

CARLETON CONDOMINIUM CORPORATION 264

Rules, Regulations and Policies

CONVENT GARDENS



Rules, Regulations and Policy Handbook

St. Andre Drive, Gloucester

Issued: November, 1998

Updated: September, 2013

IMPORTANT CONTACTS AND INFORMATION

Property Management	Monday to Friday 9:00 a.m. to 5:00 p.m.739-1057739-8486
	Fax Number788-9143
	After Hours Emergency (Only use this number if the immediate attention of a contractor is required – see the section entitled 'GENERAL AND PREVENTIVE MAINTENANCE')	
City of Ottawa Animal Bylaw Enforcement	311
City of Ottawa Noise Bylaw Enforcement	311
Ottawa-Carleton Regional Police Dept	230-6211
EMERGENCY (Police, Fire, Ambulance)	911

CONVENT GARDENS RESIDENT INFORMATION TABLE OF CONTENTS

Welcome and Introduction	1
Section 1 – General Information	2
Property Management	2
Type of Services Required	2
Repairs to Common Elements	3
Water Information	3
Playground	3
Pool	3
Newsletters	4
Speed Limits	4
Supervision of Children	4
Rules and Regulations Enforcement	4
Your Board of Directors	4
Insurance	4
Insurance Deductible Policy	5
Common Charges	5
Special Assessment	5
Exclusive Use Areas	6
Garbage	6
Blue Box Program	7
Hazardous Goods	7
Pet Control	7
Noise	7
General and Preventive Maintenance	8
Categories of General Repairs	8
Preventive Maintenance	8
Repair Service Charge	8
Unit Owner Maintenance Responsibilities	9
Damages	9
Architectural Policies	9
Rule Amendment Procedure	10
General House Rules	10
Excerpts from the governing documentation	10
Single Family Dwelling	10
Insurance Cancellation	11
Tenants	11
Owners of Rental Units	11
Access to Units	11
Repairs by Unit Owners	11

Section II - Policies12
Policy No. 1 - Unit Owner's Liability12
Policy No. 2 - Request for modification, alteration, addition12
Policy No. 3 - Minor Exterior Alterations13
Policy No. 4 - Lawn Umbrellas & Awnings14
Policy No. 5 - Garden Sheds14
Policy No. 6 - Window Air Conditioners15
Policy No. 7 - Landscaping15
Policy No. 8 - Seasonal Decorations16
Policy No. 9 - Parking Policy16
Policy No. 10 - Clotheslines18
Policy No. 11 - Doors and Storm/ Screen Doors18
Policy No. 12 - Attic Alterations18
Policy No. 13 - Fence Rules & Swing Gates19
Policy No. 14 - Satellite Receiving Antenna19
Policy No. 15 - Window Maintenance Policy19



Welcome and Introduction

Dear Convent Gardens Residents:

This ***Rules and Regulations and Policy Book*** has been revised and updated to reflect the current environment of St. Andre Drive. The Board of Directors feels that the topics discussed in the following sections are of importance to you. This is the fourth revision of the original document that was distributed in 1984. The purpose of this document is to inform all residents of the condominium rules, regulations and procedures, and to establish guidelines aimed at encouraging acceptable and consistent conduct within our immediate community. Note that these ***Rules and Regulations*** apply to all residents and guests of St. Andre Drive, at all times. Measures have been put in place to allow the Board of Directors, along with the Property Management Company, to enforce these rules as written. Our condominium, however, remains subject to the by-laws established by the City of Ottawa.

C.C.C. No. 264 on St. Andre Drive affords all residents and guests a warm, charming and friendly environment, constructed in a natural setting. The present style and personality of our community has, in good part, provided a harmonious living environment. All residents share in the responsibility of maintaining it as such. Let's all strive to maintain our homes and to conduct our day to day activities in a manner conducive to inspiring others to respect the style of living we all share and enjoy. Let's make our community a safe and more enjoyable place for everyone.

We ask that you read this document carefully and understand its contents fully. Keep these ***Rules and Regulations*** handy for quick and easy reference. As written, this document has been adopted by your Board of Directors.

Regards;

The Board of Directors,
September, 2001

Section 1 - General Information

Property Management

There are 184 units in Carleton Condominium Corporation No. 264, comprised of 14 buildings.

Your condominium is managed by a full time manager and an elected volunteer Board of 5 individuals. Your first line of support is our Property Management Company; with address and contact information found on the second page of this document.

Contact the property management firm with inquiries and requests for maintenance and repairs to the common elements. The Property Management Firm services **emergencies** 24 hours a day.

Callers should give their name, Condominium Corporation and unit # number to the property manager and indicate the reason for their call. If the Property Manager is not available, please leave a message signifying the purpose of your call on the manager's voice mail. He/she will return your call or service your concern as soon as possible.

While the foregoing relates to contact by telephone, there are no doubt many instances where a written note or letter to the Property Manager, by mail, fax, email, or by use of a drop box located at the condominium will be equally effective, if not more so, in documenting your need or concern. In fact, a brief written confirmation of any telephone discussion with the Property Manager is advocated.

PLEASE NOTE

Members of the Board should **NOT** be contacted regarding any complaints or emergencies. Our management firm is organized to serve your needs better by direct contact. The Board is informed subsequently by Management.

TYPE OF SERVICE REQUIRED

EMERGENCY

Use Phone Service noted above. When deciding if your problem is an emergency, you may consider the following:

- a) Can the condition stand until normal working hours and then be serviced by a contractor at regular rates?
- b) Can you personally effect temporary measure until the contractor can service at regular rates?



Items which are definitely an emergency nature are:

1. Sewer back-up
2. Total power loss to the unit.
3. Heavy water infiltration causing interior damages.
4. Fire
5. Damage resulting from Break and Enter.



Items which are **NOT** of an emergency nature are:

1. Parking problem.
2. Exterminator related problems.
3. Electrical problems with exterior lighting.
4. Letter sent to residents and owners.

REPAIRS TO COMMON ELEMENTS

1. Contact Property manager by phone/and/or in writing as noted above during business hours
2. Interior maintenance of the units is the responsibility of the unit owner.

WATER INFORMATION

- Hot water shut off valve in upper units is beside the hot water tank
- Cold water shut off valve in upper units is behind access panel in closet next to the powder room on the main floor
- Hot & cold water shut off in lower units is next to the hot water tank in storage room – blue valve 1 ½ feet off the ground.

PLAYGROUND

The playground is designed for a variety of ages and is for residents and their guests only. Small children are to be accompanied by a responsible person.

POOL

The outdoor swimming pool is for the enjoyment of the resident and the invited guests of the residents only. All persons must wear pool Identification Tags while inside the Pool enclosure.

New tags were distributed to the residents and owners in 1998. Pool Identification tags are to remain with the unit, and are to be transferred upon change of occupancy or ownership. Lost tags will be replaced for a fee. All visitors must have a visitor tag on to be in the pool. This tag can be obtained from the lifeguard on duty.

Each guest must be accompanied by a resident/owner. There is a limit of four guests per unit at any time. If the pool area is full and other residents would like access, any visitors will be asked to leave. Pool rules are posted in the pool areas. Users are asked to observe these rules. The on-duty lifeguard has the authority to enforce these rules.



NEWSLETTERS

Newsletters are issued to all residents of the condominium. They contain information of various community functions and items of general interest to residents and are sent quarterly.



SPEED LIMITS

The speed limit on St. Andre Drive is **15 kilometers per hour**. For everyone's safety, go carefully and slowly.

SUPERVISION OF CHILDREN

The supervision of children is the sole responsibility of parents, guardians or caregivers. We encourage, for their own safety, that children are not left unsupervised anywhere on Condominium property. Parents or guardians will be held financially responsible for any damages caused by their children.

RULES AND REGULATIONS ENFORCEMENT

Complaints relating to violation of your Rules and Regulations are to be forwarded in writing, or by phone (followed by a brief note), to the Property Manager as soon as possible after each violation.

Any violation of rules and regulations is subject to enforcement. Action(s) to resolve the violation will vary in accordance with the nature and severity of the violation. Typically, unit owners will be notified of the violation and provided a reasonable item period to rectify the situation. Failure to do so will result in unilateral action being taken by the Association and all associated costs being levied against the said owner.

YOUR BOARD OF DIRECTORS

The Board of Directors is elected at the Annual General Membership Meeting (AGM). All Board positions are volunteers. Positions on the board are President, Vice President, Secretary, Treasurer, and Director at Large. The Board of Directors determines these positions. Each Board member contributes equally in the management of the Condominium.



INSURANCE

No owner shall do, or permit, anything to be done in his unit or bring or keep anything therein which will, in any way, increase the risk of fire or the rate of fire insurance on any building or on property kept therein. No owner shall obstruct or interfere with the rights of other owners, in any way injure or annoy them, conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Corporation or conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law. Unit owners should carry a homeowner's policy, which includes public liability coverage, contents insurance including amounts for any upgrades made to the unit and a rider which covers the deductible portion of the Corporation's insurance.

INSURANCE DEDUCTIBLE BY-LAW



A new by-law was passed at the Annual General Meeting in April 2001 regarding liability for the Corporation's deductible portion on an insurance claim against the Corporation's policy made by a unit owner for loss or damage to non-common elements within the unit. Effective

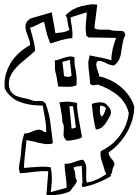
April 2001, the claiming owner will be responsible for the deductible portion of each claim, except where damage is caused by failure of common elements. Any repair costs to a non-common element not covered under the insurance policy becomes the sole responsibility of the unit owner.

COMMON CHARGES



Carleton Condominium Corporation No. 264 funds its operations by levying a condominium fee to each unit. The levy serves to pay expenses, charges and costs of running the corporation on a day-to-day basis and to set aside funds (reserve fund) for the replacement of common elements, based on their life expectancy. The monthly assessment is determined in the following manner:

- a) The Board of Directors prepares an annual budget incorporating an estimate of ongoing costs for the coming year and an allocation to the reserve fund for expected common element replacements in the future.
- b) Each unit owner is then assessed his or her respective levy as a percentage of the total budget on the basis of a schedule set up at the time the corporation was created (for each unit's percentage, consult your copy of the Declaration, Schedule "D").
- c) Condominium fees are due on the first day of each month.
- d) The Corporation charges a fee for late payment of condominium fees and a separate fee for a returned cheque or returned pre-authorized debit.
- e) If a unit is delinquent in making the condominium fee payment required, then the Corporation can lien the unit and all of the legal fees associated with this action and interest on the unpaid fees become due and payable as part of the lien.



Please arrange with the property management firm for monthly pre-authorized debits or make post dated cheques payable to C.C.C. No. 264 and send them to the property management firm. (Please ensure that your address and unit # are on each cheque).

SPECIAL ASSESSMENT

If the funds of the Corporation are not sufficient to meet the requirements of the reserve fund and/or operating allocations, then the Board may levy a special assessment. A notice of special assessment is forwarded to all owners and the basis of their contribution for the required sum is set out in schedule "D" of the Declaration (all units in Convent Gardens contribute equally to common expenses relative to the size of the unit).

This payment would be collected over and above the monthly common charge for each unit. It should be noted that Special Assessments are levied only under special circumstances. In preparing the yearly budget, the Board goes to great lengths to consider anything and everything that must be included for the coming year.

EXCLUSIVE USE AREAS

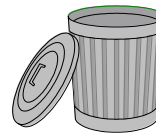
Balconies are considered “exclusive use” areas for occupants of upper units. Yards are considered “exclusive use” areas for occupants of lower units. It is the responsibility of each resident to keep their “exclusive use” area clean. Exclusive use areas which are not properly maintained by the resident will be maintained by the Condominium Corporation and all associated costs will be the responsibility of the unit owner.

In the event that owners/tenants wish to make changes to “exclusive areas”, a written request must be sent to the property management firm and approval must be given by the Board of Directors. Such requests should be accompanied with drawings of the planned changes (e.g. garden sheds, swing gates, patio stones, small decks, etc.). Refer to the policies and information contained herein on specific item.

NO items are to be stored or placed in the attics under any circumstance. Any items found in the attics will be immediately removed by the Association.

GARBAGE

Our Condominium is governed by the City of Ottawa by-laws for garbage collection and disposal and the city is responsible for the collection of garbage on St. Andre Drive. The cost of garbage collection is included in your property taxes. Garbage pick-up days can be verified by contacting the City of Ottawa at 560-1335.



All garbage must be tied, as per the Regulations (determined by Municipal by-law), in polyethylene or plastic garbage bags and placed inside the garbage sheds. **Any large bulky items (i.e. Furniture, mattresses etc.) must be left outside beside the garbage shed after 6:00 p.m. of the night before pick-up day.** Bulky items that can be bundled together must be so bundled in a size not exceeding 25 kilos or 55 pounds and not larger than 4 feet in any one dimension. Any bulky items that cannot be pulled to the garbage truck will not be picked up.



Paints, batteries, auto parts and construction materials will not be picked up by the regular garbage collection crews. It is your responsibility to take hazardous items to the Trail Road Household Special Waste Depot, 4475 Trail Road in Nepean (Phone # 560-1335). Residents leaving uncollectable garbage at the sheds will be billed for the costs incurred to remove it.



Children are prohibited from playing in or around the garbage sheds. Encourage children to play elsewhere, such as the tot lot or parks in the vicinity.

If you have any furniture or items that can be recycled, please call Neighbourhood Services, Salvation Army, St. Vincent de Paul stores, any battered women's shelters, or other charities to arrange pick-up.

Any resident who witnesses another person disobeying the City of Ottawa by-law for garbage should report the incident to the by-law Enforcement Officer of the City of Ottawa. Offenders are subject to fines.

BLUE BOX AND BLACK BOX PROGRAM

Our condominium follows the by-laws of the City of Ottawa for recycling. Contact the City to obtain your recycling boxes. Black and Blue box pick up are on alternating weeks on the same day as regular garbage pickup. . Be sure to obtain your schedule from the City.

Be sure to follow the guidelines on what materials are recyclable, and how to package these materials. Large corrugated boxes must be taken apart and tied in 1 metre by 1 metre size bundles. You will be helping the environment and our community's appearance by reducing garbage.

HAZARDOUS GOODS

Always store dangerous goods (propane, gasoline, paints, etc.) outside, but out of sight.

PET CONTROL



Residents are advised, in the first instance to refer to the City of Ottawa by-law concerning pet control. The following are rules that apply to pet ownership.

- At no time may a pet be allowed to roam freely and alone in the common use areas of the Condominium. A pet must be on a leash at all times and accompanied and controlled by a responsible person.
- It is incumbent upon each pet owner to ensure that their pet does not damage any common use area.
- Exclusive use areas are to be kept free of pet excrement at all times.
- No pet shall be tied up in such a way as to permit the pet to venture on to any common area.
- It is incumbent upon each pet owner to keep the noise level to an acceptable level at all times. Excessive barking or other noise made by the animal must be stopped by the owner in any effective way necessary.
- All pets are prohibited from urinating anywhere in common areas.
- If it is necessary for the animal to defecate on any common element or property of the Condominium, the owner (or custodian) will then immediately gather up the droppings in any way he chooses and dispose of them within his own home enclosure (**NOT in garbage receptacles in the common area**). The most environmentally-friendly disposal method is in the owner's toilet.
- No unit shall keep or have more than 3 dogs or cats or combination thereof.
- Exotic animals are prohibited.



NOISE

The condominium is subject to the Noise by-law of the City of Ottawa. Where there is a flagrant noise violation and an unresponsiveness to a request for moderation, owners/tenants affected should:

- Call the Ottawa - Carleton Area Police Department By-law Enforcement Division or City of Ottawa Standards Enforcement and register a complaint. By-laws exist which prohibit excessive noise at any time.
- Submit the complaint in writing to the Property Manager confirming the incident and any actions taken for each violation.
- With respect to enforcement, it should be stressed that respect, consideration, and tolerance of your neighbours is essential. This is an integral part of condominium living. No one shall create or permit the creation of or continuation of any noise or nuisance which, in the opinion of the Board of Directors or Property Manager, may or does disturb the comfort or quiet enjoyment of the property by other residents.

GENERAL AND PREVENTIVE MAINTENANCE

The Corporation is responsible for the maintenance and repair of all common elements including those elements inside the exclusive use areas (backyards & balconies). Loosely defined, common elements are everything exterior to and including the outside of each exterior wall of the unit. Notify the Property Manager of any common elements in need of repair.

Categories of General Repairs

1. Emergency

Response: Immediate

Definition: Those repairs, which if not effected as soon as possible, could result in serious damage to property or constitute imminent danger to life.

2. Periodic

Definition: Certain types of repairs can only be made seasonally. These should be reported when they occur and will be logged by Management for action in the appropriate season.



PREVENTIVE MAINTENANCE

This is defined as the pre-planned servicing of an item prior to its reaching a stage where repair will either be much more expensive or not possible anymore. The current program of Preventive Maintenance Repair will be as decided by the Board of Directors.

REPAIR SERVICE CHARGE

A service fee shall be charged to unit owners for service calls made for repairs which are determined to be the responsibility of the unit owner.

UNIT OWNER MAINTENANCE RESPONSIBILITIES

The maintenance, repair and/or replacement of the following items are the responsibility of each unit owner.

1. Door locks and handles
2. Window locks, handles, and hinges
3. Repairs and damage to window panes and screens (see policy number 15)
4. Weather-stripping
5. Insulation upgrades
6. Frozen pipes caused by resident's neglect to maintain proper heat
7. Any damage to common elements caused by owner
8. Storm/screen doors
9. Internal wiring
10. Exterior modifications (See Policy No. 2)
11. All fence gates and associated hardware
12. Parking Spot Stains
13. Interior door bells
14. Exterior mail boxes

DAMAGES

Any damages to the common elements resulting from the misuse or from unusual or unreasonable use shall be borne by the unit owner who, or whose family, guests, visitors, servants, clerks or agents caused the damage.

ARCHITECTURAL POLICIES

The Board makes rules and policies concerning architectural additions to ensure

- the architectural soundness of existing and future structures
- to consider the communities ever changing requirements
- to preserve cohesiveness, which simply means, a variety with a common base.
- See Policy No. 2

There are many other factors involved, including the comfort feeling of home that we wish to retain for each and every individual of Convent Gardens. While we cannot and will not please all, decisions will be made to please the majority.

This policy book contains rules and policies respecting our condominium community and is designed to be informative to the unit owner. Rules and policies are changed by the Board of Directors, from time to time, as the necessity arises.

As owners of the Condominium Corporation, you have input to the rule making procedure. The Board of Directors wishes you to know that they make the rules for your approval but with a view to enhancing property value, allowing individuality and creativity and always remaining open-minded to changes.

RULE AMENDMENT PROCEDURE

The Board may make rules respecting the use of common elements and units or any of them to promote the safety, security or welfare of the owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units.

Any rule made shall be effective thirty (30) days after notice thereof has been given to each owner unless the Board is in receipt of a requisition in writing made by owners who together own at least 15 per cent of the units. A meeting of the owners shall be called and if the meeting is not called and held within thirty days of receipt of the requisition, any of the requisitionists may call the meeting, and in such a case, the meeting shall be held within sixty (60) days of receipt of the requisition.

GENERAL HOUSE RULES

- Firewood must be neatly and safely stacked outdoors in your exclusive use area.
- Nothing shall be thrown out of the windows or doors of the buildings.
- Owners shall not overload existing electrical circuits.
- No individual auction sale/yard sale shall be held on the common elements.
- The sidewalks, entry, passageways, walkways and driveways used in common, by the owners, shall not be obstructed by any of the owners or used by them for any purpose other than for access to and egress from their respective units.
- No building, structure or tent shall be erected, placed, located, kept or maintained on the common elements.
- Mops, brooms, dusters, rugs, bedding or laundry shall **not** be shaken, beaten or hung from any window, railing, fence or door. Patio/balconies shall be kept clean and tidy by the unit owner having the right to use it.
- Washing cars on common elements is prohibited. All residents are encouraged to conserve water consumption, which is a common expense to the entire condominium.
- No car repairs are to be performed on Condominium property. Please take your vehicles to garages for maintenance and repairs.
- No alcohol shall be consumed on common elements.
- Storage of any item in the attic is strictly prohibited.
- Nothing is to be stored on common elements.
- No permanent fixture is to be erected on the common elements.
- Only materials approved by the Fire Department may be burned in your fireplace.

EXCERPTS FROM THE GOVERNING DOCUMENTATION

Single Family Dwelling

Each dwelling unit shall be occupied and used only as a private single family residence and for no other purpose. (DECLARATION ARTICLE FOUR - UNITS Section 4.01 (a))

Insurance Cancellation

No unit shall be occupied or used by anyone in such a manner as to result in the cancellation, or threat of cancellation, of any policy of insurance referred to in this Declaration. **(DECLARATION ARTICLE THREE - COMMON ELEMENTS Section 3.01 paragraph (b))**

Tenants

Any owner leasing his unit shall not be relieved hereby from any of his obligations with respect to the unit, which shall be joint and several with his lessee. **(DECLARATION ARTICLE FOUR - UNITS Section 4.02 paragraph (c))**

Owners of Rental Units

Where the owner of a unit leases his unit, such owner shall notify the Corporation that the unit is leased and shall provide to the Corporation the lessee's name and the owner's address. **[DECLARATION ARTICLE FOUR - UNITS Section 4.02 (a)]**

Access to Units

In case of an emergency, an agent of the Corporation may enter a unit at any time without notice, for the purpose of repairing the unit, common elements or part of the common elements over which any owner has the exclusive use, or for the purpose of correcting any condition which might result in damage or loss to the property. The Corporation or any one authorized may determine whether an emergency exists. **[DECLARATION ARTICLE ELEVEN - GENERAL MATTERS AND ADMINISTRATION Section 11.01 paragraph (b)]**

Repairs by Unit Owners

Unit owners are responsible to maintain and repair their units. Also each owner shall be responsible for all damage to any or all other units and to the common elements, which is caused by his failure to maintain and repair his own unit. If an owner does not effect repairs to his unit, then such repairs may be done by the Corporation and the owner will be obligated to reimburse the Corporation for the cost of such repairs. Some examples may include repairing broken windows which allow water penetration which could subsequently damage outer walls; interior plumbing leaks; and any other repair which could damage either another unit or the common elements.

Any loss, cost or damage incurred by the Corporation by reason of a breach of any rules and regulations in force, from time to time, by any owner, his family, guests, servants, agents or occupants of his unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses. **(Section 17 of the Condominium Act)**

Section II - Policies

POLICY NO. 1 - UNIT OWNER'S LIABILITY

a) Common Elements

In accordance with the provisions of the Condominium Act, the Declaration and By-law, owners of units are held responsible for any costs arising from any actions that have been taken in respect to that unit. This policy applies to all policies adopted by the Board of Directors concerning alterations to common elements made by a unit owner.

Policy: Should any damage or costs result from any authorized or unauthorized additions, modifications or alterations by a unit owner to the common elements, that unit owner shall be responsible for the costs necessary to effect repairs to return that element to its original condition.

Any additions, modifications or alterations made by a unit owner must:

- a) be maintained in a state of good repair at his own cost (except where otherwise noted)
- b) must not endanger safety or health
- c) must not affect the Condominium's insurance policy
- d) must be so constructed that there are no impediments or obstructions to the normal maintenance requirements for which the Corporation is responsible.

Failure to observe the above will result in the Corporation billing an owner directly for such costs as may be incurred by the Corporation to correct any unacceptable situation.

b) Exclusive Use

Interior Damage Policy

The Condominium Corporation will not assume any liability for interior damages to a unit not covered under the Corporation's insurance policy.

POLICY NO. 2 - REQUEST FOR MODIFICATION, ALTERATION, ADDITION

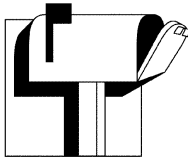
Policy: No owner shall make any **structural change** in or to his unit or any change to an installation upon the common elements of which such Owner has exclusive use, without the prior written consent of the Board. Any such change shall, if approved by the Board, be made in accordance with the conditions, if any, of such approval by the **Board**.

Any change made without proper authorization may result in the unit owner having to restore such elements to their original state. As a rule of thumb, if you are considering a change to your unit, whether it seems relatively minor such as changing an outside light fixture or door, or significant interior changes, it is safer to consult with management to determine what approval is required. Check individual policies for exceptions.

No work may be undertaken until specific approval has been received in the form of a letter from the management firm.

POLICY NO. 3 - MINOR EXTERIOR ALTERATIONS

General approval is given for the installation of the following, but please note that their installation is subject to the conditions set out in Policy No. 1 and those contained herein.



- **Mailboxes**

Mailboxes are installed immediately outside the door of each unit. These mailboxes are “common elements” and are the property of the Condominium. They are not to be removed. Missing or removed mailboxes will be replaced at the owner’s expense. Mailboxes are periodically used to deliver notices to the residents of the Condominium.

- **Door knockers and plaques**

These items must be easily removed for maintenance purposes and of a reasonable size. They must be affixed with screws and no adhesive types are permitted. They must be commercially manufactured residential types.

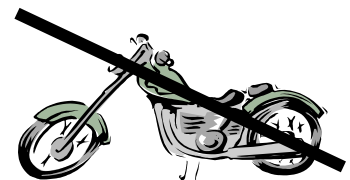
- **“For Sale/Rent signs”**

“FOR SALE” or “FOR RENT” or any other advertising signs can only be located on the inside of the window of a unit. These signs must not exceed two feet by three feet and “FOR SALE” signs must be removed promptly once the unit is sold.

No sign, advertisement, or notice shall be inscribed, painted or affixed on any part of the outside of buildings or grounds whatsoever.

- **Exclusive Use Storage**

Canoes, boats or other motor vehicles are not permitted to be left in “exclusive use” areas at any time.



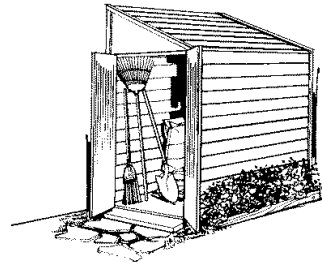
POLICY NO. 4 - LAWN UMBRELLAS & AWNINGS

- a) Lawn Umbrellas are permitted
- b) No approval is given for any awnings or sunshades, which are attached to the units.

POLICY NO. 5 - GARDEN SHEDS

Purpose

The Board of Directors has recognized a need for garden sheds. The main purpose of the policy is to ensure a visual harmony in the community.



Approval Required

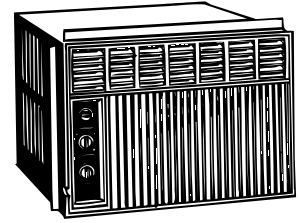
All garden sheds require prior Board approval before construction and/or placement in any exclusive use area.

All applications to the Board through the Manager **must** include specifications. The shed specified **must** meet the following conditions:

- must be freestanding with stable ground support
- must be of a colour to conform with the surroundings, not be larger than approximately 5 feet wide by 6 feet deep by 6 feet in height (or other models similar in colour and design),
- must not obstruct access to the building for maintenance or repairs
- must be located in the exclusive use area so as not to catch the roof drip from any overhang or to interfere with snow removal from roofs (any damage caused to the shed by snow removal shall be the owner's responsibility).
- must have a roof sloping away, so as not to direct the roof drip back toward the wall (this is a major cause of damage and foundation leaks)
- must ensure that adequate drainage is provided so that water does not become trapped between the structure and the basement wall
- no section of fencing may be incorporated in the structure
- the structure shall be self-supporting
- all structures must be on a base that allows easy removal in the event that below ground maintenance is required.
- any additional costs involved in removing or disassembling when maintenance is required will be assessed against the unit owner.
- the base should not be more than 5 inches above the ground.
- the shed shall be well maintained by the owner. Any damage caused by the shed to the property of the Corporation or other unit owners is the responsibility of the unit owner.
- commercially manufactured garden sheds are permitted providing they harmonize with the general appearance of the property.

POLICY NO. 6 - WINDOW AIR CONDITIONERS

- there is a limit of two exterior mounted air conditioners per unit;
- air conditioners must be properly mounted and any support structures must be painted to match the existing building;
- air conditioner support structures are to be removed immediately following the end of the season;
- the operation of the air conditioners must be in such a manner as to cause the least disturbance to one's neighbours. Otherwise the Board may request that the air conditioner be removed or repaired.
- air conditioners and support structures cannot be attached to the exterior of the building in any manner;
- air conditioners cannot be attached to the newly installed extruded vinyl windows;
- any damage caused by the installation or operation of any air conditioner must be repaired at the owner's expense and the owner will reimburse the Condominium for the costs of any repairs it incurs to repair such damage;
- water-cooled air conditioners are not allowed.



POLICY NO. 7 - LANDSCAPING

Conditions for General Approval

General approval is given for hanging flowerpots, baskets and flower boxes, but please note that their installation is subject to the following conditions and Policy No. 1.

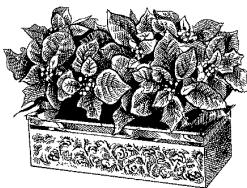
Hanging Flower Pots, Baskets

- may be attached to structures provided that:
 1. Size/weight must be within reason to ensure safety;
 2. Rubber grommets/washers to be used to seal the hole to prevent moisture collection, rusting and rotting;
 3. Must not sit over walkways when sitting on balcony rails.



Flower Boxes

- may only be hung from fences and/or porch railings (not windows) in exclusive use area provided that:

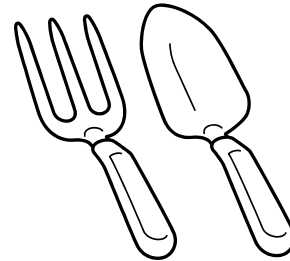


1. They are removable for the purpose of maintenance;
2. The method of attachment shall not result in any damage to the common elements,
3. The weight shall not be excessive so as to cause sagging of fence or railing or any other damage (i.e. fastenings, pulling out).
4. They are not permanently affixed to any structure.

5. They are removed during the winter months.

Landscaping and Gardening

Although in general terms, all space in Convent Gardens is for "common use", in practice, the area between the stairs leading up to the front doors may be regarded as an area for which the owners should accept horticultural responsibility (grass cutting excluded) and the owner's "proprietorship" of this area should, in turn, be respected by his/her neighbours.

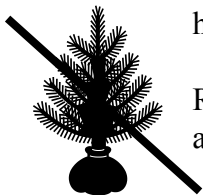


Exclusive use (fenced-in areas)

First, the prohibitions. Trees are not to be planted in these areas. Climbers and vines should be restricted to those with foliage which dies in the fall. Roots should be planted at least 14 inches from the fence so that the fence is accessible for maintenance. Small rockeries are a possibility. Vegetable gardens are not permitted. Hedges against the fence are not permitted. All plantings in yards should not exceed 5 feet and should be pruned regularly to maintain this height restriction. Plant shrubs at least 14 inches from the foundation wall. When planting shrubs, avoid placing them under the drip line from the roof. Heavy falls of water destroy foliage.

POLICY NO. 8 - SEASONAL DECORATIONS

Seasonal decorations are allowed. They should be carefully installed on the exterior of your unit so as not to cause any damage to any common elements. Only removable clips are to be used, nothing should be nailed or tacked or otherwise affixed to the common elements in any fashion. Unit owners will responsible for any costs incurred by the Condominium to remove seasonal decorations or to repair any damage to the common elements by the affixing of seasonal decorations. All decorations should be removed within 30 days of the holiday season.



Real Christmas Trees are prohibited anywhere on the Corporation property as they pose a fire hazard.

POLICY NO. 9 - PARKING POLICY

Any unregistered vehicle in visitor parking overnight between 2:00 a.m. and 7:00 a.m. will be ticketed and/or removed. This also applies to any vehicle belonging to a resident who is parked in a visitor's spot.

To register visitor's vehicles for overnight Contact the Visitor Parking Control company on the IMPORTANT CONTACTS AND INFORMATION page at the front of this document. They can authorize visitor parking for a maximum of 72 hours. For visitor parking of longer than 72 hours, you must register the vehicle with the Property Manager. Visitor parking to any singular vehicle will not be permitted in excess of 14 days within any 28 day period.

Additional parking spaces are available for rent. Designated parking is available for motorcycles for a rental fee. Contact the Property Manager.

No motor vehicle, other than a private passenger automobile, station wagon, or commercial vehicle other than a one-half ton pickup truck with uncovered rear end and sills not exceeding four feet in height shall be parked on any part of the common elements (including exclusive use areas) other than in a designated parking spaces, without the permission of the Board. Contact the Property Manager for details.



Any vehicles parked in a fire route will be removed at the owner's expense.

No parking area shall be used for the storage of boats, trailers, unlicensed vehicles, abandoned or derelict vehicles or any vehicles that are not street legal.

No motor vehicle, motorcycle, boat, trailer, snowmobile, machinery or equipment of any kind shall be parked on any part of the "common elements" other than designated parking areas, including "exclusive use" areas. Any vehicle parked on a lawn, sidewalk, curb, or other common area will be ticketed and/or removed at the owner's expense.

Any unauthorized vehicle parked in the wrong parking space or in any unauthorized area will be removed at owner's expense.



Owners will be notified in writing to remove any abandoned, derelict, or unlicensed vehicle. If the owner does not take the appropriate action to rectify the matter, the vehicle will be removed at the owner's expense.

Only one vehicle is permitted in each parking spot. If more than one vehicle is located in a spot, the owner will be notified in writing to have the extra vehicle removed. If the owner fails to comply, the vehicle will be removed at owner's expense.

Trailers are not permitted in vehicle parking spaces unless approval is received from the Property Manager.

If a vehicle is illegally parked in your assigned space, you should notify the Visitor Parking Control company found at the beginning of this document and lay a complaint against such vehicle. They will have the vehicle ticketed and/or removed from the property.



All vehicles, including moving vans and delivery trucks, are not permitted on "common elements" and are restricted to paved areas.

Our Parking Authority has been instructed to ticket any violators of this policy.

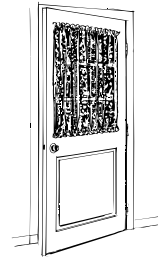
POLICY NO. 10 - CLOTHESLINES

Only single line retractable clotheslines can be used from one hour after sunrise to one hour before sunset. At all other times the line shall be retracted. No unit shall have or use more than one clothesline at a time. All violations of the policy shall result in the removal of the clothesline(s) by the Association. Any damage to the common elements due to the improper installation or use of the clothesline will be repaired by the Association and the costs billed back to the offending unit owner.

POLICY NO. 11 - DOORS & STORM/SCREEN DOORS

Permission in writing is required for the installation of storm/screen doors. Upon installation of a storm/screen door, the owner assumes responsibility for its maintenance. Although screen doors have been a fixture of homes for many years, recent studies have concluded that they do break down the insulation in insulated steel doors thus shortening the life expectancy of the door. Installation of metal storm doors will void the warranties of exterior doors. Storm/screen doors may be installed by the owner on the front and they must be:

- a wooden or metal manufactured door
- dark brown or in a colour that matches the colours of the block



Door Replacement

Screen doors also present a cumbersome entry through two doors. There are exterior doors presently on the market (in most building centres) which have an opening screened window inlaid in the door. This allows the unit owner the air flow and light granted by a screen door and the protection of an exterior door, in one door. Unit owners wishing to replace their front doors with this type of door may do so at their own expense. Any door replaced by a unit owner becomes the responsibility of the unit owner or future unit owners thereof. **All door replacements must be requested, in writing, by the unit owner and approved by the Board.**

POLICY NO. 12 - ATTIC ALTERATIONS

Any unit owner changing the original construction of the attic, i.e. adding insulation, venting etc. must receive the written consent of the Board of Directors. The request must be made in writing and include the complete specifications and a description of the intended work. If approved, the Board may request an independent inspection of the work to be carried out at the unit owner's expense. This requirement is to protect the Corporation from alterations which may compromise the integrity of the original construction. Owners can be held responsible for any and all future damages resulting from their modifications.

POLICY NO. 13 - FENCE RULES & SWING GATES

Fences must not be used as a retaining wall. All garden installations should be clearly defined in their own retained area and shrubs should be planted and trimmed away from the fences to allow access.

- No additions to the bottom of the fences are permitted. (i.e. chicken wire, wood Boards etc.)

The Condominium Corporation allows owners to install swing gates. They must:

- ◆ conform in design and construction with the fence to which it is attached.
- ◆ be painted to match the colour of the fence to which it is attached.
- Fence gates and hardware are the responsibility of the unit owner to maintain, adjust and replace, if required. Unit owners may install gate hardware of their own choosing, bearing in mind, that access is required for grass cutting.

POLICY NO. 14 - SATELLITE RECEIVING ANTENNA

Unit Owners may request approval, in writing, for the installation of a satellite dish to the Board of Directors. Installations will be considered providing that:

- the dish be installed in yards (lower units) and/or on decks (upper units) only
- will not be visible above the fence line (lower units) and/or deck railing (upper units) line
- will not be attached in any way to any exterior common element.

The Board acknowledges that technology in this area is now very advanced and it is possible for dishes to be installed which do not affect the aesthetics of the Corporation or infringe on the enjoyment of other owners. Since consideration to this item is new, the Board wishes all applications to be in writing with complete details including size, location and description of the installation.

POLICY NO. 15 - WINDOW MAINTENANCE POLICY

The replacement of windows is the responsibility of the Condominium Corporation and, as such, the Corporation repairs and/or replaces windows (excluding broken window panes), as required, over the life of the windows. Unit owners have a responsibility to maintain the interior surfaces of their windows. This entails the following:

- Replacement of weather-stripping (weather-stripping must not be painted)
- Painting and lubricating vinyl windows and frames is prohibited

If the Corporation determines that the requirement for repair and/or replacement of the window is due to the lack of the above maintenance procedures by the resident, the Corporation has the right to make the unit owner responsible for the repair and/or replacement costs.

REVISED SCHEDULE "A" RULES AND REGULATIONS

The following rules and regulations shall be observed by the owners and the term "owner" shall include the owner or any other person occupying the unit with the owner's approval:

1. No sign, advertisement or notice other than the usual signs offering a unit for sale or rent with dimensions not exceeding two feet by three feet shall be inscribed, painted, affixed or placed on any part or of the inside or outside of the building or common elements whatsoever without the prior written consent of the Board.
2. No awnings or shades shall be directed over and outside of the windows without the prior written consent of the Board.
3. No owner shall do, or permit anything to be done in his unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on any building, or on property kept therein, or obstruct or interfere with the rights of other owners, or in any way injure or annoy the, or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the corporation or any owner or any conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law.
4. Water shall not be left running unless in actual use.
5. The owner shall not place, leave or permit to be placed or left in or upon the common elements including those of which he has the exclusive use, any debris, refuse or garbage except on days designated by the Board or the Manager as garbage pick-up days nor shall he directly carry or place same in any area designated by the Corporation as a central garbage depository.

Such debris, refuse or garbage shall be contained in the property tied polyethylene or plastic garbage bags not exceeding twenty-five pounds per bag in weight. Which such debris, refuse or garbage consists of packing cartons or crates, the owner shall arrange with the manager for a pick-up thereof and such packing cartons or crates shall not in any event left outside the unit.

6. Owners, their families, guest, visitors and servants shall not create or permit the creation of or continuation of any noise or nuisance which, in the opinion of the Board or the Manager, may or does disturb the comfort or quiet enjoyment of the property by other owners, their families, guests, visitors, servants and persons having business with them.
7. No animal, livestock or fowl other than a pet shall be kept on the property.

8. Owners shall not overload existing electrical circuits.
9. No auction or sale shall be held on the property.
10. No stores of coal or any combustible or offensive goods, provision or material shall be kept on the property.
11. No noise, caused by any instrument or other device, or otherwise, which in the opinion of the board has disturbed the comfort of the other owners, shall be permitted.
12. The sidewalks, entry passageways, walkways and driveways used in common by the owners shall not be obstructed by any of the owners or used by them for any purpose other than for ingress and egress to and from their respective units.
13. No motor vehicle other than a private passenger automobile, station wagon or commercial vehicle other than a one-half ton pick-up truck with uncovered rear end sills not exceeding four feet in height shall be parked on any part of the common elements (including any part thereof, of which any owner may have exclusive use) other than in a designated area with the permission of the board nor shall any repairs be made to such motor vehicle on the common elements and no motor vehicle shall be driven on any part of the common elements other than on a driveway or parking space.
14. No motor vehicle, trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be parked on any part of the common elements other than on a designated parking space.
15. No television antenna, aerial, tower or similar structure and apparatuses thereto shall be erected on or fastened to any unit, except for in connection with common television cable system.
16. No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers or flower beds.
17. No building or structure or tent shall be erected and no trailer wither with or without living, sleeping or eating accommodation shall be placed, located, kept or maintained on the common elements other than in a designated area with the permission of the Board.
18. Any loss, cost or damages incurred by the Corporation by reason of breach of any rules and regulations in force from time to time by any owner, his family, guests, servants, agents or occupants of his unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.
19. No charcoal, gas or propane barbeques or grills are permitted on the balconies.

CARLETON CONDOMINIUM CORPORATION 264

POOL RULES

1. No person infected with a communicable disease or having open sores on their body shall enter the pool.
2. No person shall bring a glass container into the pool enclosure.
3. No alcoholic beverages shall be brought into the pool enclosure.
4. No person shall pollute the water in the pool in any manner. Spitting, spouting water and blowing the nose into the pool or on the deck area are not permitted.
5. No person shall engage in boisterous play in or about the pool that may interfere with the quiet enjoyment of the pool by other residents.
6. The maximum number of bathers in pool deck and in the pool is 30.
7. The telephone is to be used in case of emergency and is located on the pool deck during hours of operation.
8. Bathers must shower before entering the pool each time.
9. Children under the age of 12 must be accompanied, at all times, by a person over the age of 16.
10. Smoking is prohibited inside the pool enclosure.
11. Pets are not permitted in the pool enclosure.
12. Proper bathing wear must be worn in the pool.
13. Pool tags must be shown to the lifeguard upon entering the pool enclosure.
14. There is a limit of 2 visitors per resident at one time.
15. In the event that the maximum of bathers is reached and more bathers wish to enter, visitors will be asked to leave to permit residents to enter the pool.
16. Light snacks and non-alcoholic beverages are only permitted in the designated food and beverage area.
17. No cooking, grilling, or heated food is permitted within the pool enclosure.
18. Drinking water is permitted throughout the pool enclosure.
19. All garbage and recycling are to be properly disposed of.

Any residents who do not follow any of the abovementioned rules
may be asked to leave the pool immediately.

758

754

750

762

766

St. Andre Drive



ORLEANS BOULEVARD

790

770

778

782

786

798

PROMENADE ST. LOUIS DRIVE

UPPER LEVEL UNITS

SITE PLAN

