

MAPLE TREE VILLAGE

Carleton Condominium Corporation No. 234

Gloucester, Ontario

This information booklet has been provided to assist residents of C.C.C. No. 234 in locating services and functions relevant to our community. It remains the property of the unit owner and should be transferred to the new owner if the unit is sold. This booklet should be kept up to date by inserting new leaflets and information as provided by the board.

Please contact any of the Board members if additional information or further clarification is required.

The Board of Directors

This booklet issued October 1984

COMMUNITY INFORMATION

EMERGENCY NUMBERS

Police	822-2916
Fire	741-1211
Civic Hospital (Carling Avenue)	237-4545
General Hospital (Smythe Road)	729-2511
L'Hopital Montfort (Montreal Road)	746-4621
Riverside Hospital (Riverside Drive)	731-6710
Children's Hospital (Children to 16 years) (Smythe Road)	737-7600
Poison Control Centre	521-4040
Medical Emergency Information	236-2545
Ottawa Distress Centre/24 Hours	238-3311
Information Gloucester	741-0770

PART I

GENERAL RULES

1.1 PARKING

ILLEGAL PARKING

1.2 GARBAGE COLLECTION

1.3 PET CONTROL

2.3 PREVENTATIVE 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 preventative maintenance repair will be as decided by the Board of Directors.

Problems with the individual units are the unit owner's responsibility. These are things such as Plumbing and electrical problems, furnace repairs, wall and floor damage, thermopane windows, roofs, siding, doors, basement leaks, etc.

2.4 REPAIR SERVICE CHARGE

A minimum service fee shall be charged to unit owners for service calls or repairs to common elements which are determined to be the responsibility of a unit owner/tenant.

2.5 CORPORATION/UNIT OWNER MAINTENANCE RESPONSIBILITIES

2.5.1 CORPORATION

- a. Boundary fence repairs
- b. Common element fixtures and signs
- c. Roadways
- d. Water mains
- e. Sewers
- f. Corporation office
- g. Common element landscaping

2.5.2 OWNER

1. All maintenance to owner's unit, including frozen pipes*
2. Any damage to common elements caused by owner/tenant.

*Frozen pipes damage over \$250.00 is an insurance claim on the "All Risk" policy.

2.6 INTERIOR DAMAGE POLICY

The Condominium Corporation will not assume any liability for interior damage to a unit not covered under the Corporation's Insurance Policy.

2.7 INSURANCE DEDUCTIBLE POLICY

where an insurance claim against the Corporation's policy is made by a unit owner for loss or damage to non-common elements, within the unit, the claiming owner will be responsible for the deductible portion of each claim. Damage resulting from failure of common elements will not be subject to this deductible.

2.8 SNOW REMOVAL

- 2.8.1** Individual owners are responsible for the removal of snow from their walkways and driveways up to the common element roadway.
- 2.8.2** Please removal your vehicle from the common element roadway when the snow removal contractor sounds the horn on his vehicle or when you see the snow clearing equipment start working.
- 2.8.3** Any dangerous situation like ice build-up or poor clearing should be reported at once to our management firm.
- 2.8.4** Vehicles obstructing snow removal of the common element roadways and parking areas, or causing a hazard, may be removed at the owner's expense.

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OBJECTIVE STATEMENT FOR THE
MAPLE TREE VILLAGE COMMUNITY

OBJECTIVE STATEMENT:

To ensure the ongoing maintenance of the community

- through the employment of a professional management company;
- through resource input from the community;
- through the existence of a reserve fund that guarantees replacement of major capital projects;
- through awarding contracts as required.

To improve the environment through comprehensive planning, within the defined budget, subject to community approval, and in accordance with the Condominium Act (1980), through the development of multi-year plans that focus on:

- site and landscape improvements;
- structural improvements/additions to the common elements;
- the community complex that includes the recreation area, and corporation office.

To provide an atmosphere that encourages the development of social and cultural activities

- through the recognition and provision of support for community activities.

ADMINISTRATION

Board of Directors

The Board is comprised of five members who are elected at an annual meeting of owners. They are: President, Secretary/ Treasurer, and three Directors. These elected officials are responsible for governing the Condominium and they may, from time to time, appoint "voluntary" assistance, committees, or other groups as needed to perform various duties. The Board is also responsible for hiring a management company and contractors necessary for maintaining and coordinating services for our Community.

The Management Company

The Management Company hired by the Board, uses its experience and expertise in all facets of business administration to ensure that our condominium gets full value for our money in the smooth and swift completion of our required services. The Manager provides the Board with a choice of competent business firms ready to perform these services and takes all the necessary actions to ensure proper completion. The Manager also invests monies as directed by the Board while providing the Board with sound advice on investments. In essence, the Management firm is a knowledgeable working extension of our Board of Directors.

The Committees

The Committees consist of groups of community volunteers who have a desire to help their community grow and flourish to become the most pleasant and desirable environment.

DOCUMENTATION

(Authority Base of the Condominium)

The Condominium Act 1980

- Provincial legislation
- governs the operation of condominiums in Ontario
- originally written for developers
- re-written for owners and boards following the Keeley Report to provide protection
- the Act takes precedent over all documentation, declaration and by-laws of individual condominiums.

The Declaration

- prepared by the developer
- more specific than the Act, spells out things like:
 1. proportion of common expenses unit owners must pay;
 2. use of units and the common elements;
 3. duties of the Corporation.

By-Laws

- covers such things as:
 1. election of directors;
 2. agents, officers, employees;
 3. management of the property;
 4. use and management of assets;
 5. duties of the Corporation and responsibilities of unit owners;
 6. assessment and collection of common expenses;
 7. borrowing money;
 8. general conduct of the affairs of the Corporation.

Rules and Regulations

- Board may make rules governing use of Common Elements for safety, security or welfare of the owners;
- rules must be reasonable and consistent with the Act, Declaration and By-laws;
- rules take effect 30 days after notice is given unit owners if no written request for meeting (15%) is received for re-consideration of rules;
- rules can be amended or repealed at special meetings called for this purpose or by the Board.

1.1 PARKING RULES

- 1.1.1 Visitors parking spaces are to be used by non-resident visitors only. Owners and tenants are responsible to ensure that their visitors are parked in the designated visitors parking spots. Failure to abide by the foregoing parking rule will result in the vehicle being treated as a parking violation.
- 1.1.2 Trailers, boats, and other non-motorized vehicles are not permitted on Corporation property except for the express purpose of loading and unloading at which time they may be parked in owners driveway only for a period not to exceed 24 hours. Violation of this rule will be treated as any other parking violation.
- 1.1.3 No major repairs to vehicles of any type are permitted on Corporation property. Owners or tenants will be liable for any damage that may occur through their failure to comply with this rule.
- 1.1.4 Vehicles are not to be parked on Corporation roadways. Vehicles parked in unauthorized areas shall be towed away at the owners risk and expense.
- 1.1.5 Vehicles which create a problem for snow removal or road maintenance will be towed away at the owners risk and expense.
- 1.1.6 Violations of the above rules will be dealt with at the discretion of the Board either by the local police ticketing or by removal from the property at the owner's risk and expense.
- 1.1.7 No resident shall park any place other than their own garage or driveway.

1.2 GARBAGE COLLECTION

- 1.2.1 The City of Gloucester provides garbage pick-up service to C.C.C. No. 234 residents. The current pickup schedule is WEDNESDAY afternoons. Please remember that in weeks in which Monday is a holiday, garbage will be picked up on THURSDAY.
- 1.2.2 We request that all residents package their garbage securely and refrain from setting it out for pick-up until after 9 p.m. on the evening prior to Pick-up day. Should someone put their garbage out too late for any given pick-up they will be required to return it to their own home enclosure until the next pick-up day. Garbage left laying around our streets and walkways is unsightly and unhealthy.

1.3 **PET CONTROL - Pet Owner's Responsibilities**

- 1.3.1 At no time may a pet be allowed to roam freely and alone in the common use areas of the Condominium.
- 1.3.2 When outside an owner's unit, a pet must be on a leash at all times and accompanied and controlled by a responsible person.
- 1.3.3 Freedom to roam without a leash must be confined to an owner's unit bearing in mind that the fence must be extended to ground level to prevent the pet from escaping.
- 1.3.4 It is incumbent upon each pet owner to ensure that their pet does not defoul or damage any common use areas.
- 1.3.5 It is incumbent upon each pet owner to keep the noise level to an acceptable level at all times.

NOTE: 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. Excessive barking or other noise made by the animal must also be stopped by the owner in any effective way necessary. This Policy is in accordance with the City of Gloucester By-law.

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MAINTENANCE POLICIES

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- 2.6 INTERIOR DAMAGE POLICY
- 2.7 INSURANCE DEDUCTIBLE POLICY
- 2.8 SNOW REMOVAL

2.1 GENERAL INFORMATION

Generally, the Corporation is responsible for maintenance and repairs to all common elements. In the absence of an owner, the Board of Directors shall be empowered to undertake, at the owner's expense, the necessary repairs or remedial action to correct damage or prevent further damage to a unit that may affect the safety or security of the owner's unit, an adjoining unit or the common elements.

As a general philosophy, your Board has decided that it is in every owner's best interest if we adopt a policy of maintenance and repairs which responds immediately to those very few occasions when a genuine emergency type of repair is indicated.

The policy for repairs and preventative maintenance to the common element are described in the following paragraphs, and applies equally to required unit repairs at the owners expense.

2.2 CATEGORIES OF GENERAL REPAIRS

2.2.1 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. Examnle situations are: loss of a number of roof shingles which cause itnmediate(or likely possibility of leakage to a unit; basement flooding, exposure of bare electrical wires, etc.

2.2.2 PERIODIC

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

All other types of repairs will be done as soon as possible after being reported to the Management.

PART III

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3.1 GENERAL POLICY

As any architectural change to a unit may affect the safety or infringe on the rights of a neighbour and the corporation, no owner shall make structural changes in or to his unit or install, plant, or erect any hedging, fencing, garden shed, or other erection on his unit or any part of the common elements without the consent of the Board. Such consent will not be unreasonably withheld, however, it must be emphasized that all alterations must be reviewed to ensure that:

- a. they do not affect any existing easement or right of way;
- b. do not affect or infringe upon common elements;
- c. do not affect the Condominium's insurance policy; and
- d. are 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.

3.2 REQUEST FOR MODIFICATION, ALTERATION OR ADDITION

In general, requests for modification, alteration or additions to units must be submitted in writing - including plans and specifications as appropriate to the Manager. Acknowledgement may generally be expected within two (2) weeks of application.

Check individual policies for exceptions.

NO WORK MAY BE UNDERTAKEN UNTIL SPECIFIC APPROVAL HAS BEEN RECEIVED IN THE FORM OF A LETTER FROM THE MANAGER.

3.3 CONDITIONS FOR GENERAL APPROVAL

General approval is given for the installation of the following, but please note that their installation is subject to the following conditions and the policy, "Unit Owner's Liability".

3.3.1 FENCES

No fencing or hedging shall be planted, erected or installed without the consent of the Board. While such consent will not be unreasonably withheld, it is expected that the standards set by the board will be adhered to.

Standards will be provided upon request.

3.3.2 MAILBOXES AND MAILSLOTS

Residents may use their own discretion in selecting the design, colour, size and placement of mailboxes so as to harmonize with the entrance of their units. While the mail-slots may be filled in to match the existing finish, the location of mail-slots may not be altered. Mailboxes and mail-slots shall be commercially manufactured metal residential types.

3.3.3 HOUSE NUMBERS

Unit owners are encouraged to display house numbers. Material used should be in good taste compatible with house design and securely affixed to your home.

3.3.4 CLOTHESLINES/SUNSHADES

General approval is given for clotheslines and lawn umbrellas, but please note the following conditions;

Clotheslines: Clotheslines of the umbrella or tree type only may be installed.

3.3.5 DOORS

Storm/Screen Doors

General approval is given for the installation of a combination storm/screen door to the following specifications

1. at least 1 1/2 inches thick;
2. pre-finished to match or compliment existing trim of unit
3. plain design with proportions of approximately 2/3 glass to 1/3 metal.

3.3.6 GARDEN SHEDS

A need for garden sheds has been recognized by the Board of Directors. The main purpose of this policy is to ensure a visual harmony in the community, which could easily be destroyed owing to the size of such additions. Also, it is intended to ensure that damage is not done to any unit or other permanent feature, and to allow for the regular maintenance of these.

Garden sheds will be allowed within the fenced area of the unit provided they do not exceed the surrounding fence height by more than one foot. They must be so located as to ensure that any roof run-off does not affect neighbour's property, boundary fences or foundations by water accumulation or erosion.

NOTE: As there are easements in your back yards, any structure that interferes with maintenance of the common element, or any easement, the owner may be required to move the structure to permit access to the area concerned.

3.3.7 EAVESTROUGHES

General approval for the installation of eavestroughing is given subject to the following conditions:

- a. Eavestroughing must be constructed of factory enamelled steel or .032 gauge aluminum to match existing trim.
- b. Down pipes must not-cause inconvenience to neighbours and must not be unsightly.
- c. Eavestroughs may be installed at the front and/or back of the unit.
- d. All installation must be done by a Professional contractor subject to inspection by the Board of Directors or its representative.
- e. If problems arise, the Board has the right, with just cause, to have the eavestrough removed, or repaired at the owner's expense.
- f. It is the responsibility of the owner to ensure that any damage caused to the common elements caused during or because of the installation of the eavestroughing is repaired at the owner's expense, to the satisfaction of the Board.
- g. Drainage and erosion problems caused by the down pipe will be resolved at the owner's expense to the satisfaction of the Board.

3.3.8 AIR CONDITIONERS AND HEAT PUMPS

The installation of an air conditioner/heat pump constitutes a major change to the environment of Maple Tree Village. This policy has been Prepared to guide those owners who wish to install air conditioning or heat pumps and to minimize inconvenience to others.

APPROVAL REQUIRED: The installation of any air conditioning unit/heat pump requires the approval of the Board of Directors through the Manager (approval for water-cooled air conditioning is conditional). Owners may contact the Manager to obtain technical information, release forms and recommendations on installation.

When applying to the Manager, the following information must be provided in writing:

- a. the type, make, model, size and noise rating;
- b. planned location; and
- c. the written consent (release forms) of unit owner(s) whose residences) lie within fifty feet of an air-cooled unit or heat pump (the location of the compressor must be approved by the Manager).

Recognizing that water-cooled units are large consumers of water - which is a common charge - the Board requires that those owners installing (or already operating) such a unit, must pay for the "unconsidered use" of the water. Approval for installation of a water-cooled unit is dependent upon the following conditions:

- a. the unit owner must install a water meter and pay for the measured consumption of water at current water rates; and
- b. if it appears that the number of water-cooled units in a given row may create an excessive demand for water, and thereby reduce water pressure in all units in that row, approval will be denied.

Window air conditioners must be installed in such a manner that the surrounding area retains its glassed-in appearance through the use of a clear glass or plastic panels. All units should harmonize with the surroundings and be properly mounted and maintained.

COMPLAINTS: The Board, through the Manager, will receive written complaints concerning noise* generated by any unit and may demand that the unit be shut down until repaired, or if necessary, may order such remedial steps be taken as the Board deems fit. All costs for such work will be borne by the owner of the offending unit(s).

*A limit of 50DBA is prescribed by municipal and provincial regulations for various air conditioners and will be used for judging complaints, based on reception at windows of neighbouring units.

3.3.9 FIREPLACES

APPROVAL REQUIRED: The owner must submit an application in writing to the Board of Directors for approval before the installation is made. Installations will be approved subject to the following regulations:

- a. Upon receipt of approval, the owner must contact the Fire Prevention Bureau (746-9880) to ensure that the fireplace he wishes to install is compatible with the structure of his unit.
- b. It is mandatory that the installation be certified by the Fire Prevention Bureau as having been installed correctly and in accordance with municipal by-laws. Upon completion of the work, the Board must receive a copy of the certificate.
- c. Because of weight considerations, cast iron or solid brick fireplaces will be allowed only on basement levels.
- d. Chimneys must run through the units and emerge from the roof. It shall extend a minimum of three feet above the peak of the roof or any structure within a ten foot radius of the chimney. Stacks must be finished to conform with the existing architectural standard.
- e. All chimneys must be cleaned at the owner's expense once a year and proof of such provided to the Manager.
- f. Any damage caused by the installation or use of the fireplace will be repaired by the Board at the expense of the owner of the unit in which the fireplace was installed.
- g. Wood storage is permitted within the unit area only (said storage should be no higher than the fence).
- h. Exceptions to these regulations will be considered by the Board on an individual basis.

NOTE: As the installation of a fireplace is an improvement to the unit,, it is not covered by the Condominium's fire insurance policy. Owners are therefore advised to obtain supplementary coverage for the value of the installation. As improper installation could affect the Corporation's fire insurance coverage, it is imperative that the above quoted regulations be strictly adhered to.

3.3.10 LAWN CARE

Maintenance of all lawns of the common elements is the responsibility of the Board.

Maintenance of the lawns of individual units is the responsibility of the owner/tenant, including mowing, trimming fertilization, weeding and damage caused by owner's pets, patios and garden sheds, etc.

Failure to maintain your lawn to an acceptable standard may cause the Board to effect repairs at the owner's expense.

3.3.11 HANGING PLANTS/FLOWER BOXES

Installation of flower boxes and hanging plants shall not damage nor interfere with the common elements and should contribute to the aesthetic appearance of the unit. Any damage caused by their installation is the responsibility of the owner/tenant.

3.3.12 TREES/SHRUBBERY

As there is in existence an official City of Gloucester approved landscaping plan, any owner wishing to plant additional trees must submit an application to the Board of Directors. Only trees of the type authorized in the landscaping plan will be permitted.

General approval is given for the planting of shrubbery subject to the following conditions:

- a. Shrubbery planted along side buildings and on lawns must be maintained and trimmed.
- b. Shrubbery will not be planted in such a way as to form a hedge or fence on front lawns.
- c. No planting will be permitted around trees or shrubbery planted in accordance with the official landscaping plan.
- d. No trees or shrubbery planted in accordance with the official plan will be removed or altered.

3.3.13 EXTERIOR CHRISTMAS LIGHTS

Only CSA approved outdoor lights may be affixed to the building. Owners are urged to ensure adequate care is taken in their installation. Special care must be paid to the use of extensions and electrical connections. In general, all installations and electrical connections should be out of reach of small children.

All Christmas lights must be removed by the 15th day of January.