

Park Model, Room & Roof Sales Package



Parkbridge

Last Edited Feb 18, 2026



Resort Park Model, Add-on Room & Hard Top Roof Sales Process

This handbook is set up as a guide to help you through the process of purchasing a Park Model RV, Add-on Room or Hard Top Roof in our resort communities. It contains within it many of the required documents to assist you during each step in the purchase process.

Application to Alter

For a Park Model unit, Add-on Room or Hard Top Roof to be permitted within a Parkbridge resort an Application to Alter must first be completed and approved by the Resort Manager. In the Application outline which of the approved vendors will be completing the installation.

Approved Vendor List

Park Model units, Add-on Rooms and Hard Top Roofs can only be purchased from an approved vendor.

Approved Park Model Vendor List

Park Model Vendor List	
General Coach Park Models	BR Lifestyles Jay Morrison 563 The Ridge Road, Coe Hill, ON K0L1P0 sales@brlifestyles.ca www.brlifestyles.ca 613-334-0496
Northlander Industries Park Models	West Coast Leisure Sales Derek Jefferson bluewaterderek@gmail.com 519-525-8301 Darin Dick darindick@gmail.com 519-955-4200 77416 Bluewater Hwy, RR 1 Bayfield, ON N0M1G0 https://www.bluewatergolfandcamp.ca/west-coast-leisure 519-482-7197 Toll Free: 888-482-7197
Woodland Park & Elevation Park Models	Country Gardens RV Park Peter Bingeman 1335 Witmer Road, Petersburg, ON N0B2H0 https://cgrv.ca/new-trailers/ 1-866-224-0503

Approved Add-a-Room Vendor List

Add-a-Room/ Roof Vendor List	
H&H Patio Enclosures	Dan Clermont 635010 ON-10, Mono, ON L9W5P6 hpatioenc@bellnet.ca 519-941-9370 Toll Free: 800-265-9170 https://www.hpatioenclosures.ca/

Precision Sunrooms	Paul Kok 845 Farewell Street, Unit 2, Oshawa, ON Sales@precisionsunrooms.ca 905-621-1033 precisionsunrooms.ca
Openview Patio Covers & Sunrooms	Howard Janes 215 Main Street, Unit 2 , Bobcaygeon, ON K0M1A0 openviewpatiocovers@gmail.com 705-896-2797 or 416-896-9291 openviewpatiocovers.com

Municipal Permits

Municipal permits must be obtained for the installation work where applicable. Permits are the responsibility of the Purchaser or the installation vendor and not the Resort. Permits must be obtained, a copy provided to the Resort Office prior to the installation and the permits closed upon completion of the installation. Please update the Resort Manager once all permits have been closed.

Timing of Unit Delivery & Installation

Please arrange timing of the unit delivery and installation with the resort office. Delivery and installation timing must follow resort guidelines and be approved by the Resort Manager.

Vendor Billing

Upon completion of the installation the installation vendor will be provided an invoice from the resort office which must be paid within 30 days from the completion of installation.

In Closing

On behalf of the entire Parkbridge team, we thank you for continuing to choose to spend your summers with us and wish you and your family all the best with your new installation.

If you have any further questions regarding the Parkbridge Sale's program, please do not hesitate to contact your Resort Team directly.

Your Parkbridge Team

Resort Sales Policy and Procedures

1. Inform the Resort Manager that you wish to install a Park Model unit, Add-on Room or Hard Top Roof inside the resort and request an information package.
2. Submit an Application to Alter to the Resort Office for Resort Manager approval noting the Approved Vendor that will be completing the installation.
3. Obtain municipal permits for the installation where applicable and provide the Resort Office with copies of all applicable permits.
4. Arrange delivery and installation timing with the Resort Office for Resort Manager approval following all resort guidelines.
5. Upon completion of the installation, close all applicable municipal permits and notify the Resort Manager the permits have been closed.
6. The installation vendor must complete the installation payment with the resort office.

Application to Alter Form

This form is to be submitted to Parkbridge for all proposed additions and alterations to the exterior of your RV Unit or site, including projects such as decks/porches, sheds, roofs, patios/walkways, landscaping, etc. Complete and detailed applications will help us process applications quickly.

By submitting this application, you acknowledge and authorize that a Parkbridge representative may visit your site to review your application for the purpose of processing your application.

Name(s): _____

Site #: _____ Phone: _____ Email: _____

To: _____ (the "Owner")

Name of Resort

Property Guidelines

The property on which your unit sits belongs to Parkbridge. Any change to the site or anywhere else on the property must be preapproved and must be within the site enhancement guidelines. The purpose of this requirement is to provide a framework, for any changes to the property, to protect your investment by retaining the natural beauty of the resort and to provide an appealing overall look. As well ensuring we comply with local municipal, township by-laws and requirements. This includes work performed that requires compliance with the guidelines of the local conservation authorities, Ministry of Environment Oceans and Fisheries.

Any approved site enhancement added to a site that is of a permanent nature including driveways, landscaping, trees or shrubs, and in ground firepits (where allowed) will become the property of Parkbridge. No reimbursement of costs of the enhancement will be given if a customer leaves (voluntarily or otherwise) or moves sites within the resort.

Application Process

1. Speak to your Resort Manager
2. Complete an Application to Alter Form
3. Your Resort Manager will review the Application and return it to you within 7 days of receipt (barring unforeseen circumstances) with either an approval or notice to correct according to our guidelines.
4. If required, you will need to bring to the local municipality for permit approval.
5. Upon approval, work can commence with either a Licensed and Approved Contractor or by the Occupant (please see *Contractor Details*)
6. The Resort will issue an approved Application to Alter permit that must always be posted in a front window until the project is complete.
7. Final Inspection by Resort Manager and if applicable Municipal or Government Authorities

Site Beautification

In order for us to provide and maintain a general aesthetic appeal to the resort, it is essential the visual appearance of the sites and the resort property be pleasant, standard, and consistent. Site beautification accessories are limited on our property in our efforts to retain the consistency of appeal. Equipment is anything considered appliance related or an apparatus used for working or doing a recreational activity.

Equipment Guidelines

- ✓ Decks - Max 10' wide x Length of Trailer. Decks over 24" to grade must have railings of at least 36" and may require a permit according to by-laws outlined by the local municipality.

- ✓ Awnings/Hard roofs over decks – Max size 10’ wide x Length of Trailer. Permits are required (see Resort Manager for more)
- ✓ Driveways (see the Resort Manager for more)
- ✓ Sidewalks and Patios (see the Resort Manager for more)
- ✓ Sheds - Max size 10’ x 10’ or 100 sq. feet or less if outlined by local municipality
- ✓ Firepits – where permitted by local bylaws must meet Site Enhancement regulations
- ✓ Benches
- ✓ Children’s small plastic tables and chair sets – must be restricted to your deck
- ✓ Deck boxes
- ✓ Deck lights attached to deck or stairs
- ✓ Lawn chairs
- ✓ Patio table and chair sets – must be restricted to your deck
- ✓ Planters
- ✓ Self-standing hammock – must be restricted to your deck
- ✓ Small motion sensor security lights
- ✓ Canoes, rafts or kayaks – must be hung from an approved rack on the skirting at side of the unit
- ✓ Gazebos – non-permanent, not attached, non-wood and in accordance with local by-laws

The Occupant hereby makes application to the Owner to permit it to make the following revisions/renovations/alterations to the RV Unit or site or to permit it to construct, renovate or incorporate the changes hereinafter noted (collectively known as the "work"). The work shall consist of (insert complete description of all proposed work):

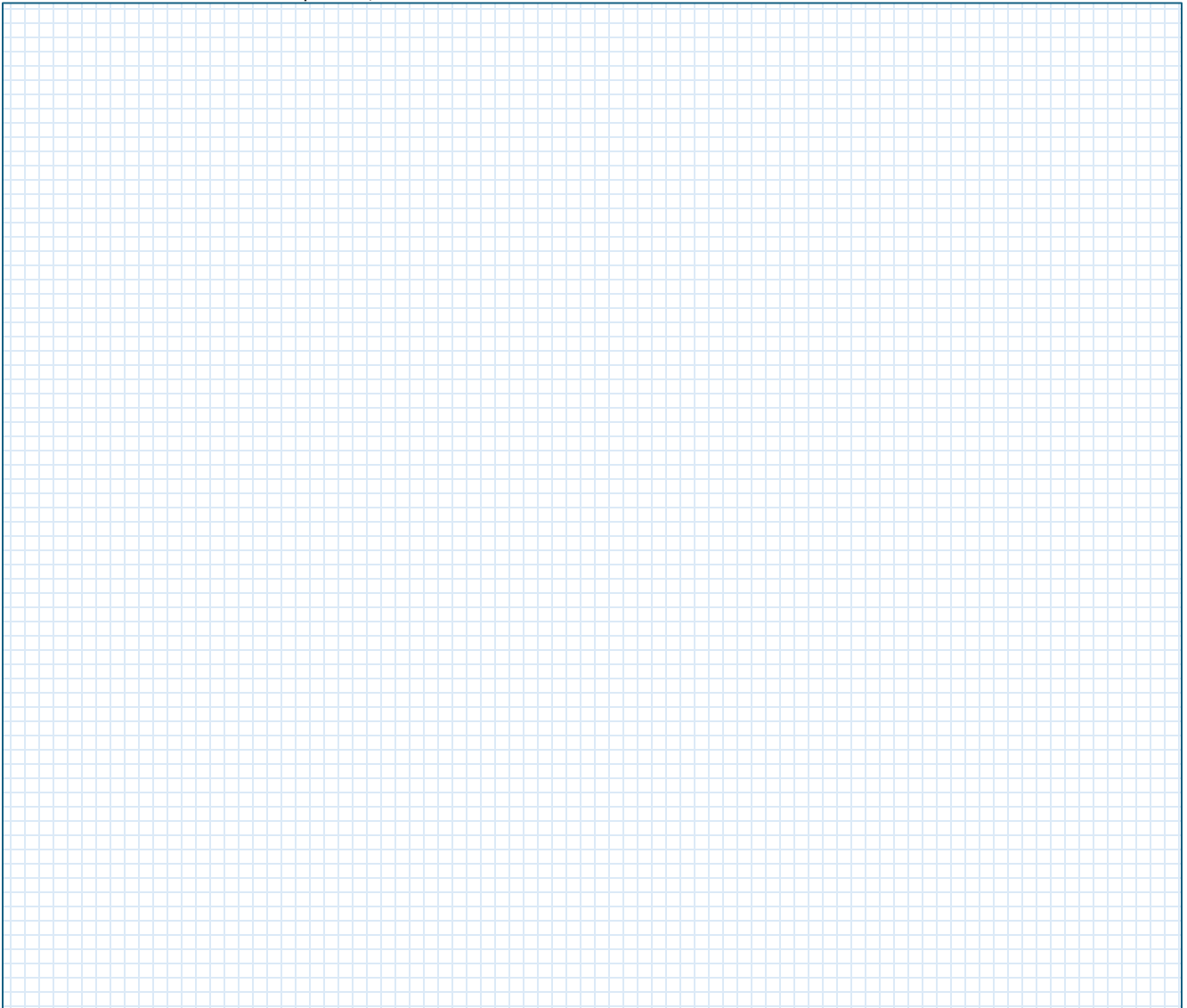
Additional conditions, if any, inserted by the Owner specific to this application:

Using the chart paper on the next page, include a diagram of the lot and a sketch of the work to be performed with accurate measurements.

Site Diagram and Sketch

Include a diagram of the site and a sketch of the work to be performed with accurate measurements. For proposed additions, please indicate all additions to the RV Unit including decks, sunrooms, sheds, etc. as well as location and size (e.g., 10' x 10' shed). Note the distance from other structures and proposed additions, including neighbours' homes, lot lines, roadways, or sheds. If adding a deck, include details such as the height from the ground, height of the railings, handrails, and stairs and concrete piers vs. floating deck pads. Maximum allowable lot coverage must be confirmed with the local municipality by the Occupant (typically cannot exceed 35% sq. ft. of the total square footage of the site, including measurements for porch, deck, and all attached structures).

(Attach additional sheets if required)



Work Performance

The work will be performed by:

- Self
- Proposed Contractor

Business Name: _____ WSIB: _____

