



Carleton Condominium Corporation No. 400

Gloucester, Ontario



This information booklet has been provided to assist residents of C.C.C. No. 400 in locating services and functions relevant to our community. It remains the property of the unit owner (Landlords must provide their tenants with a copy of rules) 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 or management company if additional information or further clarification is required.

As well, if there are items which are not covered herein, please bring them to the Board's attention for their review.

The Board of Directors

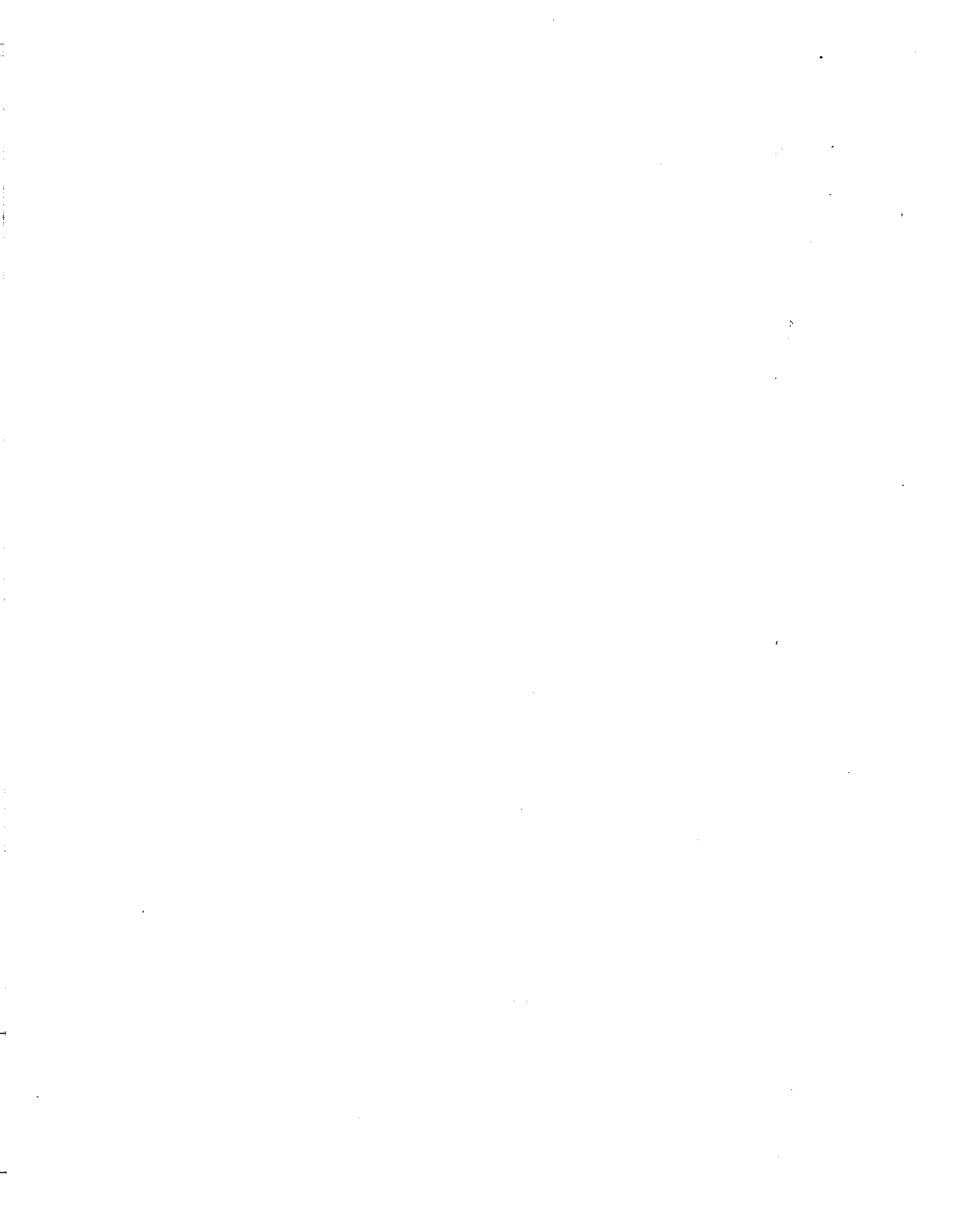
March 2/1999

The Management company responsible for our neighbourhood is:

Deerpark Management Limited
52 - 5450 Canotek Road
Gloucester, Ontario
K1J 9G3
Tel: 745-2389
Fax: 745-2400

The Parking Control company responsible for our neighbourhood is:

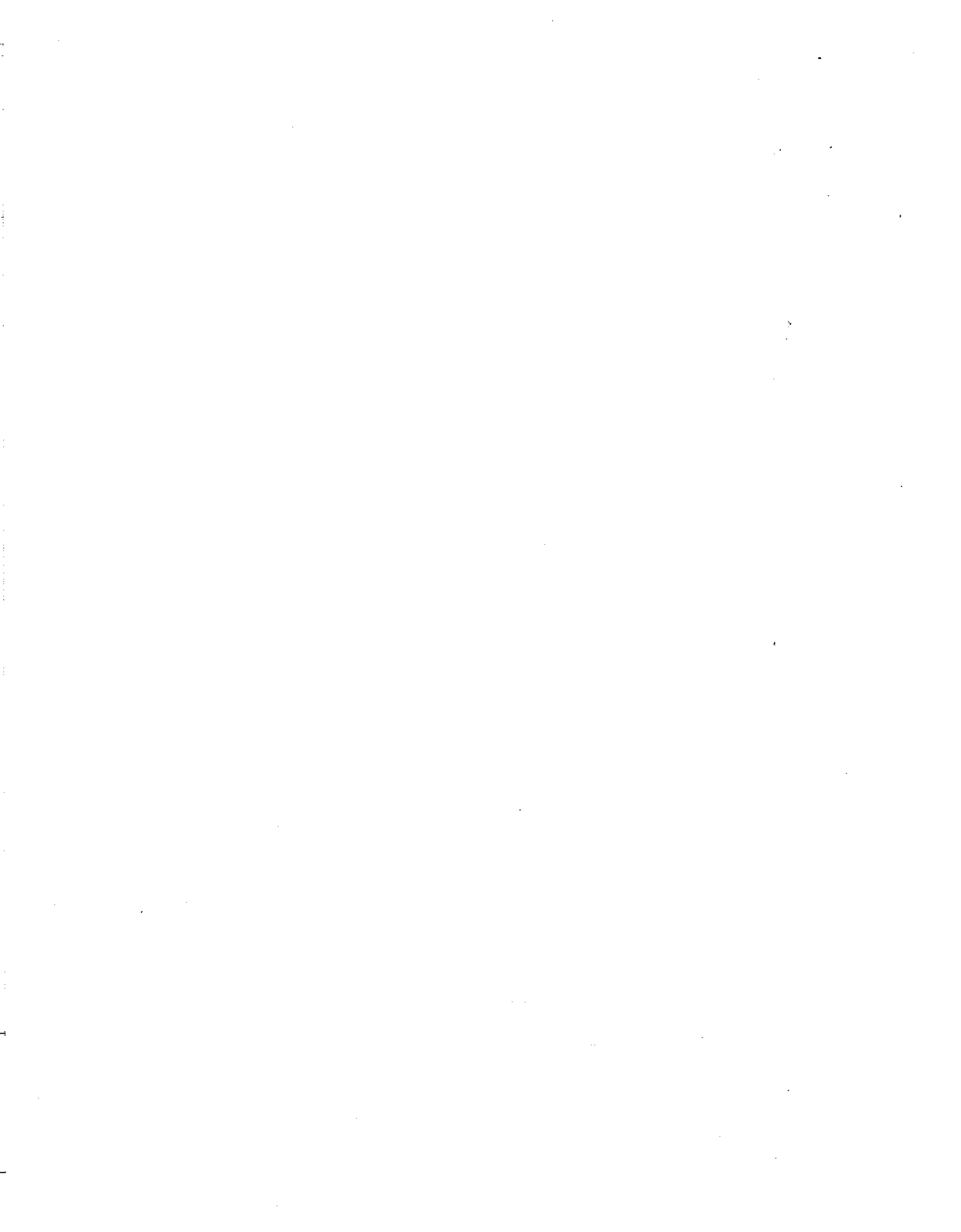
Carleton Parking Management
Tel: 725-6621



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Rules and Policies are subject to the Condominium Act as amended, and the Declaration and By-Laws of the Corporation.

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GENERAL RULES

1.0 General Overview

1.0.1 An owner shall not do anything, or permit anything to be done, in his or her unit, or bring or keep anything therein, which will:

- a) obstruct or interfere with the rights of other owners to their comfort and quiet enjoyment of their units and common elements;
- b) conflict with any insurance policy carried by the Corporation or any owner;
and
- c) conflict with any of the rules or ordinances of the Health Authorities or with any statute or municipal by-law.

1.1 Parking

1.1.1 VISITOR'S PARKING SPACES ARE TO BE USED BY NON-RESIDENT VISITORS ONLY. Excessive repetitive use of visitors parking by a single household is not permitted.

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 being in violation of regulations.

1.1.2 Oversized vehicles, trailers, boats, and 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 a visitor's parking spot. Time so permitted shall be for the loading and unloading only. Violation of this rule will be treated as any other violation.

1.1.3 There is only one (1) parking space per household; the owner or tenant is to park in their designated unit parking space only. There are from time to time 10 extra rental spaces for residents who own more than one vehicle. Please contact Deerpark Management for details.

1.1.4 No major or repetitive 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.

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- 1.1.5 Vehicles are not to be parked on Corporation property other than that designated as parking. Vehicles parked in unauthorized areas shall be ticketed and/or towed away at the owner's risk and expense.
- 1.1.6 Derelict vehicles or vehicles which create a problem for snow removal or road maintenance will be towed away at the owner's risk and expense.
- 1.1.7 All cars must be parked within the yellow boundary lines which designate the parking area for each unit and should not impede pedestrian traffic.
- 1.1.8 Visitors staying overnight at an owner or at a tenant's home should park in a visitor parking spot.

Guests staying overnight or between the hours of 2:00a.m. and 7:00a.m. must register their vehicles with the parking control (ref. to page 2). State make, model, licence plate and address. Registration are taken 24 hours a day, 7 days a week. No vehicles may be registered for more than 72 consecutive hours without making arrangements with Deerpark Management (ref. to page 2).

- 1.1.9 Motorcycles owned by owners or tenants may be parked in their designated unit parking space in front of their vehicle (if their vehicle is small), or may be walked through to and kept in their backyard.
- 1.1.10 Illegally parked vehicles in your titled parking spot must be dealt with by you, the owners.
- 1.1.11 Violation of these rules will be dealt with at the Board's discretion and/or by their designated parking control agent. Removal of vehicles from condominium property will be at the owner's risk and expense.

1.2 PET CONTROL - Pet Owner's Responsibilities

- 1.2.1 At no time may a pet be allowed to roam freely and alone on the common use areas of the Condominium.
- 1.2.2 When outside an owner's unit, a pet must be on a leash at all times and accompanied and controlled by a responsible person.
- 1.2.3 Freedom to roam without a leash must be confined to an owner's unit or exclusive use area, bearing in mind that the fence must be extended to ground level to prevent

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the pet from escaping. In the event that the "exclusive use area" is not fully enclosed, the pet tether cannot be longer than 2 feet less than the Corporation fence length.

1.2.4 It is incumbent upon each pet owner to ensure that their pet does not defoul or damage any common use areas, or exclusive use areas of other residents.

1.2.5 It is incumbent upon each pet owner to maintain noise levels to an acceptable level at all times.

NOTE: If it is necessary for the pet 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 pet must also be stopped by the owner in any effective way necessary. This Policy is in accordance with the City of Gloucester By-laws. A Pet Control Officer will be asked to check the Condominium area on a regular basis and pick up any roaming pets.

1.3 LANDSCAPING RULES

1.3.1 GENERAL COMMENTS

1.3.1.1 Any resident who wishes to improve the landscape material in their yards must forward a landscape plan to the Board for approval.

1.3.1.2 Owners or tenants are not allowed to plant flowers or any vegetation around the base of any trees, bushes, or shrubs as planted by the builder.

1.3.2 FRONT LAWNS

- 1.3.2.1 a) No lawn statues or similar ornaments are permitted.
b) No storage of bicycles, lawn chairs, tents, toys, etc. are permitted.
c) Railings are to be kept clear at all times.

1.3.2.2 Flowers, within 1 meter of the foundation are permitted.

1.3.2.3 In the event that a garden or flower bed is overrun with weeds, the Board reserves the right to return the area to its original state at the expense of the owner.

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1.3.3 BACK YARDS

1.3.3.1 Flowers, within 1 meter of foundations, or on the inside facing of fences, are permitted.

1.3.3.2 Edible vegetables may be grown in the backyard area but such vegetables may not exceed the height of the fence. (No enclosing fence, no vegetables). No changes to existing grade are permitted.

1.3.3.3 In the event that a garden or flower bed area is overrun with weeds the Board reserves the right to return the area to its original state at the expense of the owner.

1.3.3.4 Tenants who choose not to make their backyard accessible to landscapers, you are responsible for the cutting/trimming and weeding of the grass to a height of 4 - 6 cm, including grass around the edge of the flower beds.

1.3.3.5 No trees may be planted on condominium property by owners.

1.4 GARBAGE

1.4.1 The owner or their tenant shall not place, leave or permit to be placed or left in or upon the common elements, any debris, refuse or garbage, except on days designated as garbage days and only in the designated central garbage depositories. From time to time the Corporation will mark out the designated areas.

1.4.2 Refuse or garbage must be contained in tied/closed garbage bags or cans.

1.4.3 Garbage can not be left at the designated central garbage depository locations prior to 6:00 pm the night before garbage day.

1.4.4 Garbage cans/blue boxes must be removed from central garbage depositories by the end of garbage day.

1.4.5 Should anyone 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.

1.4.6 In the event that an owner's garbage is not picked up by the city because it is

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unsuitable for disposal, the owner must return it to their own home and have it disposed of at their own expense.

- 1.4.7 The disposal of furniture and/or appliances such as couches, stoves, refrigerators, washers, dryers, garden waste, etc., and/or hazardous materials that are not normally picked up by the city cannot be disposed of through central garbage depositories. This refuse must be removed at the owners expense. Contact your local municipal by-law office for disposal information.

II MAINTENANCE POLICIES

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 is 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. For specific information on maintenance, see Declaration.

2.2 CATEGORIES OF GENERAL RULES

2.2.1 EMERGENCY

Response: As soon as practically possible

Definition: Those repairs which, if not effected as soon as possible, could result in serious damage to property or constitute imminent danger to life. Example situations are: loss of a number of roof shingles which cause immediate (or likely possibility) of leakage to a unit; basement flooding, exposure of bare electrical wires, etc.

2.2.2 Problems with the individual units are the unit owner's responsibility. These are things such as plumbing and interior electrical problems, furnace repairs, wall and floor damage, screens, interior doors etc.

2.3 REPAIR SERVICE CHARGE

A service fee, on a cost recovery basis, shall be charged to unit owners for service calls or repairs to common elements which are determined to be caused by or the responsibility of a unit owner/tenant.

2.4 CORPORATION/UNIT OWNER MAINTENANCE RESPONSIBILITIES

2.4.1 CORPORATION

- a. boundary fence repairs
- b. common element fixtures and signs
- c. roadways
- d. water mains
- e. sewers, including laterals

II MAINTENANCE POLICIES

- f. common element landscaping
- g. eavestroughing
- h. cyclical preventive maintenance

2.4.2 OWNER

- 2.4.2.1 All maintenance to owner's unit, including frozen pipes.
- 2.4.2.2 Any damage to common elements caused by owner/tenant.
- 2.4.2.3 Screens.
- 2.4.2.4 Door hardware e.g. passage sets & locks.

2.5 INTERIOR DAMAGE POLICY

Each owner shall maintain and repair his unit at his own expense.

2.6 INSURANCE DEDUCTIBLE POLICY

Unit owners are responsible for that portion of the deductible related to any claim made under the Master Policy with respect to damage to their units.

- 2.6.1 The amount of the deductible on the Master Policy may change from time to time.
- 2.6.2 Information with respect to the current amount of the deductible on the Condominium Corporation's Master Policy is available from the Property Manager.

2.7 SNOW REMOVAL

- 2.7.1 Individual owners are responsible for the removal of snow from their steps and walkways to the common element sidewalk.
- 2.7.2 Any dangerous situation like ice build-up or poor clearing should be reported at once to the management firm.
- 2.7.3 Vehicles obstructing snow removal of common element roadways or causing hazard may be removed at owner's risk and expense.
- 2.7.4 Snow remaining due to vehicle's obstructing snow removal must be removed by owner.

III
ARCHITECTURAL POLICIES
Common Element/Unit Rules

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 rights of way that are known to the Corporation;
- 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.
- e. owner are responsible to comply with any and/or all Government & Utility Ordinances or Acts
- f. **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. Acknowledgment may generally be expected within two (2) weeks of application.

Check individual policies for exceptions. (#3.3 to end of booklet)

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

3.3 CONDITIONS FOR GENERAL APPROVAL

General approval is given for the installation of the following. Please note that their installation is subject to the following conditions and the policy. "Unit Owner's Liability". (See #3.1 above).

III ARCHITECTURAL POLICIES

3.3.1 FENCING/HEDGING

No fencing shall be erected or installed without the written consent of the Board and not withstanding such consent, such fencing shall not be installed in any location other than in accordance with the site plan filed by the Declarant with the Board.

All fencing shall be of uniform height and shall be constructed of uniform materials and colour as stated by the Board from time to time.

3.3.2 CLOTHESLINES

Clotheslines are not allowed.

3.3.3 DOORS

Storm/Screen Doors

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

- 3.3.3.1 at least 38 mm thick;
- 3.3.3.2 pre-finished in white to match existing trim of door frame;
- 3.3.3.3 plain design with proportions of approximately 2/3 to 1/3 metal;
- 3.3.3.4 any other specifications subject to the Board's approval.

3.3.4 GARDEN SHEDS

Metal garden sheds will be allowed within the fenced area of the unit provided that they do not exceed the surrounding fence height. Sheds must be properly fastened to the ground, they must be properly maintained and repaired, and they must be located so as to ensure that any roof run-off does not affect a neighbour's property, boundary fence or foundations by water accumulations or erosion. There are easements in some of the backyards and the shed must be able to moved should the need arise. Wooden sheds are not permitted.

III ARCHITECTURAL POLICIES

3.3.5 AIR CONDITIONERS AND HEAT PUMPS

Window Air Conditioners

Window air conditioners must be of a high quality and such standard as to minimize noise disturbance to neighbours. Plexiglass must be used for the installation of window air conditioners when the conditioner does not fill the normally glassed area. They can be installed only from May to the end of September.

Central Air Conditioners

The following information must be provided to the Property Manager for the installation of central air conditioning:

- a. the type, make, model, size and noise rating;
- b. planned location;
- c. *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.
- d. location to comply with any utility codes.
- e. responsibility of owner to check that any City By-laws or Utility Ordinances are satisfied before installation.
- f. condensers and/or head pump must be installed in the backyard only.

3.3.6 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 Bureau 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.

III ARCHITECTURAL POLICIES

- c. Because of weight consideration, 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.
- e. All chimneys must be cleaned at the owner's expense once a year and proof of such provided to the Property Manager. This includes all existing fire places, as well as new installations.
- f. Any damage caused by the installation or use of the fireplace will be repaired by the Board at the expense of the unit in which the fireplace was installed.
- g. Wood storage is permitted within the exclusive use area only (back yard - said storage should be no higher than the fence and should not be against 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 regulation be strictly adhered to.

3.3.7 ANTENNA/SATELLITE DISHES

Cannot be installed without prior permission of the Board of Directors and Property Manager. ~~Application must include dimensions and method of installation.~~

See rule change, attached: Rule change: 3.3.7, updated 22 June 2006

3.3.8 CHRISTMAS LIGHTS

No Christmas lights in trees.

Rule Change: 3.3.7, updated 22 June 2006

**CCC 400
Forest Pointe I**

SATELLITE DISHES

22 June 2006

Dear residents,

The Board of Directors of CCC 400 has revised the rules regarding satellite dishes in CCC 400.

Satellite dishes are allowed pursuant to the following criteria:

- a) Dishes are to be located in the back yards only.
- b) If a yard has an end fence that encloses the yard (owner paid for), the dish can be installed on this fence.
- c) Dishes are not to be installed on the side fences (Corporation paid for).
- d) Unenclosed yards require a pole to support the dish. The pole is to be no higher than the side fence.
- e) The dish may be higher than the fence but only the height of the dish.

The Board of Directors
CCC 400