

# Guidelines

## Introduction

*Special Note to this version: This version contains the approved Part A and B and the so far unreviewed or approved Parts C. This is as of 2017 AGM.*

This section lists guidelines for residents in the use, management, and enjoyment of our common lands. It is meant to be a living document that may change from time to time as the needs and requirements of the community change. These approved guidelines will be placed into the OHPOA charter as an appendix.

The guidelines are divided into three parts:

- Part A) Guidelines for use of the common lands by all residents
- Part B) Guidelines for budgeting and financial management
- Part C) Guidelines for the Property Committee.

## ***Part A) Guidelines for use of the common lands by all residents***

### **General**

- If an OHPOA member desires an enhancement/modification to the common lands, it is their right and responsibility to bring forward their recommendation to the Property Committee for initial review who may, if required, forward the request for change to the OHPOA executive for their review and action. Should the member not be satisfied with the response of the Executive the member may bring a motion to the membership at a meeting of the Association.
- With the exception of trees and branches that interfere with the trails, trees should not be cut or removed from the common land without consultation with the Property Committee.
- Residents will respect the common lands boundary to the same degree of respect and diligence that they expect their neighbours to show to their common property line.
- Waste should not be dumped on the common lands. The one exception is the raking of leaves from trees on the common lands that fall onto a resident's property.
- “Principle of Use:” OHPOA members (and their family members and visitors) may use the common lands in ways that are consistent with the vision statement and which do not cause damage or pose a risk of harm to others.
- Motor vehicles are allowed on trails if driven carefully and slowly (less than 20 km/hr.) ATVs, motorcycles, and snowmobiles are not allowed, since they are typically driven fast. Damage caused by any vehicle must be promptly repaired by the OHPOA member responsible for that vehicle.”
- Residents will keep control of their pets in order to respect the peace and enjoyment of other residents.
- Take everything out. Leave nothing but footprints.
- Common lands issues and concerns of a safety or maintenance nature should be reported to the Property Committee at the earliest opportunity.

## **Shed and Compound/Storage Area**

- *Members may store firewood on the common lands in the currently designated storage area.*
- To enhance street appeal, OHPOA members are encouraged to use the shed and compound/storage area to store boats, trailers or materials.
- The Shed Manager should be notified of any item an OHPOA member plans to store in the shed.
- Ownership of items stored in both the shed and compound should be identified/tagged and dated. The OHPOA member should update the identification annually to ensure any item is not regarded as abandoned.
- OHPOA members must be aware that the items stored in the shed are placed there at their own risk. To maximize space, the Shed Manager from time to time may need to shift items.
- The shed is a shared facility with free access by all OHPOA members. The owner of an item stored in the shed or compound/storage area agrees to indemnify OHPOA and its members against any loss or damage to the common property or claims by other OHPOA members for loss or damage to their items stored in the shed or compound/storage area caused by the owner's item or the storage of the owner's item.
- The association will maintain a list of items that cannot be stored in the shed or compound/storage area.
- An amendable list of items that cannot be stored includes:
  - hazardous or explosive items in the shed to comply with insurance regulations
  - flammable items in the shed, for example vehicles with gasoline and propane tanks.
  - abandoned vehicles.

## ***Part B) OHPOA Guidelines for budgeting and financial management of Common Lands (approved April 30, 2017)***

### **The Operating Budget**

- The annual Operating Budget will be broken out by focus area: Parkland, Trails, Entrance, Forest, etc
- In order to forecast future budgeting and resource needs, volunteer hours will be tracked by focus area with a description of work done.
- The Property Committee will prepare a budget based on the approved 3-year Operations Plan.

- No individual OHPOA member or group of members should fund any new construction on the common lands, as per the approval process within the Charter. OHPOA members can bring motions forward at any official meeting of the OHPOA.
- No individual OHPOA member or group of members should fund any alteration or modification of the common lands without approval by the membership, as per the approval process within the Charter. OHPOA members can bring motions forward at any official meeting of the OHPOA.

### **The Assets Repair & Replacement Fund**

- Contributions to the Assets Repair & Replacement Fund (ARRF) are driven by the Assets Repair & Replacement Plan (ARRP) which is broken out by focus area. The ARRP addresses near- and long-term replacement and up-keep costs for assets of the common lands.
- The ARRP is subject to annual review and approval by the members at the AGM.

## **Part C) Guidelines for the Property Committee**

- Manage and maintain the focus areas listed below to the approved standards.
- Prepare and present inputs to the annual Operating Budget.
- Prepare/update and present the Assets Repair & Replacement Plan (ARRP).
- Implement and monitor the approved Budget and ARRP, including management of financial and human resources, and management of a schedule of volunteers for some of the maintenance work to help keep down the fees and build a sense of community.
- Bring forward to the membership other recommendations as the Property Committee deems necessary.

### **Perimeter**

- the fence along HVR
- the “Private Property/No Trespassing Signs” at designated points along all boundaries
- all other boundaries

### **Entrance area**

- the entrance area including the gardens, shrubs and inukshuk
- the Oro Hills Estates sign

### **Trails**

- the existing trail system

### **Parklands**

- the Parklands
- grass cutting
- benches
- the golf practice area
- the Stump Dump

### **Picnic Area**

- the picnic tables
- the shelter
- the fire pit

### **Forest Area**

- removal of any tree to prevent or address an emergency situation or for safe use of trails
- removal of target species

### **Shed and Compound/Storage Area**

- the shed
- the compound and adjacent storage area.