

CARLETON CONDOMINIUM CORPORATION NO. 289

556 LAURIER AVENUE WEST
OTTAWA, ONTARIO K1R 7X2

Welcome to 556 Laurier!

We are pleased that you plan to join us. The enclosed Welcome Booklet contains much valuable information on the benefits and responsibilities of your participation in our community. You should familiarize yourself with its contents and keep it handy as a reference. You can also access the booklet and many other useful documents by registering at our website: 556laurier.net.

Whether you are planning to occupy your unit or rent it out, you should contact the Superintendent (Gary McGuire at 613-233-6800) as soon as possible to discuss specific needs and arrangements.

A few matters of immediate concern.

1. The service elevator must be reserved in advance when moving in or out. Failing to do so could mean a delay and possibly extra costs to you if it is already booked for that day. A \$200 cheque payable to CCC289 is required as a refundable deposit for the use of the elevator. The cheque will be returned after an inspection.
2. You will need to get confirmation of your assigned parking space and storage locker, and have fob keys (including any keys you may receive from the seller) programmed for entry to the building. Fobs, locker room keys, and a garage door opener may be purchased using the enclosed Key Request form. Whichever relevant Information forms for resident owners, non-resident owners, and tenants that are also enclosed should be completed and turned in when you (or your tenant) pick up keys. It is also important that we be informed if any of this information is changed later.
3. If you intend to do renovations, you must submit your plans to the Board of Directors who must confirm in writing that there are no structural changes involved and common elements within the unit are protected. A Renovations Kit providing details and the necessary forms to be submitted is available on our website or from the Superintendent.
4. If you plan to rent your unit, note that units may only be leased or subleased for an initial term of six months or more and that units may only be used as single family dwellings. A standard Residential Tenancy Agreement form must be used - available on line or from the Property Manager.

Note also that the rules now prohibit the growing of cannabis plants (rule 4) and that there are new restrictions on dogs (rule 3).

We look forward to sharing our condominium's welcoming environment with you.

Five Fifty-Six Laurier

CCC289 CONTACT INFORMATION

Emergencies

Fire, ambulance, police: call 911

Unit problems (plumbing, electrical, ...): call a service provider

Problems in the common elements or around the building: call the pager of the staff member on duty: 613-593-9923 and leave your number - you will be called back promptly

Maintenance issues

e-mail: office@556laurierwest.ca

or call: 613-233-6800

To book an elevator, visitor parking, party room, or guest suite

For now, owners and tenants should continue to make bookings with our staff. We will be introducing a procedure to handle these online through our new management company's website; details will be provided in the coming days.

Financial issues (fees, extra charges, re bookings)

for payments: mail to - Capital Integral Property Management Ltd
205-1600 Laperriere Ave
Ottawa ON K1Z 8P5

or leave in the CCC289 mailbox

for enquiries: e-mail: jbarbe@cimanagement.ca

or call: 613-722-1232 to speak to Jessica Barbe

Web site issues

e-mail: ccc289web@gmail.com

General policy matters

e-mail: board@556laurierwest.ca

or leave note in CCC289 mailbox

CARLETON CONDOMINIUM CORPORATION NO. 289

556 LAURIER AVENUE WEST
OTTAWA, ONTARIO K1R 7X2

Welcome to Five Fifty-Six Laurier!

Whether you have purchased a unit or are a new tenant taking up residence in the building, the Board of Directors would like to welcome you to the building and its community. This booklet contains an overview of key information and references that should help make the adjustment to your new home as trouble-free as possible. We encourage you to familiarize yourself with its content.

The Corporation, usually referred to as CCC289, is subject to the Ontario *Condominium Act* and governed accordingly by documents known as the Declaration and Bylaws; these set forth our rights and obligations. As the volunteer Board of Directors, duly elected by co-owners, we are responsible for maintaining the common areas and promoting residents' enjoyment of their surroundings.

Condominium living offers numerous benefits but also comes with obligations. There is a mistaken belief that living in a condominium means that you have no responsibility for the common areas or anything outside your unit. Not true! Unit owners share responsibility for maintaining a high standard of operation and upkeep of the common elements. Owners who rent their unit are responsible for ensuring their tenants respect these obligations on their behalf.

The Property Manager or Superintendent are at your service; their coordinates are listed in Appendix B. You can always pursue problems that they cannot handle with the Board.

We hope you will love your new home, we do!

Your Board of Directors

Janine Hutt, President

Peter Boyd, Vice-President

Michael Kelly, Secretary-Treasurer

Danièle Pion

Daryl Rajzman

Gene Sokolov

Five Fifty-Six Laurier

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THE BASICS

Carleton Condominium Corporation No. 289 is a legal entity created pursuant to the Ontario *Condominium Act*. The Corporation's primary purpose is to manage the property and conduct its business affairs in a manner consistent with the *Act*.

Condominium owners hold negotiable title to their unit and share with fellow owners the title and cost of operation of the balance of the property (the common elements).

The **declaration** made to the Land Registry Office when the Corporation was established in 1985 spells out procedures related to the Corporation's management. The declaration was amended in 2002 to effect some cost-saving measures.

Additional provisions relating to the condominium's operation are contained in **bylaws** adopted by the unit owners and **rules and regulations** adopted by the Board of Directors.

All bylaws in effect were consolidated in 2002 as Bylaw No. 9. It deals with procedures for meetings, the election and duties of the Board, and financial operations and administrative arrangements. Bylaw No. 10 adopted in 2006 authorized the installation of a heating system for the common elements fuelled by natural gas. Bylaw No. 11 adopted in 2010 defines the components of the "standard unit" which determines the responsibility of the Corporation under its insurance coverage. Any betterments not included therein are the responsibility of the individual owner. Bylaw No. 12, also adopted in 2010 and amended in 2013, provides a simplified procedure by which owners can obtain Board authorization to alter certain common elements within their unit.

Copies of the declaration, bylaws, and rules and regulations can be obtained from the Property Manager or from our web site (556laurier.net). The rules are also given here in Appendix A.

The Board of Directors consists of seven

members elected by the unit owners. The Board chooses its own officers and makes all policy decisions. Committees are struck on occasion to advise on particular issues.

The building is managed by a part-time Property Manager. Upkeep of the building is provided by a staff of two: the Superintendent and Assistant Superintendent, plus a part-time Administrative Assistant. The current roster of board members and staff together with contact information is contained in Appendix B.

Owners and tenants are urged to keep us informed of their current contact information. This is useful in cases of emergency as well as for ordinary business. Forms for this purpose are available from the Superintendent and can be downloaded from our web site.

Keeping you informed

An annual General Meeting of unit owners is held in September to receive the Corporation's financial statements, hear reports on the condominium's operations, appoint auditors, and elect directors.



Informal meetings are usually held at mid-year and on an ad hoc basis to receive feedback from residents and discuss specific issues.

A Newsletter is issued several times a year reporting broader developments of interest to unit owners and tenants.

The bulletin board and electronic screen by the mail boxes in the lobby and notices in the elevators keep residents informed of items of immediate interest.

The Corporation's web site has downloadable corporate documents, recent newsletters, and other items of interest. Subscribers may also be advised of developments by e-mail alert.

Concerns about operational matters should be raised with the Superintendent; financial questions can be addressed to the Property Manager. Comments raising more general issues can be left in the office mail slot or the CCC289 mail box or sent to the web administrator for appropriate forwarding.

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The monthly condominium fee provides for the common element expenses and a contribution to the reserve fund, which is set aside for major repairs and replacements.

The contribution to the reserve fund accounts for about 30 percent of the fee. The approximate proportions of operating expenses are as follows:

Utilities	35%
Maintenance	27%
Staff	20%
Administration	8%
Security, fire prevention, insurance	7%
Equipment	2%
Professional services	1%

The Corporation's fiscal year runs from June 1st to May 31st. The financial statements are audited annually.

The reserve fund is invested in interest-bearing assets. The adequacy of the fund is assessed every three years; the next review will be carried out in 2015.

Repairs and renovations

Except for insured events (see page 9), the Corporation will repair windows and patio doors unless damaged by occupants. Other repairs will be effected by the Corporation if the point of damage is deemed to be part of the common elements or beyond the owner's access, e.g. pipes extending into the exterior walls. The Corporation will replace defective smoke detectors. Owners are responsible for other repairs and for replacing air-conditioning filters, screen doors, and batteries in manual smoke detectors.

Only certified and insured professional tradesmen should be hired to do construction work in units. If a project will affect the common elements within the unit the authorization of the Board is required. If the proposed work falls within the list of items contained in Article 3 of Bylaw 12 this authorization may be obtained by submitting the application appended to the bylaw. Otherwise a formal agreement with the Board must be obtained and registered on title at the owner's expense.

Owners planning to undertake repair or renovation work in their unit should consult a copy of the Renovation Kit available from the Property Manager, Superintendent, or our web site. It sets out Guidelines for renovations and for contractors; these are also found in Appendix C. The kit also contains a Notice of Intent describing the work; this must be submitted to the Board; if the common elements will be affected an Acknowledgement Respecting Modifications form must be included. A completed Notice to Residents is to be posted on the bulletin board advising your neighbours when the work will be undertaken.

Owners should ensure that the limits on hours of work and elevator use are observed and that contractors comply with the guidelines. Use of the service elevator to move equipment and furnishings requires that protective pads be put up. A refundable damage deposit of \$200 is required.

The service elevator must be booked in advance. Use of the service elevator outside of the stipulated hours can only be done by voluntary agreement of a staff member who must be reimbursed at \$25 per hour.

Owners should warn workers not to disconnect or paint smoke alarms and voice communication covers. Air conditioning filters should not be sprayed. Remove drapes and blinds before having repairs around windows done.

Owners may have their balcony ceiling repainted at their expense in a matching grey colour.

Rentals

Rentals of units by owners are the responsibility of the individual owner and do not involve the Corporation. Renters are subject to the duties imposed by the *Condominium Act*, declaration, bylaws, and rules. Owners are required to provide their tenant with a copy of these documents and must give written notice to the Corporation of their leasing arrangements. A form for this purpose is available from the Property Manager, Superintendent, or our web site.

Use of units is restricted to a single family private residence.

Units may not be leased nor sub-leased for an initial term of less than six months.

Charges for rules violations are a common element expense levied against the unit and thus the owner is ultimately responsible for paying them, regardless of which party committed the violation.

Social events

Receptions are held twice a year to encourage residents to get to know their neighbours. From time to time residents also volunteer to organize other group activities on site.

RECREATION CENTRE

The recreation area on the 22nd and 23rd floors is available for use from 7 a.m. to 10 p.m. on weekdays and 8 a.m. to 10 p.m. on weekends and holidays. Your fob key grants access.

Before using the swimming pool, please take a moment to familiarize yourself with the position of the lifebuoys, first-aid kit, and emergency speakerphone. This phone, fixed on the north wall beside the women's restroom, will connect you directly with emergency assistance.

The centre is unsupervised. Children under 12 should be accompanied by an adult; this is mandatory on the swimming pool deck and in the pool. Guests must be accompanied by a

resident with a limit of two guests per resident.

In the interests of cleanliness and hygiene, residents and guests (including children) are requested to take a soap shower before entering the pool or one of the saunas, and to remove oil before reusing these facilities after sunbathing. Men and women with long hair are required to wear bathing caps in the swimming pool.



Residents and their guests are asked to dry themselves before using the exercise equipment and before going on to carpeted areas of the building, to wear footwear and a robe when outside the recreation centre, and to wear appropriate swimwear in the pool and whirlpool. As a courtesy to others, those using the recreation equipment are asked to wipe it off upon departure; spray and towels are provided for this purpose.

Instructions for various pieces of equipment can be found on the bookshelves nearby.

Because the recreation area is above and alongside several apartments, residents and guests are asked to be particularly considerate in keeping noise levels down. Please remember that sound may be transmitted through the structure of the building.

When on a treadmill please do not use weights, bounce, or otherwise exert heavy pressure. Replace weights on their rack after use.

The saunas are designated for use by men or women but may be used by couples; set the appropriate sign on the outer door. The men's sauna provides handicapped access.

Remember to turn out the lights when leaving the recreation area, especially in the saunas where the switch controls the exhaust fan.

The rules governing use of the recreation centre are provided in Appendix D.

OTHER AMENITIES

Guest room

A guest room with en suite bathroom is located on the second floor. It offers accommodation for two people, and may be rented up to seven nights at a cost of \$45 per night, plus a returnable deposit of \$100. Renters must provide their own linen. A rental agreement is available from the Superintendent.

Visitors' parking

Two parking spaces are available half way up the ramp from Gloucester St. Permits for the use of these spaces -- given on a first-come, first-served basis -- can be obtained from the Superintendent.

A parking space may be reserved for a maximum of three days. If the space is still available on the third day it may be reserved again for a similar period. For those renting the guest suite, a reservation may be made for the same time period as that rental.

For purposes of using a parking space, a "day" begins at 6 p.m.

Parking is not permitted on the Percy St. or Gloucester St. ramps.

Party room

A large room with kitchen facilities (wet bar, refrigerator, microwave) and cable-connected television is located off the entrance lobby. It may be hired by residents for private parties or other non-commercial functions. The rate is \$50 plus a refundable deposit of \$100. A rental agreement is available from the Superintendent.

The party room is also stocked with a selection of books and magazines. Residents are invited to borrow at will; donations are welcome.



Car wash

An area is set aside in the Percy St. garage for car washing. A hose-pipe, cold water, some brushes, and electrical outlets are provided. The area should be hosed down after use. If you do not normally use the Percy St. garage you may open the garage door using your fob key to activate the switch located outside the door.

Garage washing

The garages are hosed down twice a year. Residents are asked to remove their cars during the posted times to facilitate the work.

Bicycle racks

A multiple bicycle rack is available inside the entrance to the Laurier Ave. garage. Bicycles stored in this area must carry a tag issued by the Superintendent. Please do not place bicycles on the floor in this area.



If preferred, an individual wall rack can be installed in your designated parking space. Alternatively, and at lower cost, the Superintendent can anchor a ring bolt to the wall at the rear of your space.

A pump next to the bicycle rack area can be used to fill bicycle and automobile tires.

Please do not leave bicycles in front of the building. When bringing bicycles up to your unit use the Percy St. entrance and enter the service elevator by the rear door.

Hobby shop

A hobby shop, fitted with workbench and vise, available for use by residents is located in the south-eastern corner of the Laurier garage. Access is with your locker room key.

Patios

Residents are invited to use the patio above the second floor garage. Access is via the B-stairwell between levels 3 and 4.

Only electric grills may be used on the patio. Check with the Superintendent before use.

Pets are not permitted on the patio.

There is also a small deck on the 23rd floor off the swimming pool.

Lockers

Residents can be assigned a storage locker on application to the Superintendent. Access to the locker rooms is by a separate key.

Parcel delivery

Parcels delivered to the building when a resident is not at home will be placed in one of the lockers located in the alcove between the Percy garage and the lobby. A key with a note will be left in the resident's mail box. After retrieving your parcel leave the key in the nearby box.

BUILDING SECURITY

Video surveillance

Video cameras monitor all entrances to the building, lobby, recreation area, and garages.

Locks to common areas

A registered "fob" key system provides access to all entrances and to doors within the common elements. Fobs may be obtained from the Superintendent against a deposit of \$15. A separate key is required for access to locker rooms and the hobby shop; these require a deposit of \$25.



Unit locks

Locks on unit doors (dead-bolt locks are the most effective) are the owner's property and responsibility. However, the rules require that the Superintendent be provided with a key in order to gain entry in an emergency or for special events such as the obligatory annual fire test, when the voice-control apparatus and all smoke alarms must be checked.

Enterphone

Callers ring your enterphone from the foyer. The front door of the lobby can be released by pressing the bottom button. (The two top buttons do not have any function.)

Do not admit strangers into the building on any pretext.

General security

To prevent unauthorized people being admitted, please ensure that the door closes behind you when you enter or leave the building. Should a stranger attempt to enter the building when you have opened one of the exterior doors, please take a moment to inquire as to their right to do so. Any *bona fide* resident will welcome the challenge in the interest of their own security.

Note that the building is exposed to high winds from time to time. Any furniture left on balconies should be firmly weighed down.

Garage security

For security, the garage doors are programmed to close within a few seconds after they are opened. However, the doors will remain open for a time as long as the beam of light located about a foot inside the door and a foot above ground level is unbroken. If the door has begun to close it will stop and reverse when it encounters any object.

Check with the Superintendent about obtaining appropriate remote control door openers. Should you find that someone is using your assigned parking space, call the Superintendent, or the Ottawa Parking Authority directly at 311.

For reasons of safety as well as appearance, residents should not leave tires, boxes, or other materials in the open at their parking spots. A cabinet for storing small items can be mounted on the wall if desired; specifications as to permissible models are available from the Superintendent.

Drips of oil from vehicles in the garages can damage the asphalt floor surface. In cases where such damage necessitates repair to the asphalt, the cost will be passed on to the unit owner responsible.

Exercise caution when leaving and entering the garages; wait until the door is closed before leaving the area. Watch for pedestrians and crossing cyclists when exiting.

Vigilance on the part of residents remains an important element in enhancing our security. Do not leave valuables in your car; keep the doors locked. The garage door opener should be kept in an inconspicuous place. Residents should report suspicious activity to the Superintendent *at the time it occurs*.

Going away?

If you intend to leave your unit for an extended period, please inform the Superintendent of your dates of departure and return, and give him a contact number in case of emergency. Cancel newspaper deliveries and arrange for someone to look after your mail, plants, etc.



If, on your return, you suspect that someone has broken into your apartment, go to a neighbour and call the police at **911**. If possible avoid entering the apartment and handling anything within.

FIRE PROTECTION

Fire alarm protocol

When the fire alarm is sounded a signal is automatically sent to the fire department who then dispatch a crew to investigate the source of the alarm. The elevators are automatically disabled. The ventilation system is triggered creating a strong and loud updraft in the elevator shafts; this is normal. The alarm will continue to ring until turned off by a fire official.



- The fire department recommends that everyone leave the building upon hearing the alarm, using one of the two stairwells at either end of the corridor. A floor plan in Appendix E shows the exit paths. (There is a third stairwell leading down from the third-floor patio at the rear of the building.)

CAUTION: Before opening your unit or any door, feel it to see if it is unusually warm -- if so, do not leave your unit. Also remain in your unit if there is heavy smoke in the corridor. Place a wet towel at base of door and call 911 to report your situation.

- Leave the building in an orderly manner by the nearest stairwell exit, closing all doors behind you. Near the bottom of each staircase, follow the red arrows.
- When outside, move away and across the street from the building, so as not to obstruct the fire department and avoid any falling debris.

- Remain outside the building until instructed to return by the fire department. When the emergency is over an announcement will be made (and repeated to avoid any misunderstanding) over the public address system.

If you discover a fire:

- Act quickly but calmly. Leave the area of danger, closing doors behind you.
- Sound the alarm. If you do not already know where the alarms are situated, please take a few moments to find out. There are two alarms on each floor, usually close to the exit doors leading to the stairwells.
- Unless you know that the fire department has already been notified, call 911 from a safe location. Emergency phones are located in the lobby, the elevators, and on the swimming pool deck. (Do not use the red emergency phones on each floor -- they are strictly for the use of the fire department. They are connected to the security office in the lobby and do not come into operation until fire department personnel are in the building.)
- Do not attempt to fight the fire unless it is very small and you are sure that you can extinguish it.
- Follow the general instructions for responding to a fire alarm set out above.

Just in case of fire

The building is fitted with smoke alarm and voice communication systems located in both the common elements and the units. These are given monthly checks as well as an annual test which requires entry to each unit.

It is wise to equip your unit with a fire extinguisher. The nearest supplier is Davidson's at 144 Percy (613-235-1629). These should be recharged when they run down -- the life of a charge is about seven years. There are also extinguishers available in the cabinets at both ends of the corridor on each of the upper floors.

(The hoses are exclusively for use by fire officials.)

Each unit is equipped with a smoke detector that is hard-wired and connected directly to the building's main fire detection circuit. Two-storey units must have a battery-operated detector on the second level. Never disconnect or turn them off. Warn any service people not to disengage the device while performing repairs and maintenance. If a contractor needs to disengage a detector he must consult the Superintendent first. Battery-powered alarms should be checked and the batteries replaced as required.

Contractors doing soldering or sanding should be warned to stay clear of the smoke detector.

Please ensure that corridors are always kept free from obstructions (boots, plants, etc) to allow unimpaired evacuation.

Mobility impaired individuals

A register of individuals who might have difficulty in leaving the building in an emergency is kept in the security office. The fire department consults this book and acts on information it contains. Inform the Superintendent of any individuals requiring such assistance.

Minimizing fire risks

The building is designed to prevent the spread of fire. Fire doors in the common elements are strategically placed to prevent the spread of both fire and smoke. In order to maximize the efficiency of these preventive measures ensure that fire doors close behind you when you pass through them. Should you find that a fire door is open, please close it. If it will not close properly, inform the Superintendent.

Entry doors to individual units are designed to close automatically. If your door does not close fully, report it to the Superintendent.

SAFETY FIRST

As required by the Ontario fire code, an annual inspection of the fire prevention and voice communication system is carried out by technicians. You are asked to cooperate in providing access to the inspectors. As this involves the integrated system it is important to gain access to all units at the scheduled time. If a return call is necessary any extra charges can be levied against the responsible unit owner.

A monthly test is carried out by the staff. This does not require access to individual units. The staff also carry out an annual visual inspection of units to check for fire and water dangers. Your cooperation in ensuring that potential hazards are corrected promptly is appreciated.

Unit owners will be advised of hazardous situations which present dangers to the common elements. In the event of failure to correct such problems the Corporation may take action and charge the cost back to the owner.

A Designated Substance Survey to test the building's interior for the existence of asbestos and some dozen other hazardous substances was carried out by technicians in 2014. In all cases, any evidence of such material was found to be below acceptable levels. The DSS report is available on our web site. Owners may provide a copy to interested parties.

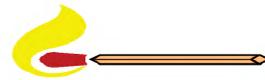
Hot water tanks in each unit are the property of the unit owner and are the owner's responsibility. The estimated useful life of a tank is as little as 10 years; to enhance the security of all owners, tanks must be replaced when they reach that age. The Corporation will supply safety shut-off valves for newly installed tanks.

Keep the tank's thermostat set at 60°C (140°F). Maintaining a lower temperature is not advised.

Residents should check the hoses connecting washing machines to the water system periodically to ensure that they have not come loose. These wear out over time and should be replaced with stainless steel hoses with an automatic overflow shut-off valve.

The location of valves is noted on a tag on your hot water heater. As a precautionary measure, learn to shut them off in the event of a major leak originating in your unit. One valve controls water intake and another the air-conditioning system. There is also a valve at the hot water tank which can be closed in an emergency. The hot water tank must be reset with a button located under a panel on the tank.

Electric power to the tanks can be shut off by the breaker switch in the electric control panel. Ask the Superintendent for assistance if needed.



The following are among the main causes of fire in residential buildings:

- Unextinguished cigarette butts
- Overheated deep fat fryers
- Unattended stoves
- Unsafe electrical appliances
- Overloaded electrical circuits
- Frayed electrical wiring



Do not throw cigarette butts off the balconies. Not only is this practice detrimental to the building's appearance: because lighted butts may land on carpeted balconies below, it is also a serious fire hazard. Use a safe ashtray. Make sure cigarettes and other smoking materials are fully extinguished before throwing garbage down the chute. Note that the flower pots at the front entrance are not ashtrays.

Do not use real Christmas trees.

Items stored in lockers should not be piled to within 45 cm (18 inches) of the ceiling.

Smoking is not permitted in the common elements.

Only electrical barbecues are permitted on the balconies.

Policies on workplace safety have been adopted in line with the *Occupational Health and Safety Act*. These are posted on our web site.

INSURANCE

The Corporation's insurance policy covers the common elements of the property and structural elements of the individual units. The latter are specified as the "standard unit" in Bylaw No. 11. Public liability coverage is also included. Responsibility for any up-grades to the unit and the contents of the unit lies with the owner or tenant.

Owners can also be held responsible for damage caused by negligence up to the Corporation's deductible limit. The deductible currently is \$5000. Unit owners and tenants are advised to obtain their own policy. To ensure that you have appropriate coverage, provide a copy of Bylaw 11 to your agent.

Heavy claims on the Corporation's insurance lead to fee increases and can lead to denial of coverage. Residents can help keep our insurance costs down by following simple preventive measures and undertaking normal maintenance. Periodic checks should be made on hot water tanks, toilets, faucets, pipes, and hoses for signs of leaks and water damage. Clean out the lint traps above and inside the clothes dryer periodically. Ask the Superintendent for assistance if required.

Never disconnect or turn off the smoke alarm.

Outer doors and windows should be kept closed when you away or during rainy weather to prevent water seepage into the building.

Do not leave your unit while your washing machine or dishwasher is running.

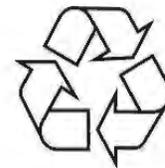
Make sure any material thrown down the garbage chute does not contain embers or combustible material.

Do not shut off the heat in the unit (the declaration requires units to be heated to a minimum 15°C).

WASTE DISPOSAL

The condominium participates in Ottawa's recycling program. Bins are located in the Percy Street garage to receive:

- newspapers, magazines, books, and cardboard (boxes should be flattened)
- glass bottles and jars, metal cans, milk and juice cartons, and plastic bottles, jars, and tubs (no plastic bags or other plastic items, Styrofoam, ceramics, or other glass products)



Containers marked with a number from 1 to 7 within a triangle can be deposited. They should be rinsed out and caps removed; it is not necessary to remove labels.

Owners are responsible for removing furniture, appliances, and other large items from the premises. Call 1-800-GOTJUNK, Just Junk at 613-233-7870, Junk Busters at 613-896-5865 or Waste Services at 613-737-7662. Residents who leave large items in the garages will be charged for their removal.

Refundable liquor containers may be placed next to the glass and metal recycling bin in the designated area. Proceeds from these are used to purchase amenities for the common elements.

A container is available there to take household batteries.

Other ways to recycle:

- compact fluorescent light bulbs can be dropped off at Home Depot stores. Paint cans can be dropped off at Réno Dépôt stores.
- eye glasses can be dropped off at Lasik, 407 Laurier.

- medicines can be dropped off at any pharmacy.
- Foxy Recycle at 2940 Baseline Rd. will accept electronics and appliances. See details at foxyrecycle.com.
- The City accepts hazardous waste at its one-day depots from time to time. These include materials that are corrosive, flammable, or poisonous as well as fluorescent light bulbs and tubes. (Incandescent bulbs can be included with regular garbage if securely wrapped.) Check out the schedule at ottawa.ca.
- Helping With Furniture (hwfottawa.org) will pick up usable furniture, including area rugs, small appliances, and kitchen ware.

For other suggestions check out ottawa.ca/takeitback, era.ca, or ontarioelectronicstewardship.ca.

Note that the excellent cooperation given by residents through their participation in the recycling program results in savings to the Corporation -- and thus to owners and tenants -- through a reduction in garbage pick-up charges otherwise payable.

Other trash (except for glass and hazardous materials) can be disposed of in small bags down the garbage chute on each floor located off the hallway behind the elevators. As such use creates considerable noise, these should only be used between the hours of 7 a.m. and 10 p.m. For reasons of fire safety, make sure that the door to the garbage chute room is securely closed when you leave.



Other small non-recyclables can be deposited in the grey trolley bin located near the lobby door in the Percy garage. Since these items must be

further handled by the staff they should be securely packaged.

Small items of broken glass should be securely enclosed in cardboard before disposal. Advise the Superintendent before disposing of large pieces of broken glass.

Do not leave waste anywhere else in the building.

Residents are asked not to deposit dog litter in garbage bins or elsewhere on the property.

SOME HELPFUL TIPS

Courtesy to your neighbours. In order to ensure the peaceful enjoyment of the building and its facilities by all, residents are requested to pay due attention to the rules concerning noise, particularly when in the common elements and after 10 p.m. It is advisable not to place radios, televisions, etc., in close proximity to the wall adjacent to your neighbour's bedroom.

There is a City bylaw governing noise levels: residents who experience on-going problems are invited to phone the police department to register their complaints.

Residents can help maintain the building's appearance by avoiding clutter on their balconies and not personalizing the doorways to their units. Any fixtures added to the corridor side of an entry door require board approval under Bylaw 12. When cleaning balconies or watering plants, residents are asked to exercise caution so that there is no run-off.

Lost keys. Residents who are locked out can seek the assistance of the Superintendent or his assistant if either of them is on site; they can use the spare key on deposit to gain access to a unit. Should this occur outside business hours a fee of \$25 will be levied, payable to the staff member. Report lost fob keys to the Superintendent so that they may be deactivated.

As the ventilation of the building is designed to provide a positive pressure in the common elements -- of warm air in winter or of cool air

in summer -- residents are advised not to seal the doors of their units leading to the corridors.

It is good practice to operate the **fan above your stove** when cooking. This will help avoid setting off the smoke alarm in your unit as well as keep food odours from circulating through the building.



Drains in kitchen and bathroom sinks can be kept clear by filling them weekly with water and then emptying them quickly -- the pressure will clear the drain walls. They can also be cleaned by pouring in baking soda and vinegar, then flushing them with boiling water after a few minutes. This treatment can also be used for minor blockages. Persistent blockages will require a plumber.

External **windows** (excluding panes accessible from balconies) are cleaned twice a year. Should there be any fault in the external window seals, please inform the Superintendent: caulking of windows is done periodically to deal with leaks.

Most units have an **electrical test-button** installed in the bathroom. This provides a check on the effectiveness of the circuit-breaker connected to all electrical wiring running through the plumbing areas. The circuit-breaker should be tested periodically by pressing the button marked "test". The "reset" button should automatically pop out showing a red mark when viewed from above. (If it does not do so, contact the Superintendent.) Do not forget to depress the "reset" button again to reconnect the electrical equipment.

In order to fix materials on the plasterboard walls of your apartment, use an anchor-bolt or other proprietary fixing device. If the wall is made of concrete, it will be necessary to drill a hole with a hammer-drill and a masonry bit and to plug the hole with a plastic sinker. Where metal may be encountered, e.g. above windows,

an anchor-bolt should also be used.

Do not hold elevator doors open.

The common elements are sprayed regularly to reduce the risk of insect infestation. Residents who experience problems with insects on their balconies should call an exterminator.

Maintenance of **thermostats** controlling the air-conditioning and heat within a unit is the responsibility of the owner. Replacement should be done by a professional electrician.

To improve air-conditioning efficiency:

- The cost of air-conditioning is included in the condominium fees. You only pay for the power used by the fan. The thermostat next to the fan control must be set above that for the heating system to avoid having both systems operating simultaneously.
- The fan may also be used in winter to circulate air within the unit. This will promote a more even distribution of heat and reduce condensation. In winter the thermostat must be set below room temperature for the fan to operate.
- A fan coil in each unit has a filter which should be changed each year, or more frequently if the air conditioning is used heavily. Filters are available from the Superintendent at cost.
- Set the air-conditioning thermostat at 72°F. Turn higher or off when going out.
- Keep doors and windows tightly closed and blinds shut.
- Check the pan under the fan coil from time to time; report water build-up to the Superintendent.



To cut down other electricity costs:

- Turn off lights and fans when out of the room (this applies to units and the common elements).
- Keep light bulbs and fittings clean. Use fluorescent lighting.
- Turn off electrical equipment when not in use (as little as 15 minutes of down time is sufficient to save energy).
- Use cold water to do laundry.
- Replace older appliances with energy-efficient models.
- Shift electricity use from peak weekday periods (between 11 a.m. and 5 p.m. during May to October and 7-11 a.m. and 5-7 p.m. during November to April) when possible. (Install programmable thermostats.)
- Plan your forays into your refrigerator and freezer. Keep doors open for as short a time as possible. Keep vents and rear cooling grills clean.
- Open the oven door as infrequently as possible.
- Fill kettles only with amount of water required.
- Use pans to fit elements, and use your microwave when convenient.
- A guide to Winterizing your Unit is available on our web site.



To conserve water:

- Turn off taps when not in use.

- Have leaking taps and running toilets repaired promptly.
- Monitor your sinks, dishwasher, washing machine, and hoses for surrounding water. Report problems to the Superintendent.
- Wait for a full load before using your dishwasher or washing machine.
- Install low-flow toilets, showerheads, and aerating taps.

A **local services guide** is given in the following pages. The Superintendent and his assistant may undertake interior work for residents outside business hours -- arrangements for such assistance are the responsibility of the two parties and not of the Corporation.



LOCAL SERVICES GUIDE*

For Emergency Ambulance, Police, and/or Fire Department Dial 911

Time: 613-745-1576

Weather: 613-998-3439

Bus information: phone 613-741-4390 or go to octranspo.com and enter travel plans.

For times at specific stops dial 613-560-1000 plus stop number:

Bronson going north & east — stop 6627 Bronson going south & west — stop 6626
Slater going east -- stop 3005 Albert going west — stop 3004

Airport flight information		613-248-2125
City of Ottawa	100 Laurier West	311
National Arts Centre	53 Elgin St.	613-947-7000
National Gallery of Canada	380 Sussex Drive	613-990-1985
OC Transpo - general		613-741-4390
- lost and found	112 Kent St.	613-563-4011
Ottawa Citizen - circulation		613-596-1950
Ottawa Public Library	120 Metcalfe St.	613-580-2940
YWCA/YMCA	180 Argyle St.	613-237-1320
Banking		
Alterna Savings	400 Albert St.	613-560-0100
Bank of Montreal	269 Laurier West	613-564-6424
CIBC	Bank & Queen	613-564-0793
Royal Bank	Bank & Queen	613-564-4563
Scotiabank	Bank & Gloucester	613-564-5307
TD Canada Trust	180 Kent St.	613-783-6200
Beverages		
The Beer Store	515 Somerset West	613-233-6723
Chateau des Charmes	Minto Place	613-782-2410
LCBO	- World Exchange Plaza	613-233-0394
	- 240 Sparks St.	613-567-7108
	- 22 Isabella St.	613-232-9689
Books		
Chapters	47 Rideau	613-241-0073
Prospero Books	128 Bank St.	613-238-7683
Electricians		
Campbell & Kennedy	21 Antares Ave.	613-228-5444
Florists		
Evangeline Flowers	593 Somerset West	613-238-2513
Food & convenience		
Boushey's Fruit Market	348 Elgin St.	613-236-4482
Food Mart Express	380 Laurier Ave.	613-236-8914
Hartman's	296 Bank St.	613-234-8692
Quick Check	445 Laurier Ave	613-422-6054
Quickie	435 Albert St.	613-232-6488
Slater Street Market	Minto Place	613-233-0434

* Suppliers listed have provided satisfactory service in our building. Their inclusion here does not imply any warranty on the part of the Corporation.

Hardware

Home Hardware	140 George St.	613-789-4663
Home Hardware	736 Bank St.	613-234-6353

Health

Apple Tree Medical Centre	368 Slater St.	613-236-9425
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Locksmiths

Ace Professional Lock Service	Presland Rd.	613-741-4814
Action Lock and Safe	214 Dalhousie St.	613-241-6700
Multi Arms Security	309 Bank St.	613-230-4000
Serrure Outaouais	355 Gréber Blvd.	819-561-4400

Magazines

Mags and Fags	254 Elgin St.	613-233-9651
Maison de la Presse	92 Bank St.	613-230-9774

Painters and general contractors

Collins Painting	1300 Richmond Rd.	613-421-1428
Commercial Painting and Renovation	2183 Ogilvie Rd.	613-748-5994
Di Nuzzo Painting	1145 Snow St.	613-745-2456
Dynamic Building Improvement	15 Capella Cr.	613-746-9888
GSA Construction	1716 Woodward Cr.	613-422-7034

Pharmacies

Rexall Pharma Plus	Minto Place	613-782-2332
Ottawa Medical Pharmacy	797 Somerset West	613-236-2307
Shoppers Drug Mart	Laurier and Bank	613-232-5723

Photocopying

Staples Business Depot	403 Bank St.	613-235-2525
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Pizza

Ricardo's	267 Bay St.	613-233-1515
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Plumbers

Clean Flow Plumbing Service	20-65 Bentley Ave.	613-238-0001
Mr. Rooter Plumbing	3900 Russell Rd.	613-746-0000

Postal Outlets

Minto Place	Minto Place	613-782-2260
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Shoe Repairs

Earth Watch Shoe Service	Minto Place	
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Transportation

Blue Line Taxi		613-238-1111
Capital Taxi		613-744-3333

Video rentals

Bayscorner	245 Bay St.	613-235-4008
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RULES AND REGULATIONS

1. No owner shall do, or permit anything to be done, or bring or keep anything in the building which will increase the risk of fire, or which will conflict with provincial or municipal laws, by-laws, or regulations, and any insurance policies carried by the Corporation. Replacement of batteries in smoke alarms without electrical power is the responsibility of the owner.
2. Owners shall provide the Superintendent with a key for the entrance doors of their units. If keys are not provided, force will be used to enter units in emergencies and the door will be replaced at the owner's expense.
3. Owners shall not create or permit the creation or continuation of any noise or nuisance that may disturb the comfort or quiet enjoyment of the property by others.
4. Pets on the property must be controlled so as not to create a nuisance or disturb the enjoyment of others. Owners shall be liable for damages caused to the common elements by their pets. Pets are not permitted on the third floor patio.
5. The parking area assigned by the Board to a unit owner for his exclusive use may only be used for a bicycle, motorcycle, private passenger automobile, station wagon, or commercial vehicle of less than 2.5 tonnes in weight. The vehicle must be registered with the Superintendent.
No parking space may be leased or otherwise made available to a non-resident of the building. The assigned parking space shall be kept free of materials likely to cause a hazard or nuisance.
Parking in the two areas designated for visitors off the Gloucester Street ramp may be used only with a permit issued by the Superintendent displayed on the vehicle's dashboard. Such permits will be issued on a first-come first-served basis upon application by a unit owner or tenant. Terms shall be limited to three days and may be renewed on each third day thereafter if space is available; terms for those using the guest suite may coincide with the term of the rental.
Bicycles displaying a tag issued by the Superintendent may be parked in the area designated for them on the Laurier Street level garage. No vehicle or equipment shall be parked in any other part of the common elements.
6. Balconies shall not be used as a storage area. No items shall be placed on a balcony or exterior surface of the building that will detract from the uniform appearance of the building. Nothing shall be thrown, shaken, or swept off balconies or thrown from windows or doors. No hanging or drying of clothes is permitted on balconies. Antennas, aerials, and similar structures may be affixed to the exterior of a unit only with the written authorization of the Board. Use of barbecues other than electric is prohibited. No awnings or external shades shall be erected over a balcony or window. Windows must be covered, using standard curtains, drapes, or blinds.
Any work performed on a balcony must be contained so as prevent dust from spreading.

7. The sidewalks, entry passageways, walkways, and driveways shall not be obstructed or used other than for entry and exit to and from the units or designated parking areas.
8. Entrance to the lobby or garages shall not be granted to strangers.
9. No person shall appear in the common elements other than the recreation area on the 22nd and 23rd floors in bare feet or not dressed in street clothes. Proper cover-ups must be worn going to and from the area. Posted rules governing use of the area must be observed.
10. Moves of household effects requiring more than one trip in an elevator must be arranged in advance with the Superintendent. Such moves may only be made between the hours of 9 a.m. and 4 p.m. Mondays to Fridays and 9 a.m. to 12 noon on Saturdays and Sundays. Use of the elevators outside these hours may be carried out by voluntary arrangement with a staff member; staff may charge a fee for such arrangements. Not more than one unit shall be permitted such a move at any one time. All furniture, construction supplies, and equipment must be delivered through the Percy St. entrance using only the rear entrance of the east elevator. Owners are responsible for damages caused by such moves. The Superintendent will inspect the hallways and elevators immediately before and after each move with the responsible resident and notify the Board of such damages; the cost of consequent repairs will be assessed against the owner.
11. No signs or notices may be posted anywhere on the property except with the written authorization of the Board.
12. Solicitation for charity, promotion, or sales is not permitted on the property except with the written authorization of the Board.
13. Showers, toilets, and sinks in the common elements shall not be used for purposes other than those for which they are constructed. No sweepings, garbage, rubbish, rags, ashes, or other substances shall be deposited therein. Odours must be contained within a unit through use of exhaust fans and ventilation to the balcony. No stores of combustible or offensive goods, provisions, or materials shall be kept on the property. Water shall not be left running unless in actual use. Electrical circuits shall not be overloaded.
14. Hot water tanks are the responsibility of the owner and must be replaced at least every ten years. The Board may provide specifications for the installation of such tanks.
15. Repairs and renovations to a unit, whether undertaken pursuant to Bylaw 12 or otherwise, shall be carried out between the hours of 8 a.m. and 5 p.m. on weekdays and 10 a.m. to 2 p.m. on weekends and holidays. Notice of the nature and timing of construction work must be posted by the owner in the lobby. Owners must provide contractors with construction guidelines and ensure that such contractors submit proof of insurance and trades certification to the Superintendent prior to commencing work. No materials, equipment, or waste may be left in the hallways; all waste must be removed from the premises by the owner.

Hardwood flooring must be installed over a soundproof membrane having a Sound Transfer Class of not less than 50 and an Impact Insulation Class of not less than 51. Flooring and membrane may not be glued, nailed, or screwed to the concrete floor slab. Units with hardwood flooring must have noise-transmission devices such as padded legs on furniture; occupants should avoid walking with hard-sole shoes.

16. No auction sale shall be held on the property without the written authorization of the Board.
17. The party room off the lobby and the guest suite on the second floor may be rented by a unit owner or tenant through application to the Superintendent. Such rentals are conditional upon signature by the unit owner or tenant of a rental agreement approved by the Board setting out the owner's obligations, liabilities, and the fees payable. The lessee must be in attendance when guests are present in the party room. The party room may not be used for other than conventional social activities without the written consent of the Board.
18. Non-recyclable small items of garbage shall be disposed of in sealed bags not exceeding ten kilogrammes in weight and thrown down the garbage chute. The garbage chute is not to be used between the hours of 10 p.m. and 7 a.m. Recyclable paper, cardboard, glass, plastic, and metal items shall be placed in the designated containers located in the parking area in the Percy Street level garage. Other items, placed in bags if feasible, shall be deposited in the grey bin in the Percy garage. Owners are responsible for having furniture, appliances, and other large items removed from the premises.
19. Regular business with the Superintendent and Property Manager is to be transacted during business hours as posted on the bulletin board in the lobby. For matters requiring immediate attention, the staff may be contacted by calling the posted pager number.
20. No unit may be used as a hotel or lodging house. Units may not be leased nor sub-leased for an initial term of less than six months.
21. Storage lockers are assigned to residents and may only be used for prescribed purposes. Lockers used without authorization are subject to having the contents disposed of without notice.
22. A fee of \$25 is payable to the Superintendent on duty who is requested to grant entry to a resident outside normal business hours.
23. Violations of the rules shall be subject to an administrative charge of \$100. Such a charge shall be added to the owner's contribution to the common expenses.

Adopted by the Board of Directors, March 10, 2010

BOARD OF DIRECTORS AND STAFF

Directors

The members of the Board are:

Janine Hutt* - President
Peter Boyd ** - Vice-President
Michael G. Kelly ** - Secretary-Treasurer
Danièle Pion***
Daryl Rajzman*
Gene Sokolov***

* term runs to 2016

** term runs to 2015

*** term runs to 2014

Property management

The condominium is managed by PMA Realty Consulting Ltd. The Property Manager is Monica Murad. The Superintendent is Gary McGuire and the Assistant Superintendent is Peter Carvell. Ron Hutt is an administrative assistant.

The Property Manager can be reached at 613-742-5778/ext 239 or e-mail monica@pmamanagement.com. She is on site Wednesdays from 10 to 11 a.m.

To reach the Superintendent or his assistant, call 613-233-6800. If no one is in the office (off the lobby) a tape-recorded message will invite you to leave your name and number or, if the matter is urgent, to call the emergency number. To contact a staff member when immediate attention is required call the pager at 613-593-9923.

For emergencies at any time call **613-239-4586** to reach the management company. Telephones with a direct line to a monitoring service which can arrange assistance are provided in the lobby, the elevators, and beside the swimming pool. There is always someone on duty who can make the appropriate follow-up.

Superintendent's e-mail: ccc289@hotmail.com
web site: 556laurier.net
web administrator's e-mail: ccc289web@gmail.com

GUIDELINES FOR UNIT RENOVATIONS

1. Prior to starting any renovation work, owners shall inform the board of their proposed changes, providing sufficient detail to allow the determination of whether any common elements within the unit are affected. If appropriate, this shall include a completed Schedule 1 of Bylaw 12. The board will indicate its approval or otherwise as expeditiously as possible. If such approval indicates that a building permit from the City of Ottawa is required, such a permit shall be provided to the Corporation before work begins.
2. Owners shall ensure that all contractors and trades persons are licensed, and have up to date damage and liability insurance coverage and full status under the Workplace Safety and Insurance Board. Copies of contractor and trades personnel accreditations and damage and liability insurance certificates shall be provided to the Superintendent prior to the start of work.
3. Owners shall provide contractors with a copy of the Corporation's Guidelines for Contractors and shall be responsible for their observance.
4. A security deposit of \$200 (by cheque payable to CCC289) shall be provided prior to the commencement of work. The unit owner or his designate shall accompany the Superintendent on an inspection of the service elevator and corridors to be used during construction, noting their condition; a similar inspection shall be conducted after completion of the work. The owner will be assessed the costs of repairing any damage done to the common elements, including those within a unit, during the interval.
5. Owners shall post a notice in the lobby indicating the period during which the construction work is to be undertaken.

CARLETON CONDOMINIUM CORPORATION NO. 289

556 LAURIER AVENUE WEST
OTTAWA, ONTARIO K1R 7X2

GUIDELINES FOR CONTRACTORS

All contractors and trades persons working on these premises must be licensed, have up-to-date damage and liability insurance coverage, and have full status under the Workplace Safety and Insurance Board (WSIB). Copies of accreditations and damage and liability insurance certificates must be provided to the Superintendent prior to the start of any work;

Contractors must respect the Corporation's rules and regulations including allowable hours of work and use of the service elevator, the transportation of materials in and out of the building, daily cleaning and maintenance of the common elements after use, and the removal of waste material from the site;

Contractors, independent workers, and trades persons must contact the Superintendent to advise of their presence in the building and discuss their requirements;

Contractors must advise the Superintendent when the freight elevator is needed. Protective pads must be in place. Only the rear entrance of the freight elevator and the Percy entrance may be used for all transport of materials, tools, furniture etc;

Prior to beginning work contractors shall familiarize themselves with the locations of the water shutoff valves in the unit.

Contractors must request the Superintendent disconnect the area fire alarm prior to using a soldering torch. Costs related to the fire department responding to a false alarm will be charged back to the unit owner.

These guidelines are intended to assist you and keep the lines of communication open for you and your co-workers while on site. Please do not hesitate to get in touch with the Superintendent should you have any questions – he will be happy to assist you.

July, 2011

Five Fifty-Six Laurier

RECREATION AREA RULES

1. Persons with communicable diseases or open sores are not to enter the swimming pool or whirlpool.
2. Users must shower before entering pools.
3. No person shall pollute the water in any manner.
4. Children under 12 on the pool deck or in the swimming pool must be accompanied by an adult.
5. Guests must be accompanied by a resident; number of guests limited to two per resident.
6. Number of persons on swimming pool level limited to 15.
7. Number of persons in whirlpool limited to 4.
8. No running, shouting or boisterous play allowed. The volume on radios, etc. must be kept low.
9. No glass objects allowed.
10. No smoking allowed in the recreation area.

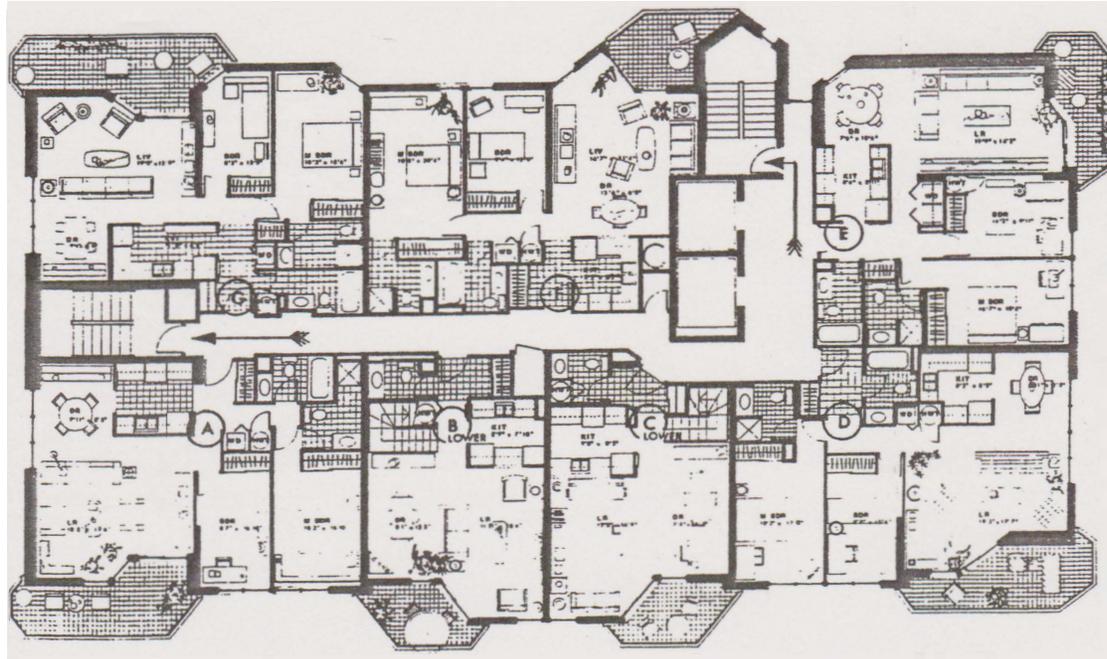
Emergency phone located near centre door on pool deck (No need to dial: just pick up receiver)

First-aid kit located on east wall on pool deck

Caution - avoid deep dives - dive at your own risk

APPENDIX E

Location of Fire Exit Stairwells
on a typical floor



For entry to stairwells follow either of the two arrows