



Comfortable & Secure Living
55 plus Life Lease

Valhalla Cove

Phone: 204-668-4410

Fax: 204-663-5429

Email: info@donwoodmanor.org

15 VALHALLA DRIVE

WINNIPEG, MB R2G 4G8

welcome

Table of Contents

Introduction.....	3
Interest.....	4
Life Lease.....	4
Monthly Fees.....	6
Utilities and Costs....	7
Maintenance.....	8
Tenant Roster	8
Lounge Rental.....	8
Regulations	9
Suite Alterations	11
Smoking Policy	11
Security	12
Tennis Court.....	12
Window Cleaning ...	12
Parking	13
Fire Procedures.....	14
Fire Hazards.....	16
Moving	17
Rental of Suites	18
Sale/Resale	19

Mission Statement

At Valhalla Cove our mission is to care for seniors with dignity, respect and Christian Values.

Vision Statement

We will actively anticipate and respond to the diverse needs of our seniors, employees, and community of today and tomorrow.

Values

We remember that our Christian values are rooted in the Mennonite Brethren heritage.

We recognize the unique contribution made by the elderly to their families, churches and community

We commit to serve our residents, tenants, families, volunteers, staff and community with compassion, accountability, respect, and excellence.

Introduction

In 1997 the construction of the 48 unit, 55+ Life Lease complex was completed. Valhalla Cove is a non-profit corporation sponsored by Donwood Management Inc..

There are varying sizes and configurations of suites available:

- ◆ Type A (12 suites) - 1114 square feet (6 suites in building A and 6 suites in building B)
- ◆ Type B (12 suites) - 1100 square feet (6 suites in building A and 6 suites in building B)
- ◆ Type C (24 suites) - 941-953 square feet (12 suites in each building A & B. Six are located on the outside and six are facing the river side.

Valhalla Cove is associated with other Donwood facilities offering a continuum of health and housing services for seniors:

- ◆ Donwood Manor Personal Care Home
 - ◇ 121 beds with services funded by WRHA
- ◆ Donwood Manor Elderly Persons Housing
 - ◇ 118 units with rent subsidized by Manitoba Housing Authority
- ◆ Donwood South
 - ◇ 104 units with rent subsidized by Donwood
- ◆ Donwood West
 - ◇ 60 life lease units at market value

Expression of Interest

People interested in a Life Lease at Valhalla Cove will frequently be in contact with a real estate agent acting for the existing owner of the desired suite. Additional information can be obtained from Donwood's Chief Executive Officer or designate. Valhalla Cove reserves the right to approve each sale to new life lease owners in order to ensure that the principles upon which Valhalla Cove was formed continue to be upheld.

What is a Life Lease?

A Life Lease is a specific type of written agreement. Under a typical Life Lease, a tenant pays an entrance fee for a rental unit. A Life Lease can be for the life of the tenant or a specific term. The tenant also pays rent each month. The amount of rent will vary depending on how much of an entrance fee the tenant paid and their proportionate share of operating cost.

A Valhalla Cove Life Lease Agreement is purchased at fair market value and gives him/her the exclusive right to occupy the suite and common facilities for as long as he/she desires or is able. Valhalla Cove Inc. maintains the right to approve all future sales to ensure that the leaseholders' interests are maintained.

When the leaseholder, or their estate, wishes to sell or transfer their lease they will sell the agreement for an accepted price offered by the potential purchaser.

What is a Life Lease *continued*

The Life Lease Suite has potential to earn a return on one's investment, similar to equity growth in a home. It is the "market" that determines what the leasehold ownership or Life Lease is worth.

Monthly Fees

Payment is due in advance of the first day of each month and may be paid via pre-authorized payment plan.

The following services and costs are included in the common area rent charge:

- ♦ Common area property taxes (building and land)
- ♦ Common area property insurance
- ♦ Common area repairs, janitorial and security services
- ♦ Common area maintenance of heating, ventilation and air conditioning equipment
- ♦ Water consumption
- ♦ Window cleaning (living room/bedroom windows exterior only)
- ♦ Snow removal
- ♦ Trash removal
- ♦ Grounds keeping
- ♦ Maintenance of driveways, walkways and parking area surfaces
- ♦ Utilities supplied to common areas/community rooms
- ♦ Management and administration costs
- ♦ Accounting, audit and legal costs
- ♦ Reserve for major repairs and capital improvements

Utilities and Costs

The tenant /owner pays directly for suite-specific goods and services, including but not limited to:

- ♦ Electricity
- ♦ Telephone
- ♦ Cablevision
- ♦ Appliance repairs (i.e. stove, fridge, washer and dryer and replacements)
- ♦ Repairs and replacements to electrical outlets and heating registers
- ♦ Light bulb replacements/upgrades
- ♦ Janitorial services (suite-specific only)
- ♦ Insurance
- ♦ Balcony enclosures
- ♦ Window cleaning (balcony windows)
- ♦ Painting and decorating
- ♦ Any other utilities specific to the suite

Maintenance

For building emergencies like flooding, no heat, etc. please call 204-770-2693. For non-urgent requests please fill out a maintenance requisition form and leave it in the Donwood Mailbox located in the main floor lobby.

Tenant Roster

This roster is updated regularly and provides the names, unit numbers and telephone numbers of each tenant. **Please do not put this roster in the trash can or recycling bin.** Please bring it to the office for shredding.

Lounge Rental

The lounge is available for rent. Please refer to the Lounge Rental Agreement and Guidelines that are established by the Valhalla Cove Tenant Association.

This rate is set by the Valhalla Cove Tenant Association and is subject to change without notice.

Rules & Regulations

The following rules and regulations apply to the common areas and units in the Valhalla Cove building:

- ♦ The sidewalks, walkways, passages and driveways shall not be obstructed or used for any purpose other than entry to and exit from the units and parking areas within the common areas.
- ♦ No motor vehicle other than a private passenger automobile, (including motor homes and trailers) shall be parked in any parking space within the common areas without the prior written consent of the Chief Executive Office or designate.
- ♦ No motor vehicle, boat, trailer, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be parked or repaired on any part of the common areas, except while undergoing emergency repairs sufficient to enable their prompt removal.
- ♦ No one shall harm, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers or flower bed.
- ♦ No storage of flammable or offensive goods, provisions or materials shall be kept on any part of the common areas.
- ♦ No laundry shall be hung other than on the inside of a unit.

Rules & Regulations *continued*

- ♦ No building, structure or tent shall be erected, located, kept or maintained in the common areas.
- ♦ No part of the common areas shall be used by the owners for clotheslines, incinerators, garbage disposal equipment, recreation or athletic equipment, fences, or other barriers for the disposal of rubbish, garbage or waste without the consent of the Chief Executive Officer or designate.
- ♦ No television antenna, satellite dish, aerial tower, signs, billboards, notices or other advertising matter of any kind shall be placed on any part of the common areas without the prior written consent of the Chief Executive Officer or designate at Valhalla Cove.
- ♦ No dogs, cats or other animals or pets shall be kept in any unit or common areas without the written consent of the Chief Executive Officer or designate at Valhalla Cove. Service Animals are permitted with supporting medical documentation
- ♦ No awnings or shades shall be erected over an outside window, nor shall any articles be hung or placed on any outside window sills of a unit. Nothing may be thrown out of the windows or doors of a unit.

Request for Alterations

Alterations, additions or improvements are not permitted without written consent from the Donwood Office.

Examples are; balcony enclosure, laminate flooring, locks, electrical, plumbing, etc. Request for Alteration forms are available from the Donwood Office. Requests should be put in writing and given to the office at Donwood for review at which time we will respond in writing as appropriate. Please allow approximately 2 weeks for approval.

No Smoking Policy

As we highly value the health of tenants, staff and visitors, Valhalla Cove is committed to providing a smoke free environment.

Smoking is not permitted anywhere in the building, including balconies or outside within 30 feet of entry or exit doors. This will include vapor or e-cigarettes.

Exception: Those residents who smoke and have resided at Valhalla Cove prior to September 1, 2012 are exempt provided that smoking is contained within their suite and their suite door is closed at all times.

Window Cleaning

A company is contracted to clean the exterior windows twice per year, Spring & Fall with the exceptions of balcony enclosures which are an additional cost.

Security

A security system is installed at the Valhalla Cove entrance. This consist of double doors, a camera which provides TV viewing of the entrance by tenants and an intercom system. This TV viewing is available through Shaw or Bell MTS. The exterior doors are left unlocked, while the interior doors require a key to gain entrance. Visitors must be buzzed in by a tenant by pressing the number 9 on their phone. Tenants should not allow strangers into the building.

Tennis Court

The tennis club is a separate establishment from Valhalla Cove. Arrangements for use have to be made through them. Contact Kildonan Tennis Club by phone at : 204-334-0175 or Email: info@kildonantennisclub.ca

Parking Policy

- ♦ Any requests for an alternate parking stall, other than the assigned, must be submitted in writing to the Donwood Management Office for review. If the request is beyond the outlined Parking Policy, the request will be forwarded to the Board for consideration.
- ♦ A unit which has their first and only vehicle assigned to the outdoor parking lot will be offered indoor parking first, when an indoor stall becomes available.

Parking Policy *continued*

- ♦ Tenants who are renting a suite after April 25, 2013 will be assigned an outdoor stall without an opportunity to be assigned an indoor stall. Once the Lease Holder occupies their suite they will be put back into rotation for an indoor stall based on seniority.
- ♦ Only one indoor parking stall per unit is permitted, unless there is availability. A second vehicle parking indoors will be charged \$50.00 per month.
- ♦ Outdoor parking will be \$ 25.00 per month. Due to limited visitor parking, no second vehicle, outdoor parking will be permitted with the exception of those tenants that were grandfathered in.
- ♦ Suites with no parking stall will receive a \$25.00 credit per month.
- ♦ Only Lease Holders registered vehicle is permitted to be parked in their designated stall, unless alternate arrangements have been made with the Chief Executive Officer or designate.
- ♦ Overnight guest, using visitor parking, must register their vehicle by signing the book located in the lobby.
- ♦ When the current tenant vacates a parking stall, Management will re-assign it to another tenant.
- ♦ No internal assignments between tenants permitted.
- ♦ Overnight Guests, using visitor parking, must register their vehicle by signing the book located in the lobby.

In the Event of Discovering a Fire

- ♦ Leave the fire area and take your apartment keys. Do not lock your door.
- ♦ Close all doors behind you.
- ♦ Call 911. Never assume that this has already been done. Provide the Valhalla Cove address (15 Valhalla Drive) and the location of the fire in the building.
- ♦ Activate the fire alarm using the manual pull station.
- ♦ Use the exit stairwells to leave the building immediately.
- ♦ Do NOT use the elevators.
- ♦ Do NOT attempt to retrieve your vehicle from the parkade.
- ♦ Gather outside near the front main entrance keeping the driveway clear for the Fire Department.

In the Event of Hearing the Fire Alarm while in your Suite

- ♦ Before opening the door, feel the door knob for heat. If not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly.
- ♦ If you find no fire or smoke in the corridor, take your keys, close the door behind you and leave by the nearest exit stairwell. Do not lock your door.

- ♦ If you encounter smoke in the stairwell or corridor, consider taking the corridor to the other side of the building where another stairwell may be clear, or return to your suite and remain calm.

In the event you cannot leave your suite or have returned because of heavy smoke or fire

- ♦ Remain in your suite with the door closed and unlocked for easy entry of fire fighters.
- ♦ Call 911 to tell the operator where you are and signal to the Fire Fighters by waving a sheet in the window.
- ♦ Listen for instruction or information which may be given by authorized personnel or over loudspeakers.
- ♦ Use wet towels or sheets to seal openings such as mail slots and air conditioning outlets to help keep smoke out. Having a roll of wide, strong masking tape handy is useful.
- ♦ If smoke enters the room, crouch low to the floor.
- ♦ Move to the balcony or the most protected room and partially open the window for air (if smoke comes in, close the window).
- ♦ Wait to be rescued. Remain calm. Do not panic or jump.

Fire Hazards

In order to avoid fire hazards, please take note of the following:

- ♦ Do not put burning material or ashes into garbage chutes.
- ♦ Do not dispose of flammable liquids or aerosol cans in the garbage chutes.
- ♦ Do not force cartons, coat hangers or bundles of paper into the garbage chute as it may become blocked.
- ♦ Do not cook carelessly (unattended stoves, loosely hanging sleeves, etc.)
- ♦ Do not use unsafe electrical appliances, frayed cords or overloaded outlets.
- ♦ Do not smoke or allow smoking anywhere in the Valhalla Cove building.

To be prepared for a fire, please take note of the following:

- ♦ Know where the alarm pull stations and exits are located.
- ♦ Call the Fire Department immediately whenever you need assistance.
- ♦ Know the Valhalla Cove address.
- ♦ Know the location of the fire extinguishers.

Moving in/Out of Suite

Moving dates are restricted to Monday through Saturday, between 8:00 a.m. and 9:00 p.m. Arrangements must be made a minimum of one week in advance of the actual move date.

An elevator key will be assigned by the maintenance staff to the new tenant for use on their scheduled moving day. On the completion of the move, the key can be deposited in the Donwood mail box located near the elevators.

It is imperative that the movers/helpers be instructed to park along the hedged area free and clear from the garage doors to allow accessibility by others living in the building.

The tenant moving in or out will:

- ♦ Be responsible for damages/breakage occurring in common areas.
- ♦ Designate someone to greet movers/helpers at the door throughout the move.
- ♦ Ensure orderly parking of movers.
- ♦ Avoid leaving entrance or exit doors propped open and unattended when moving furniture to or from the suite.

It is the responsibility of both parties to read the electrical meter upon their departure or arrival and inform Manitoba Hydro of the necessary information.

Rental of Suites

- ♦ The owner advises Donwood's Chief Executive Officer or designate that the suite is available for rent. If applicable, a rental agent is required to sign the Valhalla Cove Receipt of Keys form.
- ♦ The potential resident or their agent contact the Chief Executive Officer or designate advising interest in renting suites at Valhalla Cove.
- ♦ The Chief Executive Officer or designate provides a list of agents acting for suite owners.
- ♦ Once the owner and resident have reached a tentative agreement (security deposit, monthly rent, tentative possession date, etc.), the owner contacts the Chief Executive Officer or designate who:
 - ◇ Initiates an assessment interview with the potential resident to ensure the resident understands that Donwood is operated by a faith-based, non-profit organization and will comply with the terms of the lease.
 - ◇ Confirms Donwood's approval of the potential tenant or reasons for objection.
 - ◇ Provides an information booklet to each new tenant.
 - ◇ Obtains the resident's signature on the Valhalla Cove Receipt of Keys form.

- ◇ Obtains other information from each new resident, including proof of insurance as called for in the Valhalla Cove Tenant Information Sheet.
- ◆ All documents on Tenancy of each suite are retained on file at Donwood Manor.

Procedure for Sale/Resale of a Lease Agreement

1. Tenant advises Valhalla Cove Inc.'s Chief Executive Officer or designate that keys have been turned over to seller's agent for resale (agent is required to sign Valhalla Cove Inc. Receipt of Keys form).
2. If a potential purchaser (or their agent) contacts the Chief Executive Officer or designate advising interest in suites for sale at Valhalla Cove, Valhalla Cove Inc.'s Chief Executive Officer or designate will provide a list of agents acting for tenants who are selling.
3. Once a purchaser and seller have reached a tentative agreement (eg: selling price, tentative possession date), the purchasing agent contacts the Chief Executive Officer or designate who:
 - ◆ Provides Valhalla Cove Inc. with a copy of the offer to purchase a lease or agreement to assign lease hold interest, including the purchase price.

Procedure for Sale/Resale of a Lease Agreement *continued*

- ♦ Initiates an assessment interview with the potential purchaser, to ensure the applicant understands that Valhalla Cove is operated by a faith-based non-profit organization and will comply with the terms of the lease (clause 10.05).
 - ♦ Confirms Valhalla Cove Inc. approval of the potential purchaser (clause 9.01) or reasons for objection.
 - ♦ Provides information required by the purchaser via Valhalla Cove Inc. Standard form letter on insurance, Estoppel Certificates, Common Element Fees and the Reserve Fund.
 - ♦ Ensures Valhalla Cove Inc. standard lease form and any other required agreements have been properly completed and signed by the purchaser and Valhalla Cove Inc.
 - ♦ Provides an information booklet to each new tenant.
4. Purchaser's solicitor provides Valhalla Cove Inc. with information from each new tenant, including proof of insurance as called for in the Valhalla Cove Tenant Information Sheet.

Procedure for Sale/Resale of a Lease Agreement *continued*

5. Vendor's solicitor provides Valhalla Cove Inc. with an irrevocable Assignment of Sale Proceeds in the form attached as Schedule "A" directing the following to be paid to Valhalla Cove Inc. out of the gross sale proceeds within 3 business days of the Closing Date, and an undertaking of the Vendor's solicitor to do so:

- ♦ The Additional Equity Contribution, if the Additional Equity Contribution has not previously been made for that unit
- ♦ The amount of any unpaid operating costs owed by the Tenants to the Landlord
- ♦ The Landlord's then current standard administrative and legal costs of preparing any new lease, assignment or transfer documents, which at the time of this lease is \$ 750.00

and

- ♦ A contribution fee of 2% of the gross sale proceeds for the unit.

In the event the foregoing monies are not forwarded to Valhalla Cove Inc. within 3 business days of the Closing Date, interest shall accrue thereon daily, on the amount not paid, at the prime interest rate charged by Valhalla Cove Inc.'s lender plus 5%.

Procedure for Sale/Resale of a Lease Agreement *continued*

6. Upon receipt by Valhalla Cove Inc. of the following:

- ◆ Confirmation that the transaction of purchase and sale have closed
- ◆ A copy of the Assignment of sale proceeds and undertaking referred to in section 5 hereof
- ◆ A surrender of lease signed by the Vendor
- ◆ A direction to Valhalla Cove Inc. and the Trustee to initiate the transfer of the Unit on the books and records of Valhalla Cove Inc. and the Trustee
- ◆ A release of Valhalla Cove Inc. signed by the vendor. Valhalla Cove Inc. shall provide one signed copy of the new lease to the purchaser with keys enabling possession (at which point Valhalla Cove Receipt of Keys form is signed by the purchaser)
- ◆ Vendor's solicitor forwards monies assigned to Valhalla Cove Inc. to Valhalla Cove Inc.
- ◆ Valhalla Cove Inc. sends a copy of the direction referred to in paragraph 6 above to the trustee
- ◆ Valhalla Cove Inc. pay the additional equity contribution to its lender to pay down the mortgage.



Caring for Seniors with Dignity,
Respect and Christian Values