



# WINTER 2025 - 2026





## Fall/Winter 2025/26



The following are some abbreviated important reminders:

- Remember to visit our website <https://twin-brooks-condominiums.yolasite.com> to see all the latest.
- Visitors parking is for visitors only and not residents. During and after storms, visitors parking is not to be used until snow clearing has been completed. Overnight parking is prohibited for the winter months.
- The Property Manager is to be notified immediately of any damage or repair needs and is the only authority permitted to deal with contractors.
- Renovations considered by a unit owner must be approved in writing by the Board. In most cases city permits must be applied for and only licensed/insured contractors may be employed.
- If you are planning to be away for more than 48 hours be sure to turn off your main water valve and have someone check the unit regularly.
- Garbage or recycled materials are not to be placed on the street the night before collection but between 6 a.m. and 8 a.m. on the scheduled day only.
- In order to avoid attracting rodents, areas under decks are to be clear and bird/wildlife are not to be fed near units.
- Speed kills. Residents are requested to advise their visitors and service providers to reduce speed while operating vehicles in the tight confines of our cul-de-sac.

### 1. Winter and Fire Safety

Avoid venturing out in bad weather and remain in your home while snow clearing operations are underway. It is likely that slippery conditions will persist. Have some salt readily available near the door and don't hesitate to use it.

Smoke and toxic gases from a fire kill more than the flames; therefore, you need a working smoke alarm. If you are hard of hearing you should consider the addition of a smoke alarm strobe light. For additional protection your smoke alarm can be connected to your smart home monitoring or security system.

### 2. Snow Clearing and Parking Restrictions

- a. The snow removal contract includes the following conditions:
  - the contractor will not be on site until the snowstorm has ended;

- the contractor is not responsible for the salting of steps and driveways. Salt is available in the bin beside the mail boxes;
- the contractor is not responsible for clearing off decks;
- notify the Property Manager if you notice any damage to your property that may have been caused by the contractor;
- be careful when you are shovelling your steps not to damage the siding under the front door; and
- although not part of the contract, the contractor will remove your car from the driveway but neither Twin Brooks nor the contractor are responsible for any damage to your vehicle;

b. Agreed procedures are as follows:

- if you are going away for any length of time, let the Property Manager know the dates you are leaving and returning as well as emergency contact information; and
- the contractor will make two attempts to ask if you wish your car to be removed prior to clearing. Otherwise, the contractor will remove the snow from the steps, path and around the car. Once they have left, the contractor will not be available until the next snow clearing; and

c. Furthermore:

- the contractor has a master plan to clear snow and will not alter it for any individual who wants immediate service. You should stay inside until the job is finished;
- residents are not permitted to park in the visitors' lots and during the winter months, there is no overnight parking in the visitors' lots. The RV parking lot is for the exclusive use of the snow clearing contractor;
- if you require an early morning clean out for a medical appointment or another urgent requirement, notify the Property Manager at least 24 hours prior; and
- if you have any complaints, put them in writing/email to the Property Manager.

### 3. Insurance

Insurance coverage for condominium owners consists of two parts; condominium corporation insurance and your personal insurance policy. Each policy has its own purpose and they work together to protect you and your condo. It is in your best interests to discuss your insurance requirements with your agent.

Twin Brook's group insurance policy covers liability for common areas and damage caused by major perils to the standard unit and common elements as defined in the By-law. Your insurance should cover personal liability within your unit, personal property and contents, and any additions or upgrades that have been made.

All incidents should be reported to the Property Manager but only those covered by Twin Brook's insurance will be pursued further. You will have to contact your personal insurance agent for everything else.

### 4. Repairs, Maintenance and Alterations

As a benefit of living in a condominium community most of our repair and maintenance needs are provided through the Corporation and our combined investment. The list of Common Elements

covered includes driveways, roofs, siding, doors, windows, decks, rear eavestroughs and external lighting fixtures.

Changes to Common Elements are exclusively controlled by the Board of Directors. All repair and maintenance carried out in the community is performed by independent contractors at the direction of the Property Manager. The Property Manager is the sole coordinator of this work and is the only one who is permitted to deal with the contractors. The Property Manager is to be notified immediately of any damage or repair needs. Delays in this reporting could allow the damage to worsen and inflate the repair costs unnecessarily. Similarly, any problems or comments with regard to contractors are to be directed to the Property Manager.

In addition to reporting defects, owners do have some maintenance responsibilities that preserve the appearance of the neighbourhood and reduce premature ageing and repair costs. This includes replacing door weather-stripping/sweeps and sealing/staining wooden decks and stairs.

If an alteration or repair of a non-common element is considered by an owner, they should first contact the Property Manager to seek direction. Examples include adding a heat pump, finishing a basement or renovating a bathroom. In order to protect all residents and not jeopardize our group insurance: Board approval must be given; city permits must be applied for in most cases and only licensed/insured contractors may be utilized.

#### 5. Garbage and Recycling

Garbage should be in sealed bags which are to be placed in the Garbage Cart provided by the City, or in regular garbage bags covered with a net or blanket if the City has approved a Garbage Cart Exemption Application. For more information concerning this exemption you can contact the Access St. John's Centre at 311 or (709) 754-2489 or [www.stjohns.ca](http://www.stjohns.ca)

#### 6. Contact Information

##### PROPERTY MANAGERS:

Len & Doreen Bennink (TOSS Property Management) Phone: (709) 728-5277  
Email: [lenb899@gmail.com](mailto:lenb899@gmail.com)

##### BOARD OF DIRECTORS:

Dawn Pollard, President; Darryl Howell, Vice-President; Harvey Hunt, Treasurer; Barb Howlett, Director; Linda Cashin, Director; Barb Hussey, Director; and Cyril Tobin, Director.

Twin Brooks Condominium Corporation

P.O. Box 4017

Mount Pearl, NL

A1N 0A1

Email: [twinbrooksnl@gmail.com](mailto:twinbrooksnl@gmail.com)