

## **Common Property Guidelines and Procedures for Use by Residents of Summerside VIS 5366**

Common property in a Strata Corporation is defined as any area outside of the owners unit unless it is specified as limited common property. The Strata Corporation is responsible for following the Strata Property Act regarding use of Common Property. The only designated Limited Common Property at Summerside is the parking stall for each unit. Otherwise all land, and exterior of the buildings are Common Property.

The following are some guidelines and procedures for use of and changes to Common Property.

### **Additions, Changes or Structural Alterations to Common Property**

- All changes, additions or structural alterations to Common Property must be requested through the Property Management Company and the Strata Council.
- Requests to change Common Property must be made by the **unit owner using a Form titled "OWNER'S REQUEST TO ALTER PROPERTY"**.
- The request process and form is on the RPG Summerside website under Rules and Regulations.
- An owner wishing to alter common property must fill in the Form including the necessary information for the change and submit it to the Strata Council for approval. If approved, the signed Form is filed with the Property Management Company, Strata Council and the owner's personal files on completion.
- **\*\*\*Please note that all changes/alterations or additions to Common Property included on the approved and signed Alteration to Common Property Form are the responsibility of the owner to maintain, and repair going forward. This responsibility is transferred to the new owner on the sale of the unit.**

### **Landscaping:**

As defined above all garden areas are on Common Property. At Summerside a distinction exists between ***front garden areas, enclosed or paved back patios, and ground area beyond the back patio area.***

### ***Front Garden***

- All **front garden** areas are the responsibility of the contracted gardener to plant and maintain. This is to ensure a common and consistent appearance of the front grounds of units.
- Owners are requested to **not** add or delete plants, prune, cut flowers, or in any way work in these beds in the front garden of their unit.
- Some units offer space by the front door for pots and personal plants. Maintenance of these is the responsibility of the owners.
- An owner with a garden issue or question is to contact the Property Management Company who will relay the information to Council. The Gardener will **not** take instruction from individual Strata Owners regarding landscaping needs or repairs.

### ***Back Patios***

- Back patios are defined as the land enclosed and/or with concrete blocks at the back of the unit. (not all units have one).
- Exceptions to Common Property Use: It seems the custom or reality at Summerside is that owners care for and maintain the garden area at the back of their unit. These areas have become by practice an exception to Common Property Use. This also is in part due to the limited landscaping budget Summerside has maintained to keep fees low. Currently the Gardener does not maintain or landscape in the enclosed area at the back of units. This area is to be maintained by the owner/tenant.
- **Permitted**: Owners can put their own plants in pots and planters in the back patio area.
- Owners may add suitable and appropriate plant material and maintain plantings in this enclosed area without requiring the request and approval process.
- **Permission Required**: Approval /Permission must be obtained if owners want to make structural or physical changes on the property that do not involve plants in the back patio area. Owners must contact the Property Management Company and/or Council and follow the process outlined on the **“OWNER'S REQUEST TO ALTER PROPERTY” Form**.
- **Owners must place any collected garden/green refuse in the bottom of the gravel road down from the pool, on the right facing the shopping center parking lot. Waste is not to be dumped or left on the property.**
- Larger gardening jobs beyond the capability of the owner will be dealt with through the Maintenance Request system and do not constitute part of these guidelines.

### ***Landscape Other than Front and Back Patios***

- Additions of plants, or structural/physical changes to Common Property in areas outside the Front garden and Back Patio area must be requested and approved by Council.
- Owners must contact the Property Management Company and/or Council and follow the process outlined on the **“OWNER'S REQUEST TO ALTER PROPERTY” Form following the guidelines above. If approved by Council, the changes are registered on the Form and filed with the Property Management Company and the owner's personal files.**