



Owners' and Residents' Handbook

LA RENAISSANCE (CCC 498)

40 LANDRY STREET, OTTAWA, ONTARIO K1L 8K4

RULES AND REGULATIONS

Life at La Renaissance imparts a sense of wellbeing and security to its inhabitants.

An environment that fosters such a feeling derives from a way of life lead by its residents, its management, the design and aesthetics of the building, and the rules and regulations followed conscientiously by everyone.

Important information

Management head office

Capital Integral Property Management Inc.
904 Lady Ellen Pl.
Ottawa, ON K1Z 5L5

Phone: 613-722-1232
Fax: 1-613-651-0306

Office hours: Monday to Friday 8:00 a.m. to 4:00 p.m.
24-hour emergency service provided

On-site office

40 Landry St.
Ottawa, Ontario K1L 8K4
Main Level

Phone: 613-742-0924

Office hours: Monday, Wednesday, Friday 7:30 a.m. to 3:30 p.m.

Superintendent

Monday to Friday 8:00 a.m. to 4:00 p.m.
Phone: 613-742-0924

Fire or medical emergency

Call 911

Table of contents

- 1- Preface
- 2- Property management
- 3- Insurance
- 4- Common elements
- 5- Units
- 6- Balconies
- 7- Lockers
- 8- Garage
- 9- Security
- 10- Emergency problems
- 11- Fire
- 12- Fire safety
- 13- Condominium fees
- 14- The silent hours
- 15- Refuse/garbage
- 16- Recycling
- 17- Moving / Loading bay
- 18- Party room
- 19- Parking
- 20- Bicycles / skateboards / skates
- 21- Pets
- 22- Common rooms

1 – Preface

- 1.1** All of the registered unit owners of 40 Landry Street, Ottawa have an undivided interest in the property and assets of the Carleton Condominium Corporation No. 498 ("Corporation"). The objective of the Corporation is to manage the property and assets of the condominium on behalf of the owners. This responsibility rests with the board of directors who is responsible for administering the Corporation's affairs. Rules and regulations are established from time to time to provide for the safety, security and welfare of all occupants of *La Renaissance* and to prevent unreasonable interference with the use and enjoyment of the property.
- 1.2** All unit owners, their families, guests, tenants and invitees shall comply with these rules and regulations deemed necessary by the Corporation and altered from time to time.
- 1.3** The term "manager" includes the property manager and any persons designated by the property manager to control and supervise the maintenance and operation of the building for the Corporation.
- 1.4** Any losses, costs or damages incurred by the Corporation by reason of a breach, by an owner, of any of the rules and regulations in force, shall be borne and paid for by such owner and may be recovered by the Corporation against such owner.
- 1.5** Carleton Condominium Corporation No. 498 (CCC 498) consists of all the unit owners of 40 Landry Street, Ottawa, Ontario and is governed by "The Condominium Act" (Ontario), the declaration, by-laws and rules and regulations. *La Renaissance* has 17 stories, 218 residential units consisting of 1, 2 and 3 bedroom apartments and 1 commercial unit.
- 1.6** Individual owners have exclusive ownership of their units while common elements such as balconies, hallways, stairwells, common rooms and the grounds are owned jointly by all owners.

2 – Property management

The Board

- 2.1** The Board of directors consists of five directors elected to the board by the owners. The directors will elect a chairperson and appoint a treasurer and secretary among themselves.
- 2.2** The Board's function is to manage the Corporation's affairs on behalf of the owners. It levies and collects the assessments required to pay for expenses

such as common utilities and other expenses, which are billed to the Corporation rather than to individual owners.

- 2.3** Board positions are voluntary and require a considerable amount of the member's time.

The committees

- 2.4** The Board may appoint committees on an ad hoc basis. These committees exist for a period dictated by their mandate. Committee members report to the Board and serve voluntarily. Some committees, which may be appointed, are:

Security committee
Library committee
Maintenance committee
Bulletin committee
Welcoming committee
Social committee
Nominations committee
Gardening committee

The property manager

- 2.5** A representative of the property management company is assigned to manage the Corporation. That person or their assistant may be contacted at their office during the business hours of 8:00 a.m. to 4:00 p.m., Monday to Friday. A 24-hour emergency service is also provided.

Duties of the property manager

- 2.6** The principal functions of the property manager under the terms of the management agreement are to:
- 2.6.1** Enforce the by-laws, declaration and rules and regulations;
 - 2.6.2** Attend meetings of the Board of directors;
 - 2.6.3** Supervise and direct the building staff;
 - 2.6.4** Inspect the site regularly and supply the Board with pertinent reports;
 - 2.6.5** Issue work orders and contracts for work approved by the Board;
 - 2.6.6** Assist in preparing the annual budget;
 - 2.6.7** Collect and deposit receipts and pay accounts;
 - 2.6.8** Assist and advise the Board, in general;
 - 2.6.9** Respond to communication from owners and residents, in accordance with policies established by the Board.

Building staff

2.7 The principal functions of the building staff are:

- 2.7.1** To ensure the cleanliness of the common areas;
- 2.7.2** To maintain all operating equipment such as fire protection equipment, elevators, heating equipment, electrical rooms, locks;
- 2.7.3** The disposal and recycling of garbage;
- 2.7.4** The administration of keys, access cards, lockers and bicycle storage;
- 2.7.5** To take and schedule party room reservations;
- 2.7.6** To take and schedule service elevator reservations;
- 2.7.7** to coordinate resident "move-ins" and "move-outs".

Security guard

2.8 The principal functions of the security guard are:

- 2.8.1** To maintain the security of the building; to be alert to conditions of fire, theft and vandalism and to understand and enforce the rules and regulations;
- 2.8.2** To maintain a list of handicapped residents requiring help in case of fire or other emergencies;
- 2.8.3** to partake in patrols of the building, garage, parking lot and all common elements and to be alert to burning smells, smoke, loud noises in units, keys left in doors, water leakage, burnt lights, car vandalism, open doors, etc. and to report any such problems;
- 2.8.4** The registration of visitor parking and issuance of parking violations;
- 2.8.5** To receive complaints from residents and refer them to the appropriate authority.

Note: It is not the security guard's function to accept deliveries.

3 – Insurance

- 3.1** The Corporation insures the common elements and the standard units for major perils. Owners are responsible for insuring improvements or betterments made to their respective units. The condominium corporation also maintains liability insurance as the occupier of lands for the common elements. Owners are responsible for insuring any of their interests not otherwise covered by the Corporation.
- 3.2** In the case of an owner being aware of any insurable loss involving damage to the standard unit or common elements, the owner must notify the Corporation as soon as practicable.

- 3.3** Where an owner, through an act or omission causes damage to the owner's standard unit, then the cost of repairing the damage which is attributable to the insurance deductible, shall be added to the common expenses payable for the owner's unit.
- 3.4** Owners should review their insurance coverage periodically with their insurance agent to ensure adequate coverage.
- 3.5** Personal effects, which are lost or stolen, are not the Corporation's responsibility.

4 – Common elements

- 4.1** Bill posting of advertisements and notices shall be limited to the bulletin board located outside of the library on the main floor and only upon written approval of a Board member. Notices may be posted without approval on the bulletin board in the laundry room.
- 4.2** Residents must not place anything on the outside of windows, doors or balconies of building.
- 4.3** Items shall not be thrown from or allowed to fall from the windows and doors of the building or from the balconies.
- 4.4** The sidewalks, entries, passageways, hallways, walkways and driveways used in common by the residents shall not be obstructed by any resident or used by any resident for purposes other than to enter and leave their unit. More specifically, no footwear, mats or trays are to be left in the corridors.
- 4.5** Only a private passenger automobile, motorcycle or commercial vehicle up to a maximum of a one-half ton pickup may be parked on any part of the common elements, including any part thereof, of which any resident may have exclusive use.
- 4.6** In the common element areas, no servicing, including oil changes or repairs shall be carried out to any motor vehicle and no parking of boats, snowmobiles, or equipment of any kind is allowed.
- 4.7** Motor vehicles shall be driven on driveways and in parking areas only.
- 4.8** No one shall harm, mutilate, destroy, alter, remove or litter on any of the landscaping work on the property. This includes areas of grass, trees, shrubs, hedges, flowers or flowerbeds and fencing.
- 4.9** No buildings, structures or tents shall be erected. No trailers, campers, boats, motor homes or similar structure shall be placed, located, kept or

maintained on the common elements. This includes the balconies over which a resident has exclusive use.

- 4.10** The wash bay on parking level B1 shall be used for the washing of privately owned motor vehicles, **FOR RESIDENTS ONLY**, and this bay shall not be utilized for any other purpose (especially the discarding of motor oil).
- 4.11** Many of the facilities in *La Renaissance* require the special attention of trained personnel in order to ensure optimum efficiency. Consequently, residents must not adjust or tamper with any mechanical or electrical controls. Deficiencies or malfunctions in operation should be reported to a staff member.
- 4.12** No garage or auction sales shall be held on the property without the express written permission of the Board. The Board will only consider community events of this nature.

5 – Units

- 5.1** The water closets and other water apparatus shall not be used for purposes other than those for which they are constructed. Sweepings, garbage, rubbish, greasy materials, rags, ashes or other substances shall not be thrown therein (use liquid drain cleansers only – powder cleansers leave a residue in the pipes that hardens and can cause a blockage). Costs to repair any damage caused by misuse, unusual use or unreasonable use will be borne by the person causing the damage.
- 5.2** Water left running, unless in use, adds unnecessarily to maintenance costs. Water valves, especially the washer and toilets, shall be turned off and windows shall be closed if the owner is to be away for an extended period of time. In colder periods, owners should ensure that heat is maintained to a minimum of 10°C to ensure that water pipes do not freeze.
- 5.3** Residents shall not create, permit or continue any noise or nuisance, which, in the opinion of the Board or the Manager, disturbs the comfort or reasonable enjoyment by other residents of the units or common elements. Without limiting the generality of the foregoing, the following disturbances are deemed by the board to be forbidden:
 - 5.3.1** Construction or carpentry work between the hours of 9:00 p.m. and 8:00 a.m.;
 - 5.3.2** Excessive noise caused by sound systems, televisions, musical instruments or parties;
 - 5.3.3** Slamming of doors;
 - 5.3.4** Loud radios on balconies or patios.

- 5.4** Signs for the sale of units are not permitted on any portion of the common elements.
- 5.5** Television antennas, aerials, satellite dishes, towers or similar structures and appurtenances are not to be erected or fastened to any unit.
- 5.6** Unit doors should be kept closed at all times except when used for entry or exit purposes. Air pressure is maintained in the hallways as a means of fire prevention and to minimize transfer of cooking odors from other units. Air ducts in the hallways should be left open.
- 5.7** Drapes, curtains or shades are permitted on unit and patio door windows. Flags, bed sheets, tablecloths or the like are not permitted.
- 5.8** Structural changes inside units, in compliance with any by-laws, including the joining of two units is not permitted without prior written approval from the Board of directors. This includes changes to walls, unit entrance/exit doors and windows. Application to the Board for structural changes shall be accompanied with drawings and technical information certified by an architect or engineer. Contractors shall not use the common hallways for storage of construction materials or debris.
- 5.9** Owners shall provide the superintendent with a key for each lock on their unit door and locker. The keys will be coded and secured in a steel lock-up located in a secure area. (In the event of an emergency, keys are provided.)
- 5.10** The law requires each unit to have functional smoke detectors. It is the responsibility of each owner to ensure they have sufficient smoke detectors installed and in good working condition at all times. Failure to comply may lead to a penalty.
- 5.11** The name of a person responsible in an emergency situation and a telephone number where that person can be reached should be left with the superintendent in cases of a unit owner's prolonged absence.

6 – Balconies

- 6.1** Access through units may be required for inspection and/or maintenance purposes.
- 6.2** Modifications to balconies are not permitted without prior written approval from the Board. Awnings or shades shall not be erected over or outside of windows or balconies. Carpeting or other material is permitted but must not be fixed in any manner to the balcony to permit repairs as required. Balconies may be painted, but only to Board specifications, and the Manager must first grant permission.

- 6.3** Only season-specific furniture is allowed on balconies and patios.
- 6.4** Small plants and flowers are permitted on the inside perimeter of balconies and patios during summer months. Residents shall ensure when watering plants or washing balconies that water does not run or seep to balconies below. In general, owners should ensure that no debris of any kind falls from their balcony.
- 6.5** **DO NOT FEED THE BIRDS** or place birdbaths on the balcony. Bird droppings deface and accelerate the deterioration of buildings and, in general, create unsanitary conditions.
- 6.6** The disposal of cigarette butts or other smoking material is not permitted on the common elements. Mops, brooms, dusters, rugs or bedding are not to be shaken or beaten from windows, doors, balconies or patios. Hanging or drying clothes is not allowed on balconies or patio walls.

7 – Lockers

- 7.1** Lockers are available on a first come first serve basis.
- 7.2** Lockers are rented to occupants independent of their units. When an owner sells, the locker is put on the availability list. A tenant requesting a locker must provide a written request from the unit owner to put their name on the waiting list.
- 7.3** Propane gas tanks, flammable materials, toxic waste materials are absolutely forbidden to be stored in any storage space (locker) or anywhere on the premises.

8 – Garage

Security

- 8.1** Residents should wait until the garage door is closed when entering or exiting to discourage unauthorized persons from entering.
- 8.2** Residents should lock their car doors and remove all valuables when parked.

Safety

- 8.3** Residents should turn their lights on while driving in the garage so they are visible to others.
- 8.4** Garage speeds should be limited to 10 km/h.
- 8.5** Please keep motors turned off when parked.

Parking space

- 8.6** Residents should park in their own parking space. Parking is not allowed on the common areas, with the exception of the lawful use of the 20-minute loading/unloading space on B1.

Storage

- 8.7** Storage of materials in the underground parking garage is limited to motor vehicles, bicycles and a small pull cart.

Rental of parking garage spaces

- 8.8** Parking garage spaces are to be used or rented only by persons who reside at *La Renaissance*.
- 8.9** Residents can contact the property manager to arrange a second parking space, if one is required.

Oil Spills

- 8.10** Oil spills can cause serious damage to the garage floor. Residents should clean any oil spills in their parking space. Use a mild soap, water and a scrub brush to remove the spill.

Waste/garbage

- 8.11** Waste items of any kind, including cigarette butts, should not be strewn on the garage floor.
- 8.12** Recyclable items belong in the garbage room on the B1 level and should be placed in the appropriate container.
- 8.13** Arrangements can be made with the Manager or Superintendent for disposal of any materials resulting from construction or renovation of your unit.

9 – Security

Security precautions

- 9.1** Residents should take precautions to ensure the safety and security of all persons and property.

Interphone

- 9.2** Do not let someone into the building unless you recognize his or her voice or the person identifies himself or herself as someone you are expecting (e.g. an expected delivery person).
- 9.3** Pressing 9 on the phone pad allows a visitor to enter.

Secondary doors

- 9.4** Please close any entry doors fully after use. If you prop any door open for any reason you should not leave it unattended. The main garage entrance/exit manual door should be used to enter or exit the garage and not the overhead garage door.

Unit doors

- 9.5** Remember to lock your door after entering or exiting.

Unit locks

- 9.6** The building staff needs a key for each lock on your unit door. In an emergency situation, the building staff may need to gain entry.
- 9.7** Residents are responsible for any damage to their unit if they do not leave keys for their unit locks and the building staff has to force entry into their unit during an emergency.
- 9.8** It is best to leave the name and number of a person that can be reached, with the on-site office, to be responsible in the case of an emergency or in your absence.

10 – Emergency problems

- 10.1** Problems that arise in the unit are the responsibility of the owner, except for an insurable loss to the standard unit (*see section 3.1*). If, for example, a resident is having plumbing problems then the owner may need to hire a plumber at their own expense. If, for some reason, the matter cannot be resolved, it can be referred to the manager.
- 10.2** Call the superintendent or manager immediately if a problem originates on the common elements.
- 10.3** Some emergency-type examples are fire, flood, malfunctioning elevators or garage doors.

Emergency service – rented units

- 10.4** Residents should call the owner or firm they rented the unit from, as they are responsible for the unit, except for an insurable loss to the standard unit (see section 3.1).
- 10.5** Residents can locate the superintendent or manager if emergency access is needed to their unit or to a closed area. If a security guard is on duty, the person may be able to assist in contacting the appropriate authority.

Non-emergencies

- 10.6** Residents may contact the manager if they encounter problems related to the Corporation that they have been unable to resolve.
- 10.7** A written notification should be submitted to the on-site office or sent to the manager, for any problem that does not require immediate attention.

11 – Fire

General

- 11.1** In the event of a high-rise fire, the Ottawa Fire Department advises:

If you discover a fire

- 11.1.1** Leave the area.
- 11.1.2** Close all the doors as you exit.
- 11.1.3** Sound the fire alarm.
- 11.1.4** Telephone 9-1-1 from an area of safety.
- 11.1.5** Use a safe exit stairwell – not the elevators.

Upon hearing the fire alarm

- 11.1.6** Turn off all appliances.
- 11.1.7** Feel the door before opening it. If it is warm, remain in your unit and call 9-1-1. If the door is not hot, leave the building via the nearest exit and close all the doors behind you.
- 11.1.8** If the smoke is heavy in the corridor, it may be safer to remain in your area. Close the door and place a wet towel at its base.
- 11.1.9** If the stairway is full of smoke, use an alternate exit. If all stairways are also full of smoke, it may be safer to stay in your area.
- 11.1.10** Make sure you take your room key, in case you are forced to return to your unit.

Know your building

- 11.1.11** You should know the location of exits and fire-alarm pull stations – this knowledge may save your life.
- 11.1.12** Make a simple floor plan showing two exits. Walk the distance and actually count the number of steps to these exits.
- 11.1.13** Make your family fire-escape plan now. Have a family meeting to discuss the plan and the fire-safety information on this page.
- 11.1.14** In an emergency, hallway and exit lighting may be out. Make sure that you can follow your escape plan in the dark.
- 11.1.15** Conduct regular fire drills with your family and participate in those conducted by the building's management.

Don't forget

- 11.1.16** Never endanger yourself or others by attempting to extinguish a fire. If you cannot extinguish the small fire with an extinguisher, or if the smoke is dangerous, leave the fire area. Close the door to confine and contain the fire. Activate the fire alarm system, call 9-1-1 and wait outside for help to arrive.

12 – Fire safety

The Ontario Fire Code dictates that:

- 12.1** All exits are to be free of any obstructions;
- 12.2** All exit doors are to be kept closed;
- 12.3** you must report any fire safety violations to the Superintendent immediately.

Residents are advised:

- 12.4** Not to put burning materials such as cigarettes and ashes into the garbage chute;
- 12.5** Not to dispose of flammable liquids or aerosol cans in the chutes;
- 12.6** Not to force cartons, coat hangers or bundles of paper into the garbage chutes;
- 12.7** To cook safely;
- 12.8** To use only safe electrical appliances. Do not overload outlets;
- 12.9** To discard frayed extension cords. Do not use extension cords as permanent wiring;
- 12.10** to avoid careless smoking - use ashtrays and never smoke in bed.

Storage

- 12.11** Do not store any material that may increase the risk of a fire or may act as a fire accelerant.

- 12.12** Do not store propane gas tanks, coal or any other combustibles.
- 12.13** The use of barbecues, hibachis, propane stoves or similar equipment is forbidden inside the units.

Smoke detectors

- 12.14** The law requires each unit to have functional smoke detectors. It is the responsibility of each owner to ensure they have an adequate number of smoke detectors installed and in good working condition at all times. Failure to comply may lead to a penalty.

13 – Condominium fees

- 13.1** Owners pay a monthly assessment fee based on the *Budget of Estimated Expenditures* prepared annually by the Board of directors. The Board may levy a special assessment to provide funds for essential expenditures not funded by the budget.
- 13.2** The monthly assessment fee pays for such items as cleaning and maintenance of the common elements, security, heating and electricity, etc. It also provides a reserve for major repairs.
- 13.3** Owners are urged to use the pre-approved payment plan to facilitate the administration for the Corporation. For further information about the pre-approved plan, contact the manager.

14 – The silent hours

- 14.1** Residents using equipment between 11:00 p.m. and 8:00 a.m. should use their discretion. The use of power tools, washing machines, dryers and the like during this time period may disturb neighbours wishing to sleep.
- 14.2** Try to be considerate of neighbours when playing musical instruments, radios, stereos, televisions and the like as the sound can travel to other units. If the unit has hardwood or tiled floors remember that neighbours below can hear heels tapping and chairs scraping – soft slippers and well-placed rugs can reduce the noise.
- 14.3** Noise should be kept to a minimum when entering or exiting *La Renaissance*, between the hours of 11:00 p.m. and 8:00 a.m.
- 14.4** Residents bothered by noises from other residents should try to resolve the problem with the offending party in an amicable manner, unless they feel threatened for some reason. If the problem persists, report it to the security guard or report the disturbance to the police. If a problem cannot be resolved, it should be reported to the Board who may be able to take action under the by-laws.

15 – Refuse/Garbage

- 15.1** Observing the following rules will assist in ensuring the cleanliness of the common elements.
- 15.2** Debris, refuse or garbage should not be left in or upon the common elements, including those of which residents have exclusive use. It should be stored in a properly tied double plastic bag and deposited in the garbage chute. Try not to overfill the bag, as it should easily fit in the chute. A light push should ensure the bag falls down the chute.
- 15.3** Boxes, cardboard, newspapers, glass bottles, air filters, clothing or any items too large for the chute can be left in the garbage room on Level 1. The janitorial staff does not pick up garbage left in unauthorized areas.
- 15.4** Anyone spilling garbage in the common elements should ensure it is cleaned up promptly.
- 15.5** Residents can assist in keeping the property clean by picking up garbage or debris that they see on the grounds or walkways of the building.
- 15.6** Old carpets, furniture or other non-standard items that are discarded should be disposed of at the owner's expense.
- 15.7** Under no circumstances should residents discard building material of any kind in the garbage bins or on the common elements.

16 – Recycling

- 16.1** Residents can assist in lowering the costs of garbage disposal and at the same time help improve the environment.
- 16.2** The Corporation has contracted with a company to collect garbage and recyclable material.

Special bins are located on level B1 to receive:

- 16.2.1** Cardboard or newspaper material only, i.e. no books or glossy material;
 - 16.2.2** Clear glass;
 - 16.2.3** Coloured glass;
 - 16.2.4** Aluminum (soft drink) cans;
 - 16.2.5** Plastic Bottles (soft drink, etc.).
- 16.3** The above-mentioned items should not be disposed of via the garbage chute but should be taken to the recycling area at level B1.

17 – Moving/Loading Bay

- 17.1** The front doors adjacent to the ramp area are to be used by residents or staff only to enter or exit the building or for dropping off or picking up residents. It is a violation of the fire code to park a vehicle on the ramp.
- 17.2** The loading bay on level B1 is to be used for moving and unloading big items such as furniture, etc.
- 17.3** Moving in or out of the building is permitted between the hours of 8:00 a.m. and 8 p.m., Monday to Saturday **ONLY**. There are **NO MOVES PERMITTED ON SUNDAY**. Reservations must be made in advance with the on-site office for exclusive use of the freight elevator.
- 17.4** Household furniture and effects may only via the freight elevator and through level B1. It is not permitted to move any part of the common elements. Moves in and out of the building **MUST NOT** be done through the lobby.
- 17.5** A \$100 elevator fee (non-refundable) and \$250 (refundable) are required. Cheques should be made out to CCC 498. The fees cover “wear and tear” costs incurred by the Corporation.
- 17.6** Only **ONE** elevator is to be used for moving. The other elevators **MUST** be left free for residential use.

18 – Party Room

- 18.1** Only *La Renaissance* residents are entitled to rent the party room.
- 18.2** The party room must be vacated by 1:00 a.m. unless authorized by the Board.
- 18.3** The superintendent, the manager, members of the Board, the security guard or any *La Renaissance* staff member may request immediate evacuation of the premises if the general comfort or privacy of the building occupants is deemed compromised.
- 18.4** Residents renting the party room accept full responsibility for any and all damages caused by themselves, or any attendees, whether invited or uninvited, during the period covered by their rental agreement. All attendees must remain in the common room and must not be permitted to spill over into the lobby or hallway.

18.5 A rental fee of \$100 (non-refundable) and a \$250 deposit (refundable) must be paid at the time of reservation. The same fees apply to the West patio rental.

18.6 Reservations are to be made through the on-site office.

19 – Parking

19.1 Areas designated as “Visitor Parking” are for visitor use only and not for residents. It is the responsibility of the resident to ensure that any visitors register their vehicle by filling out a form at the B1 level security office. Residents may register visitors for three consecutive nights up to a maximum of five overnight parking authorizations. Special arrangements may be made with the Board or manager for extensions under special circumstances. Vehicles not abiding by these rules are subject to towing.

19.2 Only private passenger automobiles are permitted to park and they must be parked in the driveway or parking spaces. Vehicles such as campers, motor homes, trailers, boats, snowmobiles, etc. are not permitted. In addition, no repairs of any kind are to be made to any motor vehicle on any part of the common elements.

20 – Bicycles/Skateboards/Skates

20.1 The use of bicycles, skates or skateboards is not allowed in the foyer, hallways or elevators.

20.2 Bicyclists must use the access door beside the main garage entrance.

20.3 Cycling is restricted to the roadways and is not permitted around the gazebo or grassland areas.

20.4 Skateboarding is not permitted on any of the common elements.

20.5 Rollerblading is not permitted on any of the common elements.

21 – Pets

21.1 *La Renaissance* is best suited for small, quiet, domesticated animals such as cats, hamsters or budgies.

21.2 There are two decks associated with the grounds of *La Renaissance*. The western deck (located at the end of the building and accessed through the gate beside the main entrance) is open to pets at all times. Pet owners should ensure their pets remain well behaved while in this area. The other deck (located off the common room) is designated as a “Pet Free” zone. An exception to this rule is made when the deck is rented as part of the

common room for a private function.

- 21.3** Pets must be carried or walked on a leash at all times when on or about the common elements.
- 21.4** Pet owners must pick up after their pets in compliance with the municipal “stoop and scoop” by-law.
- 21.5** Pet owners that fail to pick up after their pets, may, at the discretion of the Board, have their pet deemed a nuisance. A written letter will be sent to the pet owner notifying them that within two weeks of receipt of the letter that their pet will no longer be permitted on the common elements.
- 21.6** Pets that are deemed to be a nuisance are not permitted in any unit or on the common elements.
- 21.7** Excessive odours due to poor pet maintenance should be reported to the appropriate authority.

22 – Common rooms

Swimming pool

- 22.1** Located on B1. Hours of operation are: daily 5:00 a.m. to 1:00 a.m. Closed between 1:00 p.m. and 3:00 p.m.
- 22.2** The rules posted in pool area must be followed at all times.

Exercise room

- 22.3** Located at ground level. Key may be obtained from site office.
- 22.4** The rules posted in exercise area must be followed at all times.

Resident workshop

- 22.5** Located on B3. Key may be obtained from site office with a deposit.
- 22.6** The rules posted in the workshop area must be followed at all times.

Library

- 22.7** Located at ground level. Sign is posted in main lobby when the library is open.

Laundry room

22.8 Located on B1.

22.9 Instructions are posted in the laundry room area.

22.10 If you have a problem with the machines call Coin-O-Matic at 613-738-1110.

Notes
