



Ottawa-Carleton Condominium Corporation No. 634

95 Beech Street, Ottawa

K1S 3J7

Handbook for owners and residents

Prepared by the Board of Directors

July 2017

**Nothing in this booklet supersedes the legal documents of the Corporation:
the Declaration, Bylaws, Rules and Regulations or any laws that apply**

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Introduction

This booklet provides owners and residents with information about your building. It includes information about some of your privileges and responsibilities.

The condominium act as amended, the declaration, bylaws and rules provide the basis for how the condominium works. This manual is merely an attempt to organize the information in a user friendly manner and is not to be used as the final reference. In the event of conflict, the condominium act as amended, the declaration, bylaws and rules apply.

As the owner of a loft apartment at 95 Beech Street, you have agreed to share ownership of all common property in our condominium while retaining personal ownership of your own individual unit.

You are generally responsible for upkeep and repairs inside your apartment, while sharing with the other owners all of the operating, repair and maintenance costs of the common elements.

“Common elements” includes corridors, elevators, stairways, lobbies, sidewalks, roadways, grounds and areas used in common by owners.

“Exclusive-use common elements” include your locker space and balcony or patio.

You must be prepared to work through and with the Board of Directors, the Property Manager and any Committees established for the management and control of specific aspects of life in our building.

A/C, Water Heater & Furnace Units

The individual air conditioner, water heater and furnace in each apartment unit and the associated equipment located on the roof of our building is the property of each unit owner, who is therefore responsible for its maintenance. Please refer to your manufacturer's maintenance guide for servicing instructions. We recommend that you contact the Property Manager for suggestions on finding mechanical contractors who are experienced with the equipment and history of our building. You may, of course, retain any contractor with whom you would wish to work.

Generally you should service your water heater and heating unit annually and your air conditioner, including the equipment on the roof, every two years. Access to the roof is obtained through the Property Manager, preferably with at least three days notice.

It is also suggested that the air conditioner be switched off at the electrical panel in your unit when summer ends.

Balconies

Although the balconies are designated for the exclusive use of the particular apartment unit owner, they are legally part of the common elements and are therefore subject to regulation by the corporation.

No alterations, changes or affixing of any device to common elements can be undertaken without prior approval from the Board of Directors. Seasonal furniture is allowed on balconies or patios, but balconies must not be used as storage areas. Owners living on the first floor are reminded not to use the area under their balcony for storage.

Bicycles and the drying of laundry are not allowed on balconies. As well, affixing external shade screens, awnings or any other equipment to the balconies is not permitted. In the interest of safety, any flower boxes or hangings should be securely fixed to the inside of the railings and must not hang over the outside of the balcony. Common courtesy and respect for your neighbours will ensure that you also do not shake carpets, mops or cloths from your balcony. Do not sweep or wash off any items on your balcony as these will invariably fall to the balcony below.

In accordance with the Fire Code, propane tanks are prohibited anywhere on the premises, including balconies. If you plan to install a gas barbeque, you must comply with the corporation rules. Please consult with the Property Manager to avoid having to remove non-conforming installations.

Owners and tenants are advised to keep their balcony doors free of snow accumulation in order to prevent water leakage into the building. As well, in case of an emergency, in

may be necessary for you to exit your unit via the balcony door. Ensure that nothing obstructs water draining from the balcony and clear snow away from the building wall along the balcony door.

Bicycle Room

Storage room number 6, in the basement, with a sign indicating "Bike Room" is specifically designed for bicycles. The racks can comfortably accommodate 25 bicycles at any given time. The spots closest to the doors should be used by those who use their bicycles daily. Occasional cyclists are urged to use the racks furthest from the door of the bicycle room. Please remove unused bicycles as the space is limited.

All season riders are encouraged to use the bike rack, adjacent to the garage overhead door, particularly during the winter months. This will help keep the amount of salt and dirt trafficked into the bicycle room to a minimum.

Bulletin Boards

There are two bulletin boards, one in the front lobby and one in the basement lobby. They are for posting information of general interest to the owners and residents of the building. They will be cleaned up and items removed on a regular basis. Real Estate Listings for units in the building may be posted but must be no larger than a letter sized page (8.5" by 11").

Carbon Monoxide Detectors

As of October 15, 2014, every building that contains a residential occupancy and

- (a) a fuel-burning appliance,
- (b) a fireplace, or
- (c) a storage garage. Must have Carbon Monoxide Alarms outside each sleeping area.

http://www.e-laws.gov.on.ca/html/source/regs/english/2014/elaws_src_regs_r14194_e.htm

As this applies to all apartments within this building, then all owners must ensure that they have the appropriate carbon monoxide alarms installed.

A carbon monoxide alarm shall

- (a) be permanently connected to an electrical circuit with no disconnect switch between the overcurrent device and the carbon monoxide alarm,
- (b) be battery-operated, or

- (c) be plugged into an electrical receptacle.
- If the audible trouble signal sounds, check for low batteries. If the battery is low, replace it. If it still sounds, call the fire department.
- CO alarms should be installed in a central location outside each sleeping area and on every level of the home and in other locations where required by applicable laws, codes or standards. For the best protection, interconnect all CO alarms throughout the home. When one sounds, they all sound.
- Follow the manufacturer's instructions for placement and mounting height.
- Choose a CO alarm that has the label of a recognized testing laboratory and take the time to read the manufacturer's instructions that are enclosed with each detector.

In October 2015, the condo board arranged for one Carbon Monoxide Detector, combined with a smoke detector, to be installed in each unit at the owners' expense. These will need to be replaced at least every ten years

Information about Carbon Monoxide

Often called the silent killer, carbon monoxide is an invisible, odourless, colourless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel are potential sources of carbon monoxide. Vehicles or generators running in an attached garage can also produce dangerous levels of carbon monoxide.

If you suspect carbon monoxide in your home, get out immediately and call the fire department.

Conditions that can create a CO hazard include:

- Fuel-burning appliances, venting systems and chimneys that have not been serviced and maintained regularly by a qualified service technician.
- A chimney blocked by a squirrel or bird's nest, snow, ice or other debris.
- Improper venting of a furnace or cracked furnace heat exchanger.
- Exhaust fumes seeping into your home from a vehicle running in an attached garage.
- Improper use of portable heaters.
- Using fuel-burning appliances designed for outdoor use (barbecues, lanterns, chainsaws, lawnmowers, snow blowers) in an enclosed area such as a garage or workshop.
- Combustion gases spilling into a home if too much air is being consumed by a fireplace or exhausted by kitchen/bathroom fans in a tightly sealed house.

Carbon Monoxide Safety Tips

- If the CO alarm sounds, immediately move to a fresh air location outdoors or by an open window or door. Make sure everyone inside the home is accounted for. Call for help from a safe location and stay there until emergency personnel arrive.
- If you need to warm a vehicle, remove it from the garage immediately after starting it. Do not run a vehicle or other fuelled engine or motor indoors, even if garage doors are open. Make sure the exhaust pipe of a running vehicle is not covered with snow.
- During and after a snowstorm, make sure vents for the dryer, furnace, stove, fireplace and any other fuel burning appliance are clear of snow/ice build-up.
- A generator should be used in a well-ventilated location outdoors away from windows, doors and vent openings.
- Annual inspection and cleaning of furnaces, chimneys, fireplaces and all other fuel-burning equipment such as gas dryers and stoves
- Never operate a gasoline-powered engine indoors or in closed space - Only use outside
- Never burn charcoal inside a home, garage, vehicle, or tent.
- Never use gas appliances such as ranges, ovens, or clothes dryers to heat your home.
- Never use portable fuel-burning camping equipment inside a home, garage, vehicle or tent unless it is specifically designed for use in an enclosed space and provides instructions for safe use in an enclosed area.

SYMPTOMS OF CO POISONING

CO enters the body through breathing. CO poisoning can be confused with flu symptoms (without the fever), food poisoning and other illnesses. Some symptoms include:

Headache
Fatigue
Shortness of breath
Nausea
Dizziness

High level CO poisoning results in progressively more severe symptoms, including

Mental confusion
Vomiting
Loss of muscular coordination

Loss of consciousness
Ultimately death

The dangers of CO exposure depend on a number of variables, including the victim's health and activity level. Infants, pregnant women, and people with physical conditions that limit their body's ability to use oxygen (i.e. emphysema, asthma, heart disease) can be more severely affected by lower concentrations of CO than healthy adults would be.

A person can be poisoned by a small amount of CO over a longer period of time or by a large amount of CO over a shorter amount of time

Condominium Act and By-laws

All condominiums are regulated by the Condominium Act S.O. 1998, CHAPTER 19 as amended. The current version with the updated regulations can be found on the Government of Ontario e-laws site:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_98c19_e.htm

Each condominium is registered as a corporation and is managed and administered by a Board of Directors elected by apartment owners. Under our current bylaws, the Board of Directors consists of three members who each serve a two-year term.

Owners and residents must abide by all the provisions contained in this corporation's Declaration, By-laws and Rules. Copies of these documents should have been included in the legal materials received when you purchased the apartment unit. Additional copies are available on the condo web site. By statute, the Board of Directors is empowered to create House Rules and Regulations. The formal Declaration and the By-laws, which establish the conditions under which the corporation operates, can only be changed by a vote of a quorum of the owners at a duly authorized meeting of the owners.

Contractors

A list of contractors and trades people who have previously performed work at 95 Beech or other buildings managed by the Property Manager can be obtained from the Property Manager. Should you choose to engage any of these contractors, the Condominium or the Property manager cannot assume any responsibility for the work or the quality of the work.

Dryer Vent

The distance between your clothes dryer and the outside is long, so each unit has a booster fan installed to help the moist heated air exit your unit. The control switch is located in the same closet as your furnace and dryer. Please switch this on before using the dryer and keep it running until the dryer is finished. Cleaning and servicing of the booster fan and the dryer vent is the responsibility of the owner and should be done annually.

Fees

Condominium fees for each owner in respect to their unit are payable on the first day of each month and are to be remitted to the Property Manager. These payments may be made by pre-approved electronic debit or with a series of post-dated cheques made payable to Ottawa-Carleton Condominium Corporation # 643 (O.C.C.C. #634). Please feel free to deposit payments in the condo mailbox in the basement lobby.

Note: The Condominium Act states that, if an owner defaults in their payments towards the common expenses, the Corporation has the right to lien against the owner's unit for the unpaid amount together with any interest owing and any reasonable legal costs and expenses incurred by the corporation. Lien procedures will automatically commence when arrears are 60 days overdue.

Finances

The Board of Directors, in cooperation with the Property Manager, prepares a budget annually, estimating the common expenses anticipated for the ensuing fiscal year and calculating the resulting monthly condominium fees required of each owner. The fiscal year-end for our condominium is the last day of February. The financial statements and budget should be reviewed by all owners prior to each year's Annual General Meeting (AGM) in order that each new Board may obtain from the owners a sense of their financial priorities as regards to our building.

Operating expenses include the following:

- ▶ electricity and natural gas for the garage, corridors, stairways and lobbies
- ▶ water usage for all apartment units
- ▶ snow removal for 50% of the small exterior parking lot and 100% for the ramp to the underground garage
- ▶ property management and janitorial services
- ▶ insurance (see Insurance section)
- ▶ audit services by an independent firm who prepares the year-end financial statements

- ▶ general repairs to doors, windows, lighting etc
- ▶ elevator monthly servicing, licensing, phone monitoring etc.
- ▶ fire safety, annual mandatory inspection and fire alarm panel monitoring
- ▶ sanitation, rental of bins, pull out of bins, etc.
- ▶ reserve fund for contingencies of major repairs and/or replacements.

Fire Safety

All apartment units must have working smoke detectors. It is against the law to disable or damage a smoke detector. See Smoke Detector section for more information.

If a fire should occur in your apartment:

- ▶ Remain calm
- ▶ Tell everyone in your apartment to leave, following your escape plan (see Fire Escape Plan section) and meet at an agreed point
- ▶ close all doors behind you
- ▶ pull the fire alarm on your floor and yell "FIRE"
- ▶ leave the building using the nearest stairway
- ▶ call the fire department at 911 when you are safe. Meet the firefighters at the front of the building
 - ▶ Give Ottawa Fire Services as much information as possible about the fire and the building.
- ▶ **Don't go back into the building for any reason. If there is still someone inside, tell Ottawa Fire Services when they arrive – they'll be able to find the person more quickly and safely than you can.**
- ▶ call the Property Manager's emergency number: 613-788-9143

If your clothing is on fire - stop, don't run. Drop or lower yourself to the floor; roll back and forth, with your hands covering your face until the fire is extinguished.

If you should hear the building's fire alarm from within your unit, shout to wake everyone up, follow your escape plan and get out of the building. Meet at the agreed point.

Check the door to your apartment.

- ▶ If there is smoke entering from around the door:
 - ▶ DO NOT OPEN THE DOOR
 - ▶ Keep smoke from entering your apartment by sealing the cracks around the door with duct tape and placing wet towels at the bottom.
 - ▶ Telephone the fire department at 911, tell them your unit number and then move to the balcony. Close the doors behind you.
- ▶ If there is no smoke entering the from around the door:

- ▶ Check doors with the back of your hand. If a door is warm, don't open it – the fire is on the other side. In that case, follow the steps above.
- ▶ If there is smoke, crawl along the floor to the exit, as the air will be cleanest there

Note: If you are in the basement when you find a fire or hear the alarm, you can exit through the side door located next to the garage overhead doors.

Don't stop to investigate the fire or to collect valuables or pets.

Don't go back into the building for any reason. If there is still someone inside, tell Ottawa Fire Services when they arrive – they'll be able to find the person more quickly and safely than you can.

Other fire safety information that may be useful:

- ▶ There is a fire extinguisher located in each corridor
- ▶ No personal belongings are permitted in the corridors. They may become fuel for a fire or may make it more difficult for you to leave when the corridor is full of smoke and or flames.

Fire Escape Plan

You should develop a fire escape plan for your unit.

- ▶ Draw a floor plan of your home showing all possible exits from each room.
- ▶ Where possible, plan a main exit route and an alternate exit route from each room.
- ▶ Establish a safe meeting place outside your home where everyone can meet.
- ▶ Make certain everyone understands if they hear the smoke alarm or someone shouting, "fire" they should immediately evacuate the home.
- ▶ Discuss your escape plan and practise fire drills with your family. This is the best way to prevent panic, especially among children. Be sure every family member knows what to do. As you live in an apartment building, you and your family should know where your exits are and your nearest fire alarm pull station.
- ▶ Develop an escape plan and meeting place with your family. In an emergency, hallway and exit lights may be out. Make sure you can follow your escape plan in the dark.

Fire Extinguishers

How to use an extinguisher the right way:

1. Hold the extinguisher upright.
2. Pull the pin.
3. Aim the nozzle at the base of the fire.
4. Squeeze or pump the handle.
5. Sweep from side to side at the base of the fire.

Buy only an extinguisher that has been approved by a nationally recognized testing laboratory, such as U.L.C.

Fire extinguishers are designed as the first line of defence against fire and should only be used to extinguish small fires. If the fire is too large, get out, close all the doors behind you, if possible, and call 9-1-1.

(From the City of Ottawa Fire Safety web site:

<http://ottawa.ca/en/residents/emergency-services/fire-safety-programs>)

Fireplaces

Cleaning and maintenance of all parts of the fireplaces, including the venting, is the unit owner's responsibility.

For Sale Signs

With the exception of temporary 'Open House' signs, owners may not advertise the sale of their unit with signs installed either on the grounds of the building or on balconies or in windows.

Garage door remote control devices

Each unit having an underground parking space is provided with one remote control unit at the time of purchase. You may purchase additional remote control devices from any garage door supplier.

The model should be a Doorlec DC 3000T or a compatible model. These should be the settings for your garage door opener as of April 1, 2015:



Dip Switch	Setting
1	Up/On
2	Down/Off
3	Up/On
4	Up/On
5	Down/Off
6	Down/Off
7	Up/On
8	Down/Off
9	Up/On
10	Down/Off

Hallways and Stairwells

The Ontario Fire Code dictates that:

- all exits are to be free of any obstructions,
- all exit doors are to be kept closed, and
- that you must report any fire safety violations to the superintendent immediately.

All owners are asked to ensure that no boots, shoes or welcome matting are placed or stored outside their doorways or in stairways. Decorations on the exterior doors are also not permitted as they can become fuel in a fire situation. The hallway and the exterior side of the doors and frame are common elements and may not be modified without written permission of the Board.

Insurance

The Corporation maintains a condominium all-risk insurance policy, on a replacement cost basis for 'standard units.' The Standard Unit By-law gives a description of the unit as unimproved. Insurance for any improvement to the unit is the responsibility of the owner. It is recommended that owners give their insurance broker a copy of the by-law as well as a list of all the features of their unit that are not included in the standard unit description as those are the unit improvements. The broker should then be asked to

make sure that the owner's insurance policy provides adequate coverage for those improvements.

The corporate insurance policy also protects unit owners for liability arising from their interest in the common elements. The liability portion of a personal condominium unit insurance policy is intended to cover damage to the property of others, such as that caused by an overflowing sink or tub, a leaking hose to a washing machine, rain through an open window or door, or a fire in the apartment resulting in damage to other apartments. Where damage to common elements is caused by negligence or willful disregard by an owner, resident or their guests, the Board of Directors will authorize the necessary repairs and initiate action for the recovery of related costs from the apartment unit owner.

Intercom

The intercom system operates with your existing telephone jack in the wall, or your land line or your cell phone. You need to inform the property manager of your preference and the phone number to use, as appropriate. Your guest simply dials your code number as displayed in the directory in the lobby panel and your telephone will ring. When you answer, you will be in communication with your guest.

To unlock the main door, dial the digit "9" from your telephone. To refuse entry, simply hang up.

NOTE: Should you plan a new installation or change to your telephone line, please ensure that the technicians refer to the instructions listed in the telephone cable box in the basement electrical room to alter your intercom wiring. Should your intercom not work after any line work is conducted, trouble-shooting expenses will be the responsibility of the unit owner. Utility companies may obtain keys to the various utility rooms from the lockbox in the lobby, with prior arrangement through the Property Manager.

Keys for Units

Upon changing or re-keying locks, owners are asked to immediately provide the Property Manager with a copy of the most current key(s) to their unit. This (these) key(s) will only be used in case of emergency or where access is clearly in the owners' best interest, such as in case of a flood. Keys will be coded and secured in a locked key box to which only Management and the Board of Directors have access. Please deposit your key in a clearly marked envelope in the slotted mailbox in the basement lobby beside the keywatcher.

Landscaping

The landscaping at the front of the building was designed and planted by volunteers who live in the building. The volunteers on the Gardening committee still maintain the garden. Please consider volunteering some of your time to help with maintaining the garden by contacting a member of the Board of Directors. Volunteering reduces costs for the corporation, expenses that would otherwise increase your condo fees.

Leasing/Renting

According to Section 83, Condominium Act S.O. 1998, CHAPTER 19 as amended, owners must advise the Corporation, c/o the Property Manager, if their apartment unit is being leased. Within thirty days of starting the lease, the following information must be supplied to the Property Manager:

- ▶ names of the tenants
- ▶ the owner's address
- ▶ a copy of the lease or renewal

The lessee or tenant must also be provided with a copy of the Declaration, Bylaws and Rules of the Corporation, with which they must comply. We suggest that a statement of undertaking by the lessee or tenant be submitted to the Corporation. Samples of such statements are available from the Property Manager. You should also refer to Article 6 of the Declaration for guidance.

Management

The Property Manager may be contacted at their company office during business hours. In case of emergency, such as an elevator or garage door breakdown, call the emergency number.

As of June 1, 2017, the Property Manager for the Corporation is Barbara Ravanelli.

She can be reached at:
Capital Integral Property Management
904 Lady Ellen Place
Ottawa ON K1Z 5L5
T: 613-722-1232
F: 613-651-0306
bravanelli@cimanagement.ca

Emergency number (24 hours a day for new issues such as leaks and floods):
613-788-9143.

Please note that if something goes wrong within your apartment you should behave as

you would in an owner-occupied home. For example, if a faucet leaks, replace the washer or call a plumber.

In the event of a robbery or security problem inform the Police Department immediately. Call 911 if there is an immediate threat to personal safety. Otherwise call their main number at: 613-236-1222 x 7300 or file a report on line through the Ottawa Police department web site:

<http://www.ottawapolice.ca>

In the event of a fire, pull the alarm, leave the building and call 911.

Maintenance - Common Elements

If you identify an ordinary building maintenance requirement, such as a burnt-out light bulb in a common area or a rusty balcony railing, notify the property manager through email.

Reporting such requirements will improve the appearance and comfort of the building for all owners and will prevent minor problems from becoming more serious.

If you identify or experience an urgent or persistent maintenance problem that involves your unit, such as a water leak from above, or any other problem involving the common elements or another owner's unit, please contact the property manager. If this occurs outside of office hours, please contact the emergency number posted on the bulletin boards and in the elevator.

NOTE: In no circumstances may you engage a contractor to repair common elements of the building or elements of another owner's unit.

Meetings

Board Meetings

The Board of Directors meets monthly or more often as needed. These meetings are generally not attended by owners but specific persons may be requested to provide assistance or to clarify an issue with which they are familiar.

Owners' Meetings

All owners are invited to the Annual General Meetings (AGM). These meetings are

called to elect directors, approve the audited financial statements, to appoint auditors for the coming year and to discuss and vote on any other matters that have arisen in the course of the year. Notice of these meetings are circulated at least fifteen (15) days in advance. The AGM is held within six months of the end of the fiscal year, once the audit has been completed. The Condominium's Fiscal year runs from March 1 to the end of February of the following year. Owners who are unable to attend in person may register their votes by proxy with the Property Manager. A quorum at an AGM is generally achieved if 25% of the apartment units are represented in person or by proxy.

Moving

Every person planning to move into or out of an apartment unit is obliged to notify the Property Manager at least one week in advance, so that the necessary arrangements can be made. Moves **must** be supervised by each resident moving in or out.

Protective blankets must be used to protect the walls of the elevator. They are available through the property manager and must be returned clean and in good shape.

The front or side door must not be propped open and left unattended. This is a breach of security that endangers everyone in the building. The owner or resident who is moving is responsible for maintaining the security of the building.

Any damage done to the common elements, such as scratches in the walls or on the floors, will be charged back to the owner of the unit involved.

Noise

Ours is a renovated building whose structure allows for the transmission of noise from unit to unit, especially between a unit and the one below it through the floors. Residents and guests must not make noise that will disturb others, especially during the period from 10:00 pm to 8:00 am. All residents should turn down stereos, TV's and other such devices after 10:00 pm.

If you are planning a party, please notify your neighbours, especially those immediately above and below your unit, so they are aware of the source and nature of any noise they may hear and so are perhaps less inclined to complain about it.

If you are disturbed by noise created by any neighbours, please tell them immediately. If you cannot arrive at a satisfactory conclusion, you can inform the Property Manager who will communicate with the other owner on your behalf.

A study performed by a committee of owners revealed some specific observations and precautions that you should take to minimize noise and to improve the comfort of your

neighbours. These include:

- ▶ noise created by footsteps may be reduced by taking shoes off when entering a unit and/or by putting down carpets in busy areas.
- ▶ noise created by footsteps in the hallways may be reduced by walking carefully. Residents should also keep conversations in the hallways to a whisper.
- ▶ noise created by moving or dragging furniture across bare hardwood may be reduced by applying felt pads to the feet of all furniture.
- ▶ noise created by garage door operation cannot be reduced mechanically. Unnecessary opening and closing should be avoided.
- ▶ The air conditioning units on the roof create noise and vibration in some units. When having your unit repaired or replaced, please ensure that the appropriate supports are maintained to decrease the noise and vibrations. Residents wishing to report a severe problem should contact the Property Manager.
- ▶ Dogs can be a source of noise. Residents may not exercise their dogs in the basement, except to get into their cars, and we ask residents to avoid leaving movable toys on the floors of their units.
- ▶ The O-Train Trillium line passes to the west of our building, making a noise generally considered minor or even pleasant by residents.
- ▶ Noise created by doors slamming in the hallways may be reduced by simply holding the door handle until the door is completely shut. For a longer term solution, the valves in the door closer unit at the top of your door can be adjusted. There are two screws on the left hand side of the door closer body. The lower screw adjusts the sweep speed of the door and the upper screw adjusts the speed of the door as it nears closure. Felt pads may also be applied.
- ▶ Please close the side door quietly when using this in evening and night as the noise transmits to the units around the side stairwell.
- ▶ Residents should do everything they can to avoid accidentally setting off car alarms in the basement.

Parking

Owners must keep their parking space clean and tidy. Only one motor vehicle may be parked in any parking space. No propane or natural gas vehicle can be parked in any parking space.

Should you find a vehicle parked in your own parking spot without your permission please contact the City of Ottawa Parking enforcement to have that vehicle ticketed and/or towed. You may be requested to show documentation that you are the owner(s) or tenant(s) of that parking space. As such, only those listed on the purchase and sale agreement or lease of the parking space can contact the authorities as outlined above.

The underground parking spaces are not to be used for storage.

The condominium rules and regulations prohibit owners from parking in the designated visitor space.

Pets

All dogs are to be carried or leashed while in the common elements. Owners and residents are asked to ensure that their pets do not use the property around the building. The gardens and grounds are being tended by volunteer owners and your consideration is appreciated. Please do not drop your 'plastic baggie' in the garbage container in the lobby. The City of Ottawa provides guidelines on proper disposal of pet waste.

Recycling

The city contractors assigned to remove recycling from apartment buildings are exercising strict disposal guidelines. At times, if the guidelines are not respected, the waste will be considered contaminated and the contractor will not remove the recycling until it is re-sorted and/or placed properly in the designated containers. The additional cost of this extra effort is borne by the corporation—all the owners. Some of the key rules for recycling here:

- ▶ all items for pickup must be in their appropriate container. Material on the floor or elsewhere in the garbage room will not be removed
- ▶ cardboard boxes must be cut apart so as to be completely flat and must be placed in the appropriate container
- ▶ the main cause of having the recycling deemed as contaminated is the disposal of plastic bags with glass and plastic jars inside the bag
- ▶ Christmas trees, mattresses, appliances, tires, batteries and such must be recycled in accordance with the City of Ottawa Guidelines. More information can be found on the city's web site:

<http://ottawa.ca/>

At no time should garbage or recycling be left on the floor of the garbage room or dumped on the grounds around the building.

Sanitation

The garbage container is emptied and the recycling is collected weekly.

Our corporation employs a cleaner who cleans three times a week in the winter and twice a week in the summer. The cleaner cannot pick up after residents at all times of the day or on weekends. Please clean up any mess that you may have caused anywhere in the building. If the cleaners must be called in to clean at any time other than their scheduled time, the owner of the unit responsible will be billed.

Remember this is your home and a shared space. Extend your fellow residents the courtesy of cleaning up after yourself. You will feel better for it and so will they.

Satellite Dishes and Antennae

Satellite dishes and antennae may not be affixed to balconies or to the side of the building. Please see the section on 'Balconies' for more information.

Security

An apartment building can be an attractive target for thieves or vandals. It is easy to discourage them by consistently observing a few security precautions. If these precautions are observed the thieves will simply move on to a more vulnerable building. Here are some suggestions:

- ▶ The Ottawa Police Force indicates that there is far less theft in houses and buildings that participate in "Operation Identification." This involves marking your major personal belongings with an engraving tool. Thieves don't want to be caught with stolen goods, so the identification markings discourage them. As well, if stolen, the goods are easy to identify and the chances of return to the rightful owner are higher. Contact the Ottawa Police Department for more information:

<http://www.ottawapolice.ca/en/safety-and-crime-prevention/Operation-Identification.asp>

- ▶ If you see someone or something suspicious, such as a loiterer in the lobby, hallways or other common areas, call the Police. Do not confront the situation by yourself.
- ▶ NEVER permit an unknown individual who rings your intercom buzzer to enter the building. You may also advise an unrecognized caller to wait a minute while you descend to meet him at the door. Thieves are known to press the call buttons until they reach someone who permits entry without making such inquiries.
- ▶ In the interest of security, residents are requested to ensure all doors are closed behind them before moving away from the area.

There are several security cameras in the building, that record activity in the common areas where the highest risk of trouble from outsiders exists.

Smoke Detectors

Only a working smoke alarm can save your life!

The condo board has arranged to have one integrated Carbon Monoxide/Smoke detector installed in each unit in the fall of 2015. These will need to be replaced in ten years.

Legal responsibility

- Every home in Ontario must have a working smoke alarm on every level of the home and outside all sleeping areas. It's the law.
- It is the homeowner's responsibility to install and maintain smoke alarms. In a rental unit, it is the landlord's responsibility to comply with the law. Your smoke detector is mounted on the ceiling and is hard wired into the electrical system.
- It is against the law to disable a smoke alarm.
- Maintain your smoke alarm
- Test your smoke alarms monthly by pushing the test button
- To reduce false alarms vacuum your smoke alarms at least once a year.
- If your smoke alarms are more than 10 years old, replace them with new ones.

(From the City of Ottawa Fire Safety web site:

<http://ottawa.ca/en/residents/emergency-services/fire-safety-programs>)

Unit Doors / Unit Access

Always lock your door upon leaving and entering your apartment as a matter of personal security. Should you experience a problem with your door or its hardware, please notify the Property Manager.

Additional items may not be added to the door or doorway. These could include mats, door jambs or seals.

The Property Management office keeps a key to each unit. Failure to provide copies of unit keys to the Property Manager may result in damage and costs if forced entry is necessary to gain access to the apartment unit in case of an emergency. The repair costs in such a situation will be charged directly to the owner.

Owners who plan to install a private security system should inform the Property Manager. Should any alarm-related costs be incurred as a result of entry by the Property Manager in case of emergency, these will be payable by the owner.

Our Declaration, under the Section 83, Condominium Act S.O. 1998, CHAPTER 19, as amended, gives a person authorized by the Board the right to enter any apartment unit or any part of the common elements to which an owner has exclusive use, at all reasonable times and upon giving reasonable notice, to make inspections, repairs and/or correct conditions that might result in damage to the property, or to carry out any

duty imposed upon the Corporation. In case of an emergency, an agent of the Corporation may enter your apartment at any time and without notice. The corporation, or anyone authorized by it, shall determine whether the emergency exists.

Unit Improvements

Apartment unit owners wishing to make substantial improvements/alternations to any of the common elements that are part of their unit must obtain the written consent of the board of Directors prior to commencing any work.

The Corporation has approved and registered a Standard Unit Bylaw. It defines, for the purposes of insurance, what a typical unit comprises in the way of appliances, fixtures, finishes, etc. All unit upgrades from a so-defined standard unit should be insured by the owner so they can be repaired and/or replaced in the case of damage or disaster.

Visitor Parking

Our building has one visitor's parking space in the exterior parking lot and it must be shared by all the residents in a fair way. The Visitor Parking Policy and Procedure are as follows:

- ▶ A copy of the visitor parking pass is available on the condo's web site.
- ▶ A Visitor Parking Pass, properly completed, must be displayed on the dash of the visitor's vehicle at all times.
- ▶ A visiting vehicle may not use the designated visitor's parking space for more than 24 hours per week.
- ▶ Owners/residents are not permitted to use the designated visitor's space - owners/residents abusing the visitor's space will be ticketed and towed.
- ▶ Any vehicle parked in a non-designated parking space or blocking access to legitimate spaces will also be ticketed and towed.

Window Treatments

The Declaration provided to all owners before purchase describes the type of window coverings that must be used. The Board of Directors does not want to actively police this regulation, preferring that unit owners / residents use good judgement to maintain a consistent, attractive exterior building appearance. Some materials such as cardboard, paper or flags are clearly not acceptable.

*The single most important requirement
for successful condominium living is to
be considerate of others.*