



# **Owner's Handbook**

## **Welcome to Points West Resort**

**General Guide**  
For  
Corporation Condominium #882 2999  
**Points West Resort**  
Sylvan Lake AB

### **Your Board of Directors**

Members of the Board of Directors are dedicated volunteers who work on behalf of residents to ensure that your community is well maintained, enjoys stable property values, and remains a great place to call "home".

Under the Condominium Property Act of Alberta one of the Board's most important jobs is to enforce the By-laws that govern the Condominium Corporation. This job can be time consuming and involves some tough decision-making. With your help, understanding of the rules, and compliance with the By-laws, the management of Points West Resort can run smoothly throughout the year.

All residents (whether owners or tenants) are required to abide by the By-laws governing Points West Resort and any rules and regulations instituted by the Board of Directors. Any resident who contravenes the By-laws may be subject to fines or possible suspension from using the Common Amenities for By-law infraction. Fines and bills for any expenses incurred are charged directly to the unit owner's account with the Corporation.

Living in a condominium is a different lifestyle than living in a single family home. You'll see people everywhere. Some of you will just pass in the streets, or meet in the parking lot, and a friendly hello will be the extent of the friendship. Some you will see at condominium functions and could very well become new close personal friends for life!

Congratulations for making your time at Points West Resort a Great Lifestyle Choice.

**Points West Condominium Corporation #882 2999**  
**Occupancy Rules and Regulations**  
**For Further Information, Please Refer to the By-laws.**  
**If You Have Not Received a Copy of the By-laws From the Previous Owner, Please**  
**Contact Sunreal Property Management Ltd. at (403) 343-0200 for a Copy.**

## A New Exciting Way of Living

# Useful Information

<b>Annual General Meetings (AGM)</b>	The Annual General Meeting of the Condominium Corporation is held at 10:00 a.m. on the Sunday of the May Long Weekend of each year. Owners or owner's representatives with the owner's proxy may attend. Election of board members, review of the finances for the year, volunteering for various sub committees and updates on maintenance are just a few of the items covered at the AGM.
<b>Barbeques</b>	Propane Barbecues may be kept on the property of any unit providing that it is kept clean and tidy and a safe distance away from the building structure. Barbecues must bear a CSA, ITS, or ULC label. It is recommended a fire extinguisher be kept near the barbecue at all times.
<b>Committees</b>	The Board establishes sub committees as the need arises. Anyone wishing to volunteer his or her time is greatly appreciated. If you have ideas on sub committees to help make the complex a better place to live, please let the Board know.
<b>Common Areas</b>	All common areas are to be treated with care and respect, not only for the sake of the property but also for your fellow residents. All visitors using common areas are the owner's responsibility. The <b>clubhouse</b> shall not be used between and during the months of <b>October to April</b> without first obtaining the written consent of the Board.
<b>Condominium Fees</b>	Fees are due on the first of June each year. If not paid by the twentieth day of the month a \$25.00 late fee is applied to your account for collections. Please contact Mike Stevens at Sunreal for alternate payment options.
<b>Development</b>	See <b>Page 4</b> for procedures and information.
<b>Fire Pits</b>	Open fires are NOT permitted anywhere on the property except in Board approved fire pits. Forward fire pit requests to Sunreal Property Management Ltd. for Board approval.
<b>Garbage</b>	The front or back door area is not storage for garbage. Please use trash containers to keep the appearance of trash to a minimum. Ensure that all your garbage is put into the provided receptacles once the garbage leaves the home. Please ensure that the garbage area is kept neat and tidy. Garbage Day for the Waste Receptacles is on <b>Thursdays</b> . Extra pickups will be scheduled on days following a long

	<p>weekend. <b>Do not leave items on the ground, as the sanitation company will not pick them up.</b> Construction materials, trees or branches, and grass are not to be disposed of in the garbage bins. The cost to pick up household items left at the garbage enclosures can exceed \$50.00/pick-up depending on Disposal Fees. Large garbage items should be taken to Town Waste Transfer Station located on Range Road 12, 1 km east of Sylvan Lake on Highway 11A. Hours of operation: Wed – Sat 9am-5pm. Large recyclables (cardboard) can be taken to 1 Erickson Drive in Sylvan Lake.</p>
<b>Information Meetings</b>	<p>Watch for notices in the mail for upcoming meetings, if the Board feels there is a requirement.</p>
<b>Newsletter</b>	<p>Newsletters are generated periodically by your volunteer Board of Directors to keep everyone up to date between meetings. If you have information you would like to share with the other residents please contact Sunreal Property Management at (403) 343-0200. The Board reserves the right to determine the content of the newsletter.</p>
<b>Noise Restrictions</b>	<p>Quiet time, according to the Town of Sylvan Lake Noise Restriction By-law and Corporation By-Laws, is between 11:00 pm and 7:00 am. Please be courteous to your Park neighbors and keep the noise levels to a minimum during this time.</p>
<b>Notice Boards</b>	<p>There are two notice boards located in the Park. One is located at the front entrance; the other is located at the washroom building. Please also see the Points West Resort website, <a href="http://pointswestresort.ca">http://pointswestresort.ca</a> for park information. Notices and contact information will be posted here. Please contact Sunreal Property Management Ltd. for approval of personal notice postings.</p>
<b>Pets</b>	<p>Each unit may keep one cat or dog provided it is kept inside the Recreational Vehicle. Pets must be leashed and under control at all times when outside the unit. Pets must have up-to-date shots from a registered veterinarian. Pets are permitted to be exercised on common property, provided that they are leashed at all times and their defecation is cleaned up immediately by the owner. NO DOGS are permitted in the central common area, including the playground, pool, clubhouse, washrooms, and central grass area.</p>
<b>Pool Hours</b>	<p>Pool clean-up will commence in mid-June of each year. Pool and hot tub facilities are privileges in the park. Please use courtesy and follow the rules. Rules for the pool are</p>

	<p>posted in the gate enclosure.</p> <p><b>Pool Hours</b> are as follows, <b>weather-permitting:</b></p> <p>Season Open – June 27                      <b>Sun – Thurs 9am – 8pm</b>  <b>Weekends 8am – 9pm</b></p> <p>June 28 – Sept. Long Weekend   <b>Daily 8am – 10pm</b></p> <p>Sept. Long Weekend – Close       <b>Sun – Thurs 9am – 8pm</b>  <b>Weekends 8am – 9pm</b></p> <p><b>Pool Rules are outlined on Page 6 of this Handbook.</b></p>
<b>Problems / Concerns</b>	<p>If you are requesting repairs to be done in the common area or you have concerns or complaints, put them <b>in writing</b> and submit to Sunreal Property Management. This may be done by placing the documentation in the mail or by sending an e-mail to <a href="mailto:mstevens@sunrealgroup.com">mstevens@sunrealgroup.com</a> Subject: Points West Resort</p> <p>If it is about a fire, a break-in or witnessing vandalism please call 911 or the local RCMP detachment, and then call the Sunreal 24 hour emergency pager. <b>Please contact a Board member only if immediate action is required and ensure the Sunreal emergency pager, 391-5700, is contacted.</b></p>
<b>Resident Parking</b>	<p>All residents have allocated parking stalls at the front of their respective unit. Please ensure vehicle overhang does not obstruct the roadway. All objects on driveway must fit properly. Parking is not permitted in the fire lanes and can result in a \$60.00 fine from the Town or Corporation.</p>
<b>Rules and Regulations</b>	<p>Please follow the Policies and Guidelines Summer 2007 handout as per the Board’s standing policies. Also, please refer to and follow the Corporation By-laws for Points West Resort.</p>
<b>RV, Park Model, Motor Home Size</b>	<p>All units should comply with the Town of Sylvan Lake Land Use By-law No. 1307/2003 (12’W x 41’L x 12.6”H).</p>
<b>Satellite Dishes</b>	<p>Written approval by the Board of Directors must be obtained prior to installation. Please do this before you purchase a satellite system.</p> <ul style="list-style-type: none"> <li>• Professional installation is required.</li> <li>• Wires are to be tucked away neatly.</li> <li>• Installation must not damage Common Property.</li> </ul>
<b>Speed Limit</b>	<p>Please mind the speed limit! <b>15km/hour</b></p>
<b>Utility Turn-On</b>	<p>Electrical services are available to all units from April 1 – October 31</p>

<b>Visitor Parking</b>	Visitors are not permitted to park on the roadways or Common Property, designated visitor parking is available onsite. Overflow parking is for VEHICLES ONLY. Guest RV's are NOT permitted to park anywhere in the park.
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We Hope You Enjoy Your Time at Points West Resort!

### Development

Points West Resort is designated a "Recreation Facility District" by the Town of Sylvan Lake. The Town has set standards of minimum distances and maximum parcel coverage. Owners must submit application to the Town for all development included in the Land Use By-laws including replacement of RV units, decks, sheds, fences, and sunrooms to ensure compliance with building codes. The Town then requires Board approval of all applications for development with respect to architectural control and compliance with Points West Condominium By-laws.

Owners are encouraged to ensure sewer connections are above ground level and are water- and air-tight to prevent waterline freezing.

The maximum shed size permitted is 10ft x 12 ft x 8 ft high at the peak. Sheds are to be constructed of wood with siding to match the other buildings on the lot. Metal and garden sheds are NOT permitted. One shed per lot is permitted.

### Amenities Facilities

#### **Clubhouse**

The Clubhouse is available for use by all Park owners. The owner receiving the keys assumes personal responsibility for the use of the clubhouse until that owner leaves it empty and locked. The Clubhouse must be booked **in advance** by an Owner for a private social function. **Each booking costs \$100.00 and requires a \$200.00 security deposit.** Upon inspection of the facilities after use, the security deposit will be returned; however, if additional cleaning is needed to bring the Clubhouse back to its original state, the deposit will not be returned. A liquor license must be obtained if liquor is to be served. The pool area is not available for private functions. Pets are not permitted in the Clubhouse or outside area at any time. Private bookings are not permitted on long weekends.

#### **Laundry Room**

The laundry room is for the convenience of all Park owners. Please wipe the machines and clean the dryer filters after each use. The Condominium owns the machines and all moneys collected are put into the Condominium account.

### **Baseball Diamond/"Back Forty"**

The baseball diamond is available for the enjoyment of all Park owners and guests. Baseballs and bats are available in the storage area. The common area in the "back forty" is for tenant enjoyment, please be courteous to the property and other owners using the area.

### **Pool Area**

The swimming pool and hot tub are a privilege to have in the Park. Please use courtesy and follow the rules with common sense. It is up to the lot owner to supervise their guests and let them into the complex.

### **POOL HOURS – WEATHER PERMITTING**

<b>Season Open – June 27</b>	Sun – Thurs	<b>9am – 8pm</b>
	Weekends	<b>8am – 9pm</b>
<b>June 28 – Sept. Long Weekend</b>	Daily	<b>8am – 10pm</b>
<b>Sept. Long Weekend – Close</b>	Sun – Thurs	<b>9am – 8pm</b>
	Weekends	<b>8am – 9pm</b>

### **POOL RULES**

- 1) All children under the age of 14 **MUST** be supervised by an adult.
- 2) All persons using the pool must do so at **OWN RISK**.
- 3) Owners and Management are **NOT** responsible for accidents and injuries.
- 4) The pool is for **private use only**. Guests must have owners and/or Management permission.
- 5) Everyone **MUST** shower **BEFORE** entering the pool.
- 6) Absolutely **NO** alcohol, food, glass, or smoking permitted in the pool area.
- 7) **NO** animals allowed in pool area.
- 8) Running, horseplay, foul language, and unnecessary noise is **NOT** permitted at any time.
- 9) **NO** diving or large floatation devices permitted.
- 10) All suntan oil must be rinsed off before entering the pool or hot tub.
- 11) Upon leaving the pool area, return table umbrellas to storage bin.
- 12) Management reserves the right to deny use of the pool area to anyone at anytime.

**The rules are strictly enforced by the Condominium Rules and By-laws.**

## Emergencies

Should an emergency occur in your unit, give your immediate attention to controlling the matter.

When the situation is under control, call your insurance company immediately. They are trained to respond quickly to situations such as this and have the experience to handle them effectively. Because you are their customer and they live in your community, they will be able to deal with you on a one-to-one basis. They will determine cause and responsibility. Your insurer will contact the Property Manager to confirm details. This eliminates the middleman and therefore ensures your problem is resolved with the minimum amount of time and inconvenience to you or our customer.

## Fire Procedures and General Rules

Danger from fire is always present. To ensure no tragedies occur in the event of an emergency, all residents should familiarize themselves with the following procedures.

### **General Rules**

- Keep **working fire extinguishers** in your unit.
- All fire extinguishers should be checked for working condition each and every month.
- Develop a **fire plan** for you and your family in the event a fire occurs in your unit.
- For safety reasons and emergencies, if you are going to be away for any length of time, it is suggested that you leave a spare key with a trusted neighbor.

### **When a Fire or Emergency Occurs**

- You may be asked to **evacuate** your unit
- Close all doors and windows, but do not lock.
- Leave dwelling immediately and proceed to the assigned meeting area at the **entrance gate area**.
- Once at meeting area do not return to your unit until it is deemed safe to do so by the Fire Marshall or qualified emergency personnel.
- Contact Sunreal Property Management Ltd.

## **General Insurance Guide for Condominium Owners**

This guide is to help you purchase the correct type of insurance for your personal needs. Please realize that each individual owner's needs are unique and your insurance needs to be tailored to your requirements after consulting with your insurance broker.

Each unit holder must, in accordance with the Corporation By-laws, carry additional owner insurance. Condominium Owner Package Policies can include the following features:

- All Risk Replacement Cost coverage which includes accidental damage caused by you, water escape extension, sewer back up, glass breakage, debris removal, food freezer, lock replacement, lost luggage, mysterious disappearance and mass evacuation.
- Personal Property – All personal property and detached equipment owned by the unit owner.
- Legal liability of not less than \$1,000,000.00.
- Additional Living Expense Coverage.
- Voluntary Compensation if you have hired help (i.e. cleaning person)
- Betterments and Improvements – Improvements to the unit that are made by the owner or previous unit owners. These improvements could be upgraded carpet/flooring, central vacuum or glassed in terraces/balconies/basement development etc.
- Unit Contingency – In the event that the Condominium Association has no coverage or coverage is inadequate or not effective.
- Loss Assessment Property and Loss Assessment Liability – In the event you are assessed for your share of any special assessment made by the Condominium Association provided the assessment is valid under the condo governing rules and it is a result of a loss to the collectivity owned condo property (common areas) caused by a peril covered under either the property or liability policies.
- You may also have special items that are not covered or require higher limits of insurance. Some of these items may include: coins, computer software, jewelry, furs, money, securities, silverware/gold ware, stamps, watercraft, recreational vehicles, or if you operate a business from your home.

**Contact Your Insurance Broker for a Complete Review and to Discuss  
the Limits That You Require**

## **Security**

Security is an important part of living in a condominium. Please take responsibility for the following:

- Inform the RCMP of suspicious persons or vehicles.
- If you are going to be away for a while, inform a trusted neighbor.
- Keep your car doors locked at all times.
- Lock all personal belongings, such as bicycles or BBQ's, which are left unattended on common property.
- Keep your unit locked at all times.

## **Water Lines**

Services to all units are available from May Long Weekend until October – weather-permitting. On busy weekends, please limit sprinkler and air conditioner use during peak hours. Frozen waterlines have resulted in the past during the winter months. Attempts to rectify this issue are being made. Please have patience and ensure all of the correct steps are taken at Season Close of the Park. All units must be unhooked from the Park's domestic water and sewer system. Leaving units hooked up may result in water line freezing, and increased costs to the Corporation or owner for repairs. Owners MUST abide by the Town of Sylvan Lake water restriction notices.



## **Your Property Management Company**

Your management company, Sunreal Property Management Ltd, works under the direction of the Board of Directors and the residents. Together the Board Members and Sunreal Group make decisions on services provided to the property and its residents. Your input as a Points West Resort condominium owner is very valuable, please make comments and suggestions as how you would like to see your property run to the elected Directors IN WRITING through Sunreal Property Management Ltd.

## **The Entrance Gate Security System**

Points West Resort Condominium has taken steps to ensure a safe environment for all the corporation residents. An Entrance Gate has been set up at the main entrance of the property for visitor access to the property. To ensure the safety of the other owners, their property, and their residents, an entry card has been utilized to gain access. When the card is entered, the gate will open for a period of time and then re-lock. The card will be

provided upon ownership. Extra cards are available at the on-site office on occasion, as well as at the Annual General Meeting.

Some simple guidelines to the Entrance Gate Security System at Points West Resort:

- ❖ Please contact Sunreal Property Management Ltd. to receive the entry card.
- ❖ Each Owner is provided with two cards upon ownership in the Park. If additional cards are needed, the cost for each additional card is \$15.00.
- ❖ Report a stolen or lost gate card. The safety of the property may be jeopardized if unauthorized people have access.
- ❖ When entering or exiting through the gate, stop and wait for the gate to close completely before driving off. This will prevent outsiders from entering the property via vehicle and compromising the security of the property.

## **Commonly Asked Questions**

As a Condominium Resident, there are several items that you should be aware of. To fully understand your obligations as a Resident, you should take the time to read through your copy of the By-laws. The By-laws are the rules and regulations set out for your complex. As a Resident you are required to comply with these regulations. If you have any further questions regarding your condo, please direct them to the Board.

### ➤ **What is a Condominium?**

A condominium is a form of real property ownership. This type of property ownership has two parts: owning your own property to which you get a title, and jointly owning property with other unit owners in the same complex.

Every Condominium Corporation contains both condominium units and any common property identified in the condominium plan.

Owning a condominium is not the same as renting an apartment where all duties and responsibilities of running the building are handled by the landlord and a caretaker. In a condominium complex, ownership responsibilities belong to you and all other owners in your Condominium Corporation

### ➤ **What is a Unit Factor?**

A unit factor identifies the portion each unit has of joint ownership of the condominium property. It is important to know the unit factor assigned to your unit, as it will affect your condominium contributions.

➤ **What Are Condominium Fees?**

Condominium fees are contributions to the condominium corporation made by each owner for the maintenance and upkeep of the complex and for contributions to the Reserve Fund.

➤ **What Do My Condominium Fees Pay For?**

Your condominium fees go toward maintaining the common areas of your complex such as landscaping, snow removal, exterior maintenance, electrical, gas, water and sewer, pool and insurance for **common areas**. A portion of your condominium fees is allocated to a reserve fund for future replacement of such items as paint, underground services, paving, etc. but does not include improvements or additions.

➤ **Can I Complete Renovations or Repairs to My Unit?**

All improvements need written approval from the Board. All repairs or modifications have to be carried out by a qualified tradesperson (the By-laws state this) as the condo insurance will pay for all related damage otherwise owners will be held responsible for damage created by a non-journeyman tradesperson. Along with Board approval, the Town of Sylvan Lake needs to approve any permanent development on the property.

➤ **Do I Have to Carry Insurance?**

Yes, you should purchase what is called a **Condominium Home Owner's Policy**. You are responsible for covering your personal belongings, your unit and liability insurance.

➤ **What Do I Own?**

In most cases you own the bare land unit and the structure that you have erected on the pad. You also own a "share" of the common areas of your complex.

➤ **What if I Don't Pay My Condo Fees?**

All owners are obligated to pay their fees in advance on the first day of June. Interest is charged on all outstanding balances. If an alternate pay program is needed, please contact Sunreal Property Management Ltd to set it up. Failure to pay will result in a caveat being registered against the title of your property at an additional charge to you, and your mortgage company will be contacted. This could result in legal or foreclosure action.

➤ **What is a Reserve Fund?**

It is a fund of money set aside to provide for the repair and replacement of major parts of the common property. The 'replacement' reserve fund is usually held in secure, fairly liquid investments. The fund cannot be used to cover regular or annually recurring maintenance.

➤ **What Is a Board Of Directors?**

The Board of Directors is owners, or representatives of owners elected to manage the financial and physical affairs of your condominium property. They are responsible for making the decisions regarding expenditures, investments, short term and long-term maintenance and By-law enforcement.

➤ **How Is The Board of Directors Elected?**

The Board of Directors is elected at the Annual General Meeting. The Annual General Meeting is a gathering of all the owners of the condominium complexes. As a group, the owners will discuss problems, concerns and the future plans of the complex, and elect a board that will represent all of the owners for the next year.

➤ **How Will I Know When The Annual General Meeting Is?**

The Annual General Meeting (AGM) is held on the Sunday of the May Long Weekend every year at 10:00 a.m.

➤ **What If I Have A Problem With My Lot?**

All problems should be addressed in writing to the Property Manager. Your note should include a detailed outline of your problem, your name, unit number and complex name, and a daytime telephone number. Most requests and problems will be presented to the Board of Directors for approval. You will be contacted once a decision has been made. Emergencies will be dealt with on an "as required basis".

➤ **Can the Condominium Corporation Dictate Where and What I Park?**

Yes. Each unit has parking pad permission in front of the lot. Each unit is only allowed two vehicles and all other vehicles must be parked in the resort overflow parking lot. Under the By-laws, vehicles that are non-operational, do not have current registration, or do not have insurance, can be removed from the Park even though they are parked in your stall. The By-laws may also specify the type of vehicles that can be parked on the complex, e.g. passenger vehicles only, no commercial vehicles, large trucks etc.

➤ **What If I Move But Do Not Sell My Unit?**

All owners must contact the Sunreal Group with respect to any changes to ensure that correspondence regarding the condominium complex is being received. The Condominium Corporation does not assume responsibility for trying to locate owners and will not assume liability for any important information that is not received because an owner does not make the appropriate address change.

➤ **What If I Decide To Move A Tenant Into My Condominium?**

In the event that you do not occupy your unit, you continue to be responsible for the actions of your tenant. Before renting your unit you should contact the Board to obtain approval and the necessary paperwork that your tenant will be required to sign. Any expenses that may be incurred as a result of your tenant in our common areas will be added to unit holder accounts. Your tenant must comply with all the occupancy restrictions of the By-laws as if they were an owner and must acknowledge in writing that they have read and will abide by the By-laws. Any deviation from the By-laws could result in a fine to the owner or eviction of the tenant. The Condominium Corporation has the authority to evict your tenant with or without your knowledge for non-compliance of the By-laws.

All owners received the Points West Resort By-laws and Policies & Guidelines in their possession binder. Please review the Condominium Documents if you have any questions about anything in this handbook.

**Personal Utility Reminders**

- You must sign up for a propane gas supplier.
- Your water, waste water, and garbage pick up are provided and included in your condo fees.
- The Town of Sylvan Lake Taxes are the responsibility of the owner.

**Annual General Meeting General Rules of Conduct**

Relevancy	<b>Comments should be relevant, concise and restricted to current Agenda items only</b>
Interruptions	<b>Please do not interrupt other speakers. Speak in turn when recognized by the Chair</b>
Recognition	<b>Raise your hand or line up at the microphone (if provided) and wait to be recognized by the chair</b>
Name & Unit	<b>Begin by clearly stating your name and unit number once the Chair has recognized you</b>
Speak Up	<b>Please speak loud and clear so that everyone can hear you.</b>
Be Concise	<b>Please speak not more than twice on any issue to a maximum of four minutes per issue, on no more than four occasions during the meeting. Let others have their turn.</b>
Conduct	<b>Please govern your conduct in accordance with normal standards of good behavior</b>

Procedure	<b>The Chair will maintain the fair and proper conduct of the meeting and will decide all issues pertaining to registration of owners, proxies, meeting procedures, and order, as well as subject to any By-law requirements, and the Corporation Rules of Order.</b>
Removal	<b>The Chair may require any disruptive owner who has been called out of order to leave the meeting</b>
Respect	<b>Please respect your fellow unit owners and the Chair</b>

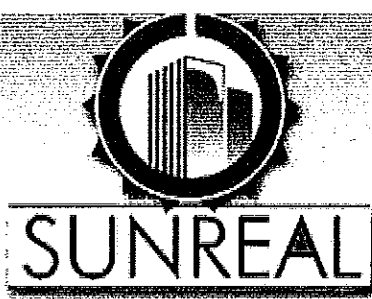
## **Read Your Bylaws**

### **Emergency and Important Numbers**

Emergency (Fire, Ambulance, Police)	<b>911</b>
Bylaw/RCMP 24 hours-Non-emergency Line	887-3334 OR 887-3333
Crime Stoppers	1-800-222-(TIPS) 8477
Poison Centre	1-800-332-1414

### **Property Management Numbers**

Property Management Firm	Sunreal Property Management Ltd. 343-0200
After Hours Emergency	391-5700 24 hour on call service <b>Leave your telephone number first, then your name</b> Someone will return your call.
Portfolio Manager	<u>Mike Stevens</u> mstevens@sunrealgroup.com
Manager Assistant	James Penny jpenny@sunrealgroup.com
Manager Assistant	Donna Mills dmills@sunrealgroup.com



## **CONTACT FOR SERVICES**

**Mike Stevens** – Associate Broker

**James Penny** – Manager Assistant

**Donna Mills** – Manager Assistant

**(403) 343-0200 (office)**

**(403) 342-0212 (fax)**

**mstevens@sunrealgroup.com**

**jpenny@sunrealgroup.com**

**dmills@sunrealgroup.com**

Cam Baldwin – Owner / Broker

**(403) 343-0200 (office)**

**(403) 342-0212 (fax)**

24 Hour Pager (Emergencies Only)

**(403) 391-5700**

**For Emergencies Dial 911**

Non Emergency RCMP (403) 343-5575

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### **Sunreal Property Management Ltd.**

4945 49th Street

Red Deer, Alberta

T4N 1V1

#### **OFFICE HOURS**

**Monday – Thursday**

**8:30am – 5:00pm**

**Friday**

**8:30am – 4:30pm**

**Saturday & Sunday**

**Closed**