

# PEKA

## Professional Property Management Ltd.

December 1, 2020

Dear Owner(s):

RE: *Crossbow Point Condominium* – Condominium #0410395 & #0510165, a division of #0310034 - INSURANCE CERTIFICATE.

On behalf of your Board of Directors we are pleased to provide you with a copy of the current year's Insurance Certificate. This policy is placed and paid for by your condominium corporation. Please review the certificate for the extent of the coverage provided, as well as the enclosed message on important changes to the Condominium Property Act that impacts insurance for all condominium owners that took effect on January 1, 2020.

### **Bylaws:**

The Corporation Bylaws dictate what the condominium insurance policy must cover. Please familiarize yourself with the bylaws to determine your responsibilities as an owner with regard to the Corporation insurance.

### **Deductibles:**

Depending on the circumstances for a claim made against the condominiums insurance, the Corporation may assess all or a portion of the amount payable under the amount of the deductible back to your unit should the circumstances leading to the need for a claim or repairs to Common Property and/or other units originate from within your unit. The maximum amount that the Corporation may assess to your unit is \$50,000.

### **Protect Yourself and Your Assets:**

Some bylaws require that owners carry a personal policy known as a Condominium Owner's Policy. We highly recommend that all owners strongly consider the same, even in the event that it is not specifically required under the bylaws. These policies are intended to be a supplement to the coverage afforded to the owners under the condominium policy. Condominium Owner's Policies vary, but generally cover personal property and contents, additional living expenses, deductible assessments, glass, and similar losses.

We wish you a safe and secure year.

Sincerely,

*Gibson Rencz, Associate Broker*  
Condominium Property Manager  
Acting as agent for *Crossbow Landing Condominium*



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#### **Canmore Office:**

#105, 1002 - 8th Avenue  
Canmore, Alberta, T1W 0C4  
p: 403 678 6162 | f: 403 678 4990  
toll-free: 1 855 306 4899  
info@peka.ca | www.peka.ca

#### **Calgary Office:**

#301, 5819 - 2nd Street SW  
Calgary, Alberta, T2H 0H3  
p: 403 454 3050 | f: 403 454 3052  
toll-free: 1 855 306 4899  
info@peka.ca | www.peka.ca

Please forward payments of any kind to the Canmore Office. Thank you.

## **Important Recommendations and Tips for Condominium Owners:**

### **Fire Safety:**

- Exercise extreme caution when using candles. Lit candles should not be left unattended or allowed to burn to the bottom. They should be extinguished before leaving the room or going to sleep.
- Make sure fireplace and fuel burning appliances (if applicable) are properly maintained and inspected on a regular basis. Some condominiums inspect and clean the chimneys in the condominium for the unit owners. Please check the budget of your condominium to see if this is covered. If you own a fuel-burning appliance like a fireplace, consider installing a Carbon Monoxide detector.
- Once a year, arrange for a professional inspection and service of central furnaces, water heaters, wood burning fireplaces and wood stoves, including chimneys and chimney connectors.
- Teach your child about fire and control your child's access to fire. Keep a "kid-free" zone about 3 feet around the cooking area to ensure safety.
- Be cautious when cooking and using appliances. Unattended cooking leads to most fires.
- Determine the fastest way to evacuate the building from your home and practise using this route regularly.
- If you own a fire extinguisher, be sure that it is ULC or CSA approved and test it at least once each year.
- Propane tanks are extremely flammable. Please be sure your barbecue tank (if permitted by your Board of Directors) is in compliance with current safety regulations, stored properly and outside only.
- Smoke detectors save lives. Install a smoke detector on every level of your home, especially in bedroom areas. Test smoke detectors every six months and change the batteries regularly.
- Be careful when smoking and when dispensing of smoking materials, make sure ashtrays are large and deep so they do not tip over. Do not throw cigarette butts off of any balcony as nearby vegetation or grass may ignite.

For more information on fire safety, please visit <https://www.alberta.ca/fire-safety-awareness.aspx>

### **Winter Water Safety:**

Water damage can also cause significant losses within a unit. To help prevent pipes from bursting during the winter months, it is recommended that you:

- Keep the thermostat set at no less than 17 degrees Celsius.
- Do not leave your windows open during the winter months.
- If you shut off the water for the unit, be cautious not to shut off the main water line for the building and always consult with a plumber regarding effects on in floor heating systems, humidifiers and other plumbing systems.
- Owners are reminded to ensure all hoses are disconnected from exterior hose bibs. Connected hoses with water in them can cause freezing in the water line inside the building, bursting of pipes and very expensive and inconvenient water damage.
- Finally, it is good practice to have someone checking your unit weekly, if you're not a full time resident. This will help ensure that nothing wrong occurred in your absence. There may also be a clause in your contents insurance requiring regular checking of your unit in your absence.

Vacant Property Checks are available from PEKA for properties within the Town of Canmore. For details please contact us at 403-678-6162 or e-mail at [info@peka.ca](mailto:info@peka.ca).

## CONDOMINIUM INSURANCE CHANGES:

Changes to the Condominium Property Regulations that took effect on January 1, 2020 have significantly impacted how condominiums address insurance chargebacks when a loss occurs as the result of an issue originating within a Unit, as well as how Bylaws can be changed to allow for owner insurance requirements.

Under the new Rules and Regulations, the Corporation has the power to:

1. Pass a bylaw that requires unit owners to purchase private insurance to cover the cost of deductibles payable by the Corporation (“Deductible Insurance”), should your Bylaws not already have a clause stating the same. This bylaw clause can specify the requirements of the Deductible Insurance as well as allow the condominium the right to require unit owners prove they have adequate Deductible Insurance;
2. Not insure against damage an owner or occupant intentionally does to their own Unit;
3. Recover the cost up to the amount of an insurance deductible, **to a maximum of \$50,000**, paid as the result of losses that originated in in Unit or Exclusive Use Area, even if there was no proven negligence on the part of the Unit owner or occupant. Please note that the only exceptions to this would be if the loss occurred from a defect in construction, the damage is attributable to the act or omission of the Board or agent or normal deterioration of common property or managed property of the corporation. Please consult your condominium’s Bylaws for descriptions of what constitutes Common or Managed Property.

**Owners should also note that even if the Corporation insurance is not evoked to correct damage that results from a Unit issue, the Corporation has the power to assess the full cost of the repairs back to the Unit up to the amount of the applicable deductible, to a maximum of \$50,000. Owners can also visit the Service Alberta website or review Section 62.4 of the Condominium Property Regulations for more details on changes.**

*As an example, something as simple as a slow leaking toilet or refrigerator water supply line that goes unnoticed for a short period of time can result in tens of thousands of dollars worth of damage to Common Property and/or adjacent Units and with the changes to the provincial legislation, this can be assessed back to the Unit where the issue originated.*



## WHAT YOU NEED TO DO:

1. Contact your insurance company or representative to discuss your current coverage and provide them a copy of the Certificate of Insurance from your condominium (enclosed). PEKA provides updated insurance certificates annually, and whenever changes to the policy are made. You can easily access your Corporations Certificate of Insurance via our website;
2. Keep your insurance company up to date with any changes or upgrades to your Unit and your possessions. Best practice is to review your insurance policies at least annually to confirm you have adequate coverage and you are familiar with your requirements under your Policies. If your condominium has already approved a Standard Insurable Unit Description (SIUD), provide this to your insurer so they are aware of any coverage you may need to the betterments and improvements within your Unit above the SIUD. If you are unsure if an SIUD has been approved for your condominium, please contact our office at [info@peka.ca](mailto:info@peka.ca);
3. Keep a copy of your insurance policies easily accessible in the event you need them;
4. Consider signing up for [PEKA's Vacant Property Check Program](#) in the event your Unit will be unoccupied for an extended period of time. Some insurance policies require Unit checks, even if the Unit will be vacant for only a matter of days.

Protect your investments and protect yourselves against losses.

We hope you and your families are well during these uncertain times.

Sincerely,



Gibson Rencz, Associate Broker  
Condominium Property Manager

