee is one of the key committees contributing to the social fabric of Walnut Grove Estates. The Social Committee is comprised of a Chairperson, Vice-Chair, Secretary, Treasurer, and other members. Social Activities such as monthly dinners, dances/entertainment, presentations, First Friday and Friday Happy Hour are arranged and supported by the Committee with other volunteers who support these functions. Social Committee functions are self-supporting and are not funded by the Association fees.

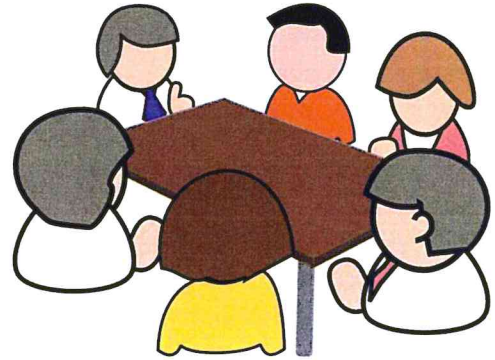
4.5 Numerous Activity Coordinators/Committees:

Walnut Grove Estates has numerous other individuals and groups that focus on various elements of the community, including fitness and recreational activities, a neighbourhood watch program, a newsletter, building and grounds volunteers, a website, and Facebook page. All of the leaders and members of

these groups are volunteers and contribute their time to help the community. Suggestions for additional activities are welcome from all members.

5 Understanding the Board and its Role

The Board is group of seven member Owners, working with the Property Manager, to ensure the integrity and spirit of the Walnut Grove Estates Community Association is maintained for the well-being of the community as a whole. Open seats on the Board of Directors are filled by a membership vote at the AGM.



5.1 Monthly Meetings

The Board meets monthly at the Community Centre. A report of the Board meeting appears in the monthly newsletter along with the date/time of the next meeting. A synopsis of the Board's discussions and actions is published on the Board Meeting Summary.

All members of the Association are welcome to attend monthly Board meetings. Those wishing to make a presentation must advise the Board in writing one week prior to the scheduled meeting and provide any relevant documents to the Board at that time. The Board will set aside up to one hour at the beginning of the meeting to receive such presentations. The Board will then go "in-camera" and nonBoard members will respectfully be asked to leave the meeting.

5.2 Annual General Meeting (AGM)

The Annual General Meeting of the Association is held once a year and is open to all Owner residents, including tenants. Only Owners, or those with their proxy, are allowed to vote at the AGM, with one vote per dwelling. At that meeting, the Board reports on the past year's initiatives and strategic goals for the coming year. The Board also reports on the previous year's financial statement, along with the next year's proposed budget, and annual fee level. The various committees reflect on their past year's activities and identify goals for the coming year.

5.3 Annual Budget and Membership Fees The Board presents a current year budget, and a comparison to previous year performance, at the AGM. An analysis of any estimated expense increases are reviewed, and the annual membership fee is determined by the Board prior to the AGM. The budget and membership fees are presented and voted on by the membership.



The Annual Membership fees are due January 1st of each year. After January 1, members who have not paid in full will be considered in arrears as per By-Law No. 2, Article XII. The Board recommends PreAuthorized Debit (PAD) to simplify the collection of membership fees.

Members can sign up by completing the ETF form included in this Handbook on page 9. Should members wish to pay by cheque, they can be made out to Walnut Grove Estates Community

Association (or WGECA) and can be placed in the mailbox located by the main door of the Community Centre.

6 Understanding Walnut Grove Estates Legal Documents and Agreements

The Association was formed as a not-for-profit corporation with Letters Patent dated Feb. 26, 2002. The Covenants and Restrictions, which are permanent, and part of each property Owner's deed were created at that time, along with By-Law #1, which governed the operation of the Association.

By-Law #1 was a vehicle for the developer (Dacon) to begin the operation of the Association while the development was under construction. This was superseded by By-Law #2, passed in September 2012, which moved all control of the Association and the Board of Directors to the homeowners in the community, removing Dacon from any managerial authority.

Over the years, the Association has approved a series of Policies and Procedures and Rules and Regulations covering the management, standards, and operation of the Association. This latest version of these manuals is included with the Welcome Package.

Unlike condominiums, which have well-defined legal status and are subject to specific provincial legislation, homeowner associations (HOA's) have fewer legal restrictions and mandates.

7 The Self-Governing Spirit of the Association

The Association operates on the principle that our purpose is to protect the property values of the community, and to enhance the welfare of the members of the community. The unique, inter-connected physical structure of our homes creates an interconnection in our lives. (*"My choices impact my neighbours, and my neighbours' choices impact me."*)

To that end, the Association has created policies designed to maintain the important architectural features of our homes and properties, promote the proper care for all of our common areas, and encourage participation in the social fabric of the community. The common streetscape of our community sets it apart from other neighbourhoods and is an asset to the property values of our homes.

8 Making Changes to Units and Property

An important part of the community feel, and property values, at Walnut Grove Estates is the consistent look of the units and the properties. To maintain this standardization, there are rules in place regarding, for example, front doors, shingles, gutters, siding, and front yard trees etc. These are described in detail in the Rules and Regulations Manual as well as procedures for handling variances and requests for changes.



9 Owner and Resident Information

The Association maintains a list of all members, which is distributed twice a year with the newsletter. Additionally, it keeps a list of email addresses, for those who prefer to receive communications through that channel. Email addresses are not distributed to the general membership. You are encouraged to provide your email address so that you can get the monthly newsletter and special announcements delivered right to your computer.

10 Selling your Property

In order to ensure prospective buyers are fully aware of the nature of the Walnut Grove Estates Community and the conditions of purchase, Owners are asked to notify the Property Manager when their home is being sold. A vendor package is to be provided to the new owner through the seller or their agent. A Closing Certificate and New Owner Information Sheet are to be provided to the Property Manager by the Seller. For more detailed information, see Section 4.1 *Selling Properties* in the Policy and Procedures Manual.

11 Communication within the Walnut Grove Estates Community

There are many ways to keep in touch with the community here at Walnut Grove Estates:

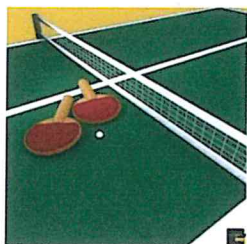
- Our monthly newsletter is chock full of information about the community, board meeting discussions, hot topics in the community, stories about interesting people in the community, all the upcoming activities, and a calendar of events. In addition, a Board Meeting Summary is published and distributed to all members of the Association.
- The monthly meeting of the Board of Directors is usually held on the last Monday morning of the month. All residents are welcome to attend and may provide relevant input on topics of interest to them.
- The bulletin board in the community centre has the latest newsletter, the monthly events calendar, sign-up sheets for future social events, plus important contact information.
- There are numerous recreational activities and social events scheduled in the community every month, many of them free or at very little charge. Everyone is welcome to attend, and your neighbours are eager to meet you.

- Members of the community have also created a Website, which often include photos of our members at the various social events. These can be found at: <http://www.walnutgrovekingston.ca/>
- And perhaps the best way to keep in touch is just to get outside and meet your neighbours. The lack of fences between neighbours, the front porches, the central post boxes, and the sidewalks and paths mean that there are always people out and about, walking and visiting with their neighbours.

12 Events and Activities

The community has a variety of social and recreational activities that take place on a regular schedule, along with some special events that contribute to the fabric of Walnut Grove Estates, which may include:

- Yoga and Tai Chi classes
- Senior Exercise classes
- Walkersize
- Euchre
- Bridge
- Table Tennis (Men's' and Women's')
- Line Dancing
- Book Club
- Friday Night Happy Hour
- First Friday Dinner and Activities
- Monthly Catered Dinner
- Guest Speakers
- Dances
- Remembrance Day Event
- Canada Day Event
- Christmas Event



13 Use of the Community Centre

The Community Centre is an integral part of life in Walnut Grove Estates and is available for use by the members and tenants. Most of the social, recreational, and fitness events take place at the Community Centre.

The community centre has a library of books for your use. Feel free to take books and or donate books. There is also a TV with a cable connection available for your use, a shuffleboard, darts, table tennis, card tables, and tables and chairs to set up for dinners or functions for about 65 people. There is a full kitchen equipped by the Association. The Social Committee is responsible for consumable food and supplies and this is paid for by a fee for each social event.

Additionally, the Community Centre is available to rent for your family or group function, at a reasonable price. See Policy and Procedure Manual Section 3.2.

The volunteer Community Centre Coordinator has all the details available. All members are entitled to a key to the Centre. A key is available from the Community Centre Coordinator. (see Policies and Procedures Manual Section 3.4)

14 Safety and Security in the Community

Walnut Grove Estates has an active Neighbourhood Watch Program. You can report any suspicious activity to the Neighbourhood Watch Coordinator.



Articles about security topics are published in the newsletter, and seminars are held periodically to keep everyone informed of the security issues involved with a community such as ours. If you have any concerns about strangers in the area or unusual events, you can contact the Neighbourhood Watch Coordinator. If you are a snowbird, there are additional security issues you will

want to address. An excellent checklist is available at the Canadian Snowbird Association website:
www.Snowbirds.org.

A further security issue involves looking out for your neighbours. If you haven't seen your neighbour in a while, just give them a call or knock on their door or ask a Board member to make the contact for you. In this community, looking out for each other is important.



15 Additional Documentation

15.1 Policies and Procedures (see separate Manual)

15.2 By Law #2 (see separate document)

15.3 Rules and Regulations (see separate Manual)

Pre-Authorized Debit (PAD) WGECA Agreement

1. Owner Information (Please Print clearly)
Name:
Address:
Telephone
2. Bank Account Information
Financial Institution:
Name and address:

Please supply a VOID CHEQUE with this authorization

3. Pre- Authorized Debit Details
<p>I (We) acknowledge that this Authorization is provided for the benefit of the Payee and the Processing Institution and is provided in consideration of the Processing Institution agreeing 'to process debits against my(our) account in accordance with the Rules of the Canadian Payment Association and is for personal household use.</p> <p>This authorization may be cancelled at any time upon notice by me (us) and in order to revoke this authorization, I (we) must provide notice of revocation to Walnut Grove Estates Community Association I(We) will receive written notice from the Payee of the amount to be debited and the due date(s) of debiting at least 10 calendar days before the due date of the first PAD, and such notice shall be received every time there is a change in the amount or payment date.</p> <p>You have certain recourse rights if any debit does not comply with this agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.</p>

4: Authorization
I(We) authorize Walnut Grove Estates Community Association to process a debit, in paper, electronic or other form in one instalment (which may be changed annually) on my (our) account on the first business day of January annually:

I (We) acknowledge that I (we) have read and understood all the terms and conditions contained in the Pre- Authorized Debit Payor's Authorization.

Signature:

Date:

Signature:

Date:

Walnut Grove Estates Community Association Registration Homeowner Membership

TO: Walnut Grove Estates Community Association
(the "Association")

AND TO: The Board of Directors thereof

RE: Registration for Membership as a Homeowner Member

The undersigned hereby assigns the following homeowner of the property referred to herein as the designated Member in the Association. The undersigned covenants and agrees to remain a homeowner member for so long as the undersigned owns an interest in real property in the development known as Walnut Grove Estates. The undersigned covenants and agrees to abide by the terms of the letters patent, the by-laws and the rules and regulations of the Association in force from time to time. The undersigned covenants and agrees to pay such membership dues as may be fixed from time to time. The undersigned covenants and agrees to pay such membership dues as may be fixed from time to time by the Board of Directors of the Association. The undersigned specifically acknowledges the provisions of Section 18 of By-Law No. 1 of the Association regarding failure to pay membership dues.

The undersigned hereby designates

(print name of one Homeowner only)

To become the Homeowner Member in Walnut Grove Estates Community Association.

The undersigned are registered owners of

, Kingston, Ontario K7P .

SIGNED, SEALED AND DELIVERED this _____ day of _____, 2008.

in the presence of

Witness

Signature _____
Print Name: _____

Witness

Signature _____
Print Name: _____

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
_____	_____

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____.

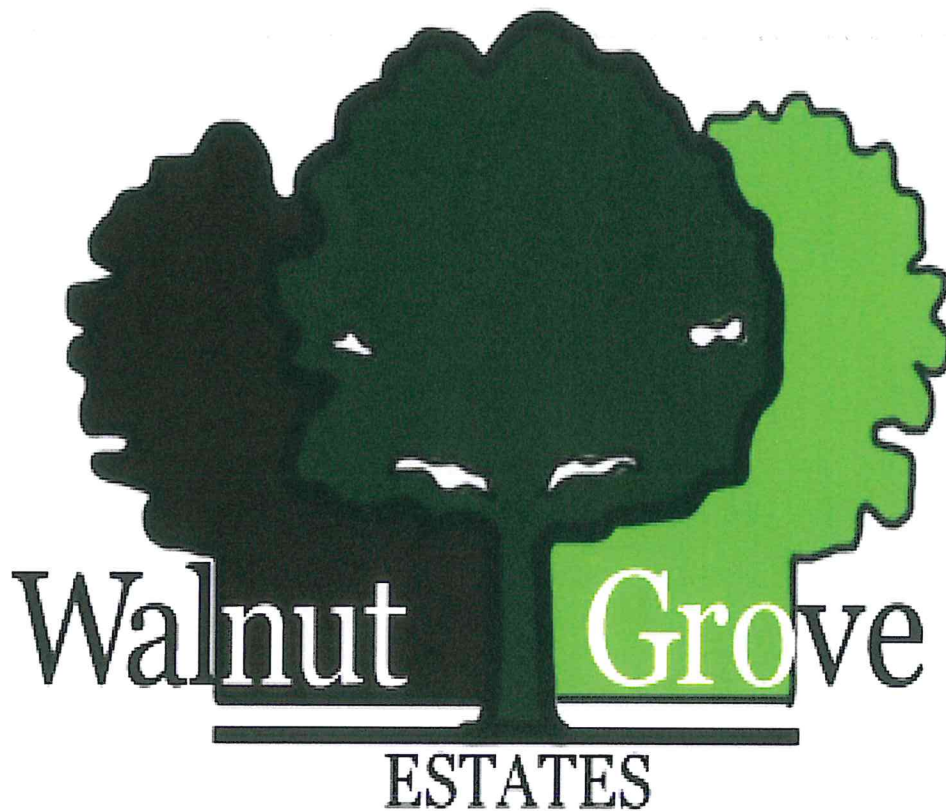
Witness

Signature

Print Name of Director

Walnut Grove Estates Community Association

Rules & Regulations Manual



April 2022

Approved - General Meeting April 28, 2022

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1. Introduction

The initial concept and its goal of a common interest community development was a key objective in the planning, defining the legal entity, the design and the construction of the Walnut Grove Estates subdivision. The goal was achieved by a combination of scale of dwelling units, site layout, site planning, the consistency of building materials, unit design, colour palette, landscaping and a balance of open common space while maintaining the privacy of the individual properties. The inclusion of a central community centre and common landscaped lands in the initial planning was central and crucial to the success of the concept and has proven to be a major focus for the Walnut Grove Estates community.

The preservation and management of the common assets, design principles, property care while respecting the individual Owner's rights are ensured and enhanced by the Policies and Procedures, Rules and Regulations established and approved by the Walnut Grove Estates Community Association. The protection of property values is increased by the adherence to these documents. Compliance with these documents is also linked by the Covenant and Restrictions on title of each dwelling property and the common desire to protect and maintain the unique community that is Walnut Grove Estates, as described in Section 2 Covenants and Restrictions.

This Manual provides a comprehensive listing of all the elements that are to be governed and sets out the process for requests for change or alteration, review and approvals as well as a mechanism of enforcement while retaining a balance between rigid doctrine and common purpose.

This Rules and Regulations Manual has been developed to assemble all Rules and Regulations into one document and to clearly define the application, review, approval and appeal process for any Owners wanting to make changes to any governed element.

2. Covenants and Restrictions

The principle of a uniform architectural style with consistency in building style, materials and colour palette throughout the Community to create a visually appealing Community that would enhance both the living enjoyment for all residents and the home values is protected in the Covenants and Restrictions (C&R) that are registered on all homeowners' property titles. The C&R read in part "These covenants shall be binding upon and ensure to the benefit of the Owners from time to time of any of the above-described lands, their respective heirs, executors, administrators, successors and assigns." Item 10 of the C&R states "They shall not contravene any Rule or By-Law promulgated by Walnut Grove Estates Community Association." The governing By-Law # 2, Article XVIII, Rules and Regulations, states "The Board may recommend changes to Rules and Regulations, or amend the Rules, of the Corporation respecting the use of the Units and the Common Areas to promote the safety, security and welfare of the Members and the property (Units and Common Areas), as well as to prevent unreasonable interference with the use and enjoyment of the Common Areas and of other Units. The Rules shall be passed or amended by Ordinary Resolution at a meeting of Members which has been called for this purpose." These rules apply to all Owners' Units and to the Community Centre.

3. Governed Elements

The exterior of all buildings and lot features shall not be modified from the original design that involve the following elements:

- roof and soffits, including roof vents.
- eavestroughs and downspouts
- front doors; style and colour including storm / screen doors.
- exterior wall mounted lights
- garage doors
- windows
- walkways, steps and railings
- siding and brick
- driveways
- front yard trees (if owned by the property owner)
- fences
- grading and storm drainage that affects neighbouring properties.
Note that this is a City of Kingston responsibility, and the Board will report any non-compliance to the City for enforcement.
- garden sheds

Should an Owner want to make a change to any of these elements, a Request for Change form must be submitted to the Board for review and approval. This process is further explained in Section 4.

In addition to the preceding elements that require a Request for Change, there are the following elements that are covered by the Rules, and if implemented in noncompliance, the Board will review for possible action:

- Window air conditioner
- Exterior window shades
- Clotheslines
- Commercial signs and Communications Equipment
- Storage of vehicles in the fronts of houses
- Parklands and pathways
- Bird feeders
- Solar Panels

The rules and regulations that govern all of these preceding elements are noted in the following section.

4. Rules and Regulations

The following Rules and Regulations have been developed and approved to maintain the consistent architectural style of the Community and to ensure that all Owners are not adversely affected by any actions of their neighbours.

4.1 Roofs, Soffits, Fascia and Roof Vents

Replacement shingles shall be BP Everest 42 Driftwood for the roof and BP Yukon Driftwood (3 Tab) shingles for the caps. If an Owner wishes to install a different shingle, it must be of the same colour and style as the BP shingles and the Owner must submit a “Shingle Replacement / Declaration Form (Appendix II.) to the Board for approval.

Roof vents, soffits and fascia shall match the size and style of the original design elements.

4.2 Eavestroughs, Downspouts, Exterior Wall Mounted Lights, Siding and Bricks

Replacement shall match the original in colour and style.

4.3 Front and Storm Doors

Exterior front doors can be repainted in any of the five original approved colours, provided that all semi-detached and townhouse units in the same block have the same door colour.

The following are the five colours originally approved. As Glidden paints are no longer available, the selected paints must colour match exactly these noted colours.

- ICI (Glidden); MP # 90GG 21/076; Blue Forest
- ICI(Glidden); MP # 70YY 22/144; Virginia Vine
- ICI (Glidden); MP # 80YR 16/303; Copper
- ICI(Glidden); MP # 30YR 16 /286; Scenic Rose
- ICI (Glidden); MP # 90RR 13/103; Black Forest Frost

The only type of storm door that will be permitted is a White “Clear Vue” style door.

4.4 Garage Doors

Replacement doors shall be the sectional, roll - up type and match the original in colour and style.

4.5 Windows

Replacement windows shall be casement type with grills that match the original in colour and style.

4.6 Walkways, Steps and Railings

Replacement or new walkways and steps shall be concrete and gray in colour. Replacement or new railings shall match the original in colour and style.

4.7 Driveways

Resurfacing or replacement shall be black asphalt to match the original.

4.8 Front Yard Trees

Some of the trees in front of homes are owned by the City of Kingston and some are owned by the Homeowners.

If an Owner is unsure if their tree is a City or Homeowner tree, they may check with *City, Customer Service* because the penalty for cutting down a city tree without permission can be high.

Street trees may become diseased or overgrown and require removal. If a Homeowner wishes to remove their tree, it must be replaced with any tree that is on the current City of Kingston list of approved street side trees that is available by contacting *City, Customer Service*. If the Owner's preferred tree is not available, the Owner may apply to the Board for approval of the proposed alternative tree. Coniferous replacement trees are also permitted.

Where trees are owned by the City of Kingston, replacement can be arranged by telephoning *City Customer Service*.

The City Customer Service number is (613)546-0000.

It is recognized that in some instances a tree would not be desirable or possible. The homeowner can then apply to the Board for a variance to these Rules and Regulations.

Following is the list of City owned trees within Walnut Grove Community:

Ellesmeer Avenue

33, 37, 39, 59, and 61 Ellesmeer

The 10 trees on the grass boulevard that backs onto cemetery grounds.

98 Ellesmeer - 1 tree on Farmstead side

129 Ellesmeer

141 to 167 Ellesmeer

152 to 168 Ellesmeer

28 Ellesmeer - 2 trees on Andersen Dr. side

Sheridan Street

100 to 120 Sheridan

101 to 121 Sheridan

Andersen Drive

Princess Street to Chadwick - city trees on both sides except for those next to parking lot and garden centre area at Rona store.

4.9 Garden Sheds

Garden Sheds are permitted in accordance with City of Kingston bylaws and must be approved by the Board of Directors. The following Guidelines for Garden Sheds will be applied when approving the request:

- Position the structure in as unobtrusive position as possible (e.g. behind existing privacy screens or approved wood fences), and it must be no larger than 80 square feet and no higher than 7 feet. Where no privacy fence is present, position shed at least 4 feet from approved fences, and surround it with shrubs and/or trees. This technique would ensure the quality of general landscaping in the area as viewed by neighbours and common property users.
- Choose colours that blend with existing buildings (i.e., beige and/or grey tones).

In keeping with our members wishes for a spacious and open environment and consistency of appearance, garden sheds are discouraged. If a homeowner decides a shed is necessary, a plan must be

submitted to the Board of Directors for approval and garden sheds must be in accordance with the City by-laws.

4.10 Fences

Natural fences, using shrubs, trees and other landscaping strategies are encouraged for privacy. Should a unit owner decide to build a fence, the following conditions must be met:

- The location, design, height, and components of any fence not called for by the Site Plan Agreement must be approved by the Board of Directors. Exceptions follow.
- Unit owners who have a Site Approved wooden fence as part of the back portion of their lot and who wish to duplicate the design, height, material and components of their fence to enclose their yard must submit their plan to the Board of Directors for approval.
- Unit owners who have a site approved chain link fence at the side or end of their property, and who wish to duplicate the design, height and components of their existing fence to enclose their yard, must submit their plan to the Board of Directors for approval.

4.11 Window Air Conditioners

Window air conditioners are not permitted in any dwelling in Walnut Grove Estates

4.12 Exterior Window Shades

Exterior shades, awnings or shutters may be installed only over or outside the windows or doors in the rear walls of a dwelling.

4.13 Clotheslines

The free-standing umbrella type of clothesline is the only type permitted and must be located near the back of the building.

4.14 Commercial Signs and Communications Equipment

No Communications equipment, except a satellite dish measuring no more than thirty inches in diameter is permitted.

No sign (excluding election signs), advertisement or notice other than a unit for sale or rent shall be inscribed, painted, affixed, erected or placed on the Owners property.

4.15 Storage of Vehicles

No Boats, recreational vehicles, trailers, commercial vehicles, derelict vehicles or parts thereof shall be permitted on the properties unless stored in the garage. Resident Owners or short term visitors may park in the driveway, a boat, recreational vehicle, trailer or commercial vehicle for a maximum period of three days. For longer stays other storage or parking arrangements must be found.

4.16 Parkland and Pathways

The use of skateboards, roller blades, bicycles or any motorized vehicle is prohibited. Exceptions which are permitted are the use of motorized wheelchairs, scooters and tricycles used for medical reasons. Pets must be on a leash at all times and their droppings must be gathered and removed.

4.17 Bird feeders

Bird feeders are allowed, provided that they attract only small birds. Niger seed or safflower seed attract small songbirds, finches, cardinals, doves, etc. Feeding of any wild animals, including squirrels and chipmunks is prohibited.

4.18 Solar Panels

Ground and roof-mounted solar panels are not permitted at this time. This and other energy saving measures may be considered by the Board in the future.

5. Process for an Application for Change, Review, Approval and Appeal

When an Owner wants to replace / change any of the governed elements, a Request for Change Form (Appendix I) shall be submitted to the Board of Directors for review and approval. If an Owner is unsure whether a proposed replacement or change applies to a governed element, the Owner is requested to submit a Request for Change Form to the Board for confirmation. The Board may request further clarification information from the Owner and the Request will be considered by the Board at the next Board or Special Meeting following the receipt of all requested information. The decision will be provided to the Owner within one week from the date of the Board or Special Meeting. Should an Owner not agree with this decision, the Owner may then appeal the decision through a mediation process recognized by the ADR Institute of Ontario.

APPENDICES

I Request for Change Form

II Shingles Replacement - Declaration / Agreement Form

APPENDIX I

WGECA Request for Change Form

All requests are to be submitted in writing and addressed to:

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

Please indicate the governed element that you wish to change and provide details on the proposed change.

Name (print)	Address
Signature	Phone#

Requests will be answered by the Board in writing outlining their decision. **The Board will take action on the above only when the form is complete and signed by the person submitting the item.**

APPENDIX II

WGECA Shingle Replacement Declaration / Agreement Form

Please check which applies to your home. Contact the WG Board if unsure:

#1 I agree to install BP Everest 42 Driftwood Shingles for the roof and BP Yukon Driftwood (3 Tab) Shingles for the Caps when replacing existing shingles to comply with and maintain the Walnut Grove architectural requirements as required in the Policies and Procedures. Please provide this signed agreement to the Board or leave in the Community Centre Mailbox.

#2 I am using a different shingle make, same colour and style to BP Everest 42 Driftwood and Yukon Driftwood noted in #1 above and I understand that I will need to provide a sample of the shingle to the WG Board to ensure that it is fully compatible with the BP Everest and Yukon shingles in colour and style before proceeding with the installation. It is understood that Owners are not to proceed with the work until this form is signed by a Board Officer.

Please provide this signed form to the Board or leave in Community Centre Mailbox.

Name (print	Address
Signature	Date
Date of Installation (or approximation)	
Board Agreement for #2	
Signature	Date