

# Community Life

Your community  
newsletter

February 2021



## Office Hours

Due to COVID-19, our office is still closed for walk-ins. However, you can always make an appointment to come in if you'd like to pick up or drop off or talk with our office team.

Please call 705-436-1571 or email [sandycove@parkbridge.com](mailto:sandycove@parkbridge.com) to make an appointment.

## Coming up ...

Feb. 2: Groundhog Day

Feb. 5: World Nutella Day (yum!)

Feb. 12: Chinese New Year

Feb. 14: Valentine's Day

Feb. 15: Family Day (Office Closed)

Feb. 17: Random Act of Kindness Day

Feb. 24: Pink Shirt Day



## Starting the Year Safely

As 2021 unfolds, we have high hopes for the year ahead! We are all looking forward to sunnier skies and hopefully some serious improvement on the COVID front. For now, our governments and health units are still advising us to continue with the health and safety practices we're all very familiar with by now: Please continue to follow physical distancing guidelines, wear a mask in indoor public spaces or when physical distancing isn't possible, wash your hands often, and follow local guidelines about gatherings.

Thank you for everything you've done so far to help keep our community safe.

## Community information:

- Thank you for those that have sent in their Insurance certificates.
- Please note that you may receive an email or letter in the mail identifying missing information. If you have any questions, we are here to help. Once your insurance expires annually, you still are required to provide this to our office annually as per your lease.
- Official Receipts have been mailed to you. Please keep in mind that the postal service is experiencing delays and to be patient.
- Capital Improvement plans for 2021 will be announced once restrictions are lifted. I will communicate this to you shortly.

Stay safe, stay warm.

Kind Regards,

Mirka Rollason

Regional Manager, Central West

## Applications to Alter: Don't Forget!

Although we're still in winter months, many of us are dreaming of warmer weather and the projects we might like to tackle this year. Don't forget that for any addition or alteration to the exterior of your home (including decks, porches, sheds, roofs, walkways, landscaping, etc.), you need to submit an Application to Alter form to the community office *before* you start any work.

This process is in place to make sure that projects will be safe and will be in keeping with our community guidelines. For example, our office will check that a project won't hit any buried utility lines, affect drainage, etc.

Our team will do their best to review your application quickly (10 business days or less). Ensuring your form is complete and has lots of detail (photographs are great!) will help us to review and process everything more quickly. Depending on the project, we may need to visit your site to take photos and gather more details.

### Some Projects Also Require a Municipal Permit

Keep in mind that *all* addition/alteration projects need an Application to Alter, but some projects also require a municipal permit before work can begin.

Usually this will apply to larger projects like decks/gazebos/sheds. The municipality will require landlord approval before they can issue a permit, so



you will need your approved Application to Alter from our office before you complete your municipal permit application.

### Ask Us!

We know it can sometimes be tricky business sorting through local bylaws and regulations. If you're not sure what steps you need to take to get your project started, please give us a call and we'd be happy to help.

### Important Reminders

- Based on your anniversary date, you may receive an N1 notice in the mail advising you of the Above Guideline Increase that we recently notified you of (if applicable)
- Please note that this is not a "rent increase" notice for 2021. There will be no rent increases for 2021.

