

# Owner's Manual for Whitmire Villas NE

2025



**Every resident must familiarize themselves with the contents of this manual. This guide must remain in the unit every time it is sold or rented**

## **Welcome**

Congratulations on becoming a resident of Unit \_\_\_\_ in Whitmire Villas NE Townhouse This guide is designed to provide you with the necessary information to ensure a smooth and enjoyable experience living in your new home. Please read this manual carefully and refer to it whenever you need guidance.

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## **1. Property Overview**

Whitmire Villas NE is an 11-unit Townhouse condominium with a closely knit community. Residents know each other, and everyone tries to be a good neighbour and respectful of the rights of other residents to peaceful and enjoyable living in their respective domains.

The premises are composed of a common paved alley and walkways in the front and a common greenspace behind all units. Each unit has an enclosed garage and an exclusive driveway. The concrete steps on the front entrance, together with the iron railings, are part of the common areas that are maintained by the corporation. Decks and stairs at the rear of units are the responsibility of unit owners; it only need to coordinate with the board regarding any improvements or developments to it. The green space in the rear of each unit is a common area where owners are encouraged to express their gardening and beautification skills.

The property has a security lighting system perched on the rooftop facing the front entrance to the complex. The lighting is equipped with a sensor that turns it on from dusk to dawn.

The property is self-managed by a board of directors composed of owners responsible for the management, upkeep, and maintenance of common areas. The board holds a yearly neighbourhood picnic and get-together with all owners and residents participating. The event usually coincides with the corporation's annual general meeting, which is normally held within the premises.

The neighborhood is pet-friendly. Pet parents are urged to keep their pets from causing a nuisance to residents. If the board receives a written complaint regarding a pet and upon the board's determination, a subject pet must be removed from the premises within seven (7) days of receipt of notification.

No window-type air conditioners will be allowed in any unit.

Commercial activities that cause traffic in the community are strictly prohibited.

Owners who rent out their units must submit to the board contact information for all occupants and a corresponding tenant's liability insurance

All repair work, alterations and renovations in units must be coordinated with the board of directors.

## **2. Maintenance and Repairs**

The owners are responsible for regular maintenance and repairs inside their units. Proper maintenance is essential for keeping your community safe and free from affecting the peace and enjoyment of everyone in the neighbourhood.

- Regularly clean and maintain all appliances, fixtures, and surfaces. Keep your unit free from debris and waste that cause the attraction of pests and wildlife. Keep the immediate premises of your unit free of hazardous materials that may cause injury or accidental fires. Have a working fire extinguisher in your unit.

Follow the recommended maintenance schedule for furnaces, water heaters, plumbing, and electrical systems. Install smoke alarms and CO2 Detectors in your basement and vulnerable areas of your home.

- Familiarize yourself with the location of the main water shut-off valve and electrical panel.

### **3. Parking and Visitor Accommodations**

Whitmire Villas NE Alleyway is a designated fire zone and is required to be free of obstruction for emergency vehicle use. No parking is allowed along the alleyway. All illegally parked vehicles will be towed at the vehicle owner's expense. Any resident who observes the presence of illegally parked vehicles in the vicinity is urged to call the city towing services.

All units have one enclosed garage and an exclusive driveway for extra parking. There is no visitor parking on the premises. Excess vehicles must park by the roadside along Whitefield Drive.

Please familiarize yourself with the rules and regulations governing the parking of vehicles to ensure a pleasant experience for all residents.

### **4. Community Guidelines**

To maintain a harmonious living environment, it is important to adhere to the community guidelines. Here are some key guidelines to keep in mind:

- Respect your neighbours' privacy and maintain a reasonable noise level.
- Dispose of trash and recycling in the designated area behind the garage of unit 43 and follow the community's waste management policies posted inside the garbage room.
- Drive carefully when entering and leaving the premises, and observe speed limits of 10 KPH.
- Observe all rules regarding the use of common areas, alleyways and the greenspace.

## **5. Safety and Security**

Ensuring the safety and security of residents is a top priority at Whitmire Villas NE. Here are some important safety measures to keep in mind:

- Familiarize yourself with the location and usage of fire extinguishers and test your smoke alarms regularly.
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- Report any suspicious activities or security concerns to the board's office or local Police authorities.
- Keep your doors and windows locked when you are not at home.

## **6 Fire Safety Tips**

**Check Electrical Systems** Faulty electrical systems can be a significant fire hazard. Regularly inspect your electrical wiring, outlets, and appliances for any signs of damage or wear. If you notice any issues, contact a professional electrician to address them promptly. Avoid overloading outlets and use surge protectors when necessary.

**Be Cautious in the Kitchen.** The kitchen is a common area where fires can start. Never leave cooking unattended, especially when using the stove or oven. Keep flammable objects, such as towels or curtains, away from heat sources. In case of a grease fire, smother it with a fire blanket, a wet cloth or baking soda instead of water.

**Handle Candles Safely.** Candles can create a cozy ambiance, but also pose a fire risk. Keep candles away from flammable materials, such as curtains or paper, and never leave them unattended. Always extinguish candles before leaving the room or going to bed.

**Maintain Heating Sources** If you use space heaters or have a fireplace, ensure they are properly maintained and used safely. Keep flammable materials at a safe distance from heating sources and never leave them unattended.

**Store Flammable Materials Properly.** Keep flammable materials, such as gasoline, paint thinners, or cleaning agents, in a well-ventilated area away from heat sources. Store them in their original containers and ensure they are tightly sealed. Keep them out of reach of children.

**Stay Vigilant and Educate Your Family.** Fire safety is a collective responsibility. Stay vigilant and educate your family members about fire hazards and safety measures. Teach children the importance of fire safety and what to do in case of a fire emergency.

By following these fire safety tips, you can significantly reduce the risk of fire in your home and ensure the safety of your loved ones. Remember, prevention is key, so prioritize fire safety in your daily routines and make it a habit to regularly review and update your fire safety devices.

## **What to Do in Case of Fire**

**Stay Calm and Be Alert.** The first and most important thing to do is to stay calm and maintain a clear mind. Panic can hinder your ability to make rational decisions and take appropriate actions. Stay alert and focused on the situation at hand. If the fire can be extinguished, use the fire extinguisher.

**Alert Others:** If you discover a fire, immediately alert others in the vicinity. Shout "Fire!" to notify people around. This will help ensure that everyone is aware of the danger and can take necessary actions like helping to put out the fire.

**Evacuate your unit.** Evacuation is the primary goal in a fire emergency. Leave the building as quickly and safely as possible, and ensure everyone is accounted for.

**Do Not Re-enter the Building.** Once you have safely evacuated the building, do not re-enter under any circumstances. Even if you believe there may be someone still inside, leave that task to the professionals. Inform the firefighters or emergency responders about any missing individuals so they can conduct a thorough search and rescue operation.

**Call Emergency Services.** As soon as you are safely outside the building, call the emergency services, such as 911 to report the fire. Provide them with accurate information about the location, size, and any potential hazards associated with the fire.



**Seek Medical Attention if Necessary.** If you or anyone else has sustained injuries during the evacuation or as a result of the fire, seek medical attention promptly. Even minor injuries should be assessed by medical professionals to ensure proper treatment and prevent complications.

Remember, the safety and well-being of yourself and others should always be the top priority in a fire emergency. By following these steps and staying prepared, you can minimize the risks and increase the chances of successful control of the fire and safe evacuation of everyone. Stay vigilant always.

## **7. Contact Information**

In case of any questions, concerns, or emergencies, please refer to the following contact information:

- Board of Directors' Office: **403 542 1297**

- Emergency Services: **911**

- City of Calgary Services **311**

Police Services. **403 266 1234**

- City Towing Service **403 537 7000**

- Enmax **310 2010**

- Calgary Transit **403 262 1000**

Please keep this owner's manual in a safe and easily accessible place for easy reference.

Enjoy your time at Whitmire Villas NE and make the most of your new home!