

# UPDATED RULES AND REGULATIONS

## CCC 184

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### **SECURITY:**

Owners/residents are to ensure all doors and windows are locked when they are away.

Garage doors should not be left open while unattended.

Interior hallway lights **must remain on** at all times.

Please ensure the front and back exit doors are closed shut at all times.

Outdoor gates are to be closed at all times.

Owners/residents that encounter loud noise late in the evenings or in the wee hours, may call 613-230-6211 which is for **non-emergencies to the police.**

### **OCCUPATIONAL HEALTH AND SAFETY ACT & HUMAN RIGHTS CODE:**

At **no time** is it acceptable for owners/residents to harass or verbally abuse contractors, other owners/residents, The Board of Directors, the Property Manager or DP Assistant.

The Board requests that owners/residents do not climb ladders to carry out repairs to the common elements, remove batteries, change light bulbs, clean eaves etc. as there is a risk of injury and the Condominium will not be responsible for compensation.

**PLEASE CONTACT OUR PROPERTY MANAGEMENT OFFICE WITH YOUR CONCERNS AT 613-745-2389 or email [dpassistant@deerpark.ca](mailto:dpassistant@deerpark.ca).**

### **RENTED UNITS:**

Owners should ensure that tenants have coverage of their personal effects as well as liability for damage caused by tenant.

Owners are responsible to ensure their tenants abide by all condominium rules.

Owners must have their 'renter' sign and return to DP assistant, acknowledgement that the rules and regulations have been read and understood.

### **EXTENDED ABSENCES:**

Owners/residents are to provide Management with an address, phone number and emergency contact if they are away for an extended time.

Main water valve for your unit located in the laundry room should be turned off.

Contact your insurance broker to determine number of checks that need to be done to ensure coverage is not voided.

### **PARKING ON STONEHILL COURT:**

Visitor parking on Stonehill Court is for visitors, guests, contractors and service people only. Owners/residents are not permitted to park in this area unless arrangements have been made with the Board.

There is **no storage** of any kind allowed in visitor parking.

### **FIRE CODE:**

All fire doors, garage hallway, back fire door exit and door at the top of the stairs **must remain closed at all times** as per fire hall directives.

The common hallways are to be clear at all times . Only glass enclosed pictures, mirrors and boot trays near your unit door are allowed. No boot trays at main entrance door.

Please adhere to the Fire Code to prevent any issues and costs.

### **POOL:**

We ask that owners/residents/visitors abide by the following safety rules:

No more than 4 guests at a time.

An owner/resident **must** accompany their guests to the pool.

Do not give the key to visitors.

No food/drinks allowed (bottled water is permitted).

No private parties allowed.

All guests will have respect for other swimmers. Foul language, loud and bad behaviour will **not** be tolerated.

Noodles are now allowed in the pool. No toys, mattresses or floating boards are permitted.

No smoking or pets allowed in pool area.

Please ensure you shower before you enter the pool.

### **SEASONAL FURNITURE/OUTSIDE MAINTENANCE:**

Furniture may be placed on balconies and patios from May 1st – October 31<sup>st</sup>.

No privacy nets are allowed on balconies.

Table and chairs can remain on any balcony/patio during winter months.

It's the owner's responsibility to shovel snow off their balconies.

Owners/residents are reminded its their responsibility to upkeep their gardens/shrubs/trees. Vegetable gardens are not permitted.

Front gardens are not be be modified without Board approval.  
When using a BBQ keep it as far away from the building as possible.

**BIRD FEEDERS/FEEDING ANIMALS:**

Bird feeders are not allowed on balconies.

We request that owners do not feed chipmunks, squirrels, raccoons or other unwanted animals.

**PETS:**

Dogs and cats are to be leashed at all times when outside the unit.

Pets are to be under control at all times – no aggressive behaviour will be tolerated and barking must be kept to a minimum.

**NOISE:**

Please ensure noises are kept to a minimum during the hours of 11:00 pm to 7:00 am.

Please be respectful of your neighbours when entering and exiting the building when closing the doors.

**FLYERS/NEWSPAPERS:**

Flyers and newspapers are not to be left in the paper rack, in foyer or on the stairs.

**GARBAGE:**

Garbage is not be put out any earlier than the evening before garbage day. Blue, black and green bins are to be stored in the garage.

**UNIT MAINTENANCE:**

**Dryer Filter:**

Clean after each use.

Do not operate dryers when you are out of the building or asleep.

**HOT WATER TANKS:**

New hot water tanks must have a drainage tray installed.

### **WOOD/GAS FIREPLACES:**

Wood fireplaces are required to be inspected by every two years by a chimney sweep contractor.

Gas fireplaces are required to be inspected every five years by a licensed gas fitter.

Receipts of inspection are required to be sent to DP as proof of inspection.

Also, ensure the contractor inspects chimney liner, screen and cap. Replace screen if necessary.

### **SMOKE AND ODORS:**

Owners/residents shall ensure that smoke and odours generated in their units are not excessive.

Owners/residents should make reasonable use of exhaust fans.

**Smoking is only permitted outside your unit – garage area and balcony/patio.**

### **PLUMBING REPAIRS:**

Deerpark Management must be contacted in advance if plumbing repairs/replacements require the main water to be shut off in the building.

There are only 6 main shut off valves for the property and each shut off affects multiple buildings so owners/residents need advance notice.

**At no time is an owner/resident or their contractor, permitted to turn off the water to the buildings.**

### **P-TRAPS:**

P-traps must stay wet to prevent sewer gas and rodents from entering the unit.

Owners/residents should pour hot water (bleach or olive oil) down the laundry room door drain occasionally.

### **RENOVATIONS:**

#### **1. Changes to Common Elements and Owners Responsibilities:**

Owners are to request in **writing**, approval from the Board to proceed with changes to the common element **prior** to commencing. Example: window replacement, installation of air conditioners, awnings, gardens etc.

## **2. Upgrades/renovations inside their unit:**

Owners are to request **in writing** , approval from the Board any changes such as new flooring etc.

## **3. Owners Responsibility During/After Renovations/Upgrades:**

Work is only to be done during weekdays between 8 am and 5 pm, no weekends or evenings.

Notify neighbours of impending work.

Ensure all work meets City Regulations and Codes and obtain the required building permits as necessary.

Carpets in the common hallways are to be covered and protected.

At no time should the front main door be left open.

## **COMPLAINTS:**

Condo issues will be addressed and dealt with.

Owners/residents are encouraged to resolve minor issues between themselves **prior** to involving the Board – once the Board is involved the Board may take appropriate action which may lead to costs for the owner.

## **KEYS:**

The current owner(s) is responsible to provide the new owner(s) with keys for the condominium.

Front Entrance – 2 keys

Unit Door – 2 keys

Electrical Room – 1 key

Mailbox – 1 key

Gatehouse Pool – 1 key

The Gatehouse/Pool key cannot be duplicated and replacement key is \$25.00.

## **YOUR CONTACT FOR QUESTIONS/ISSUES/CONCERNS**

We are managed by Deerpark Management.

The property manager is Shelley Kinsella.

All questions/concerns are to be directed to Jeannette, assistant to the Property Manager, at 613-745-2389 or email Jeannette at [dpassistant@deerpark.ca](mailto:dpassistant@deerpark.ca) during business hours Monday to Thursday 8:30 am – 4:30 pm and 8:30 am – 2:00 pm Friday. For after hours **emergency** call the same number and receive further instructions.

Please note that owners are not allowed to put holes in new siding to hang planters, bird feeders, decorations, etc.

Also, if you have any movies, books or puzzles to share, please leave them on the library shelf at the gatehouse.

**As always, we appreciate your support!**

### **Your Volunteer Board of Directors:**

**President – Ken Thompson**

**Vice President – Moe Lemay**

**Secretary – Mike McPherson**

**Treasurer – Cheryl-Ann Taylor**

**Director – Don Ricard**

**JANUARY 2021**