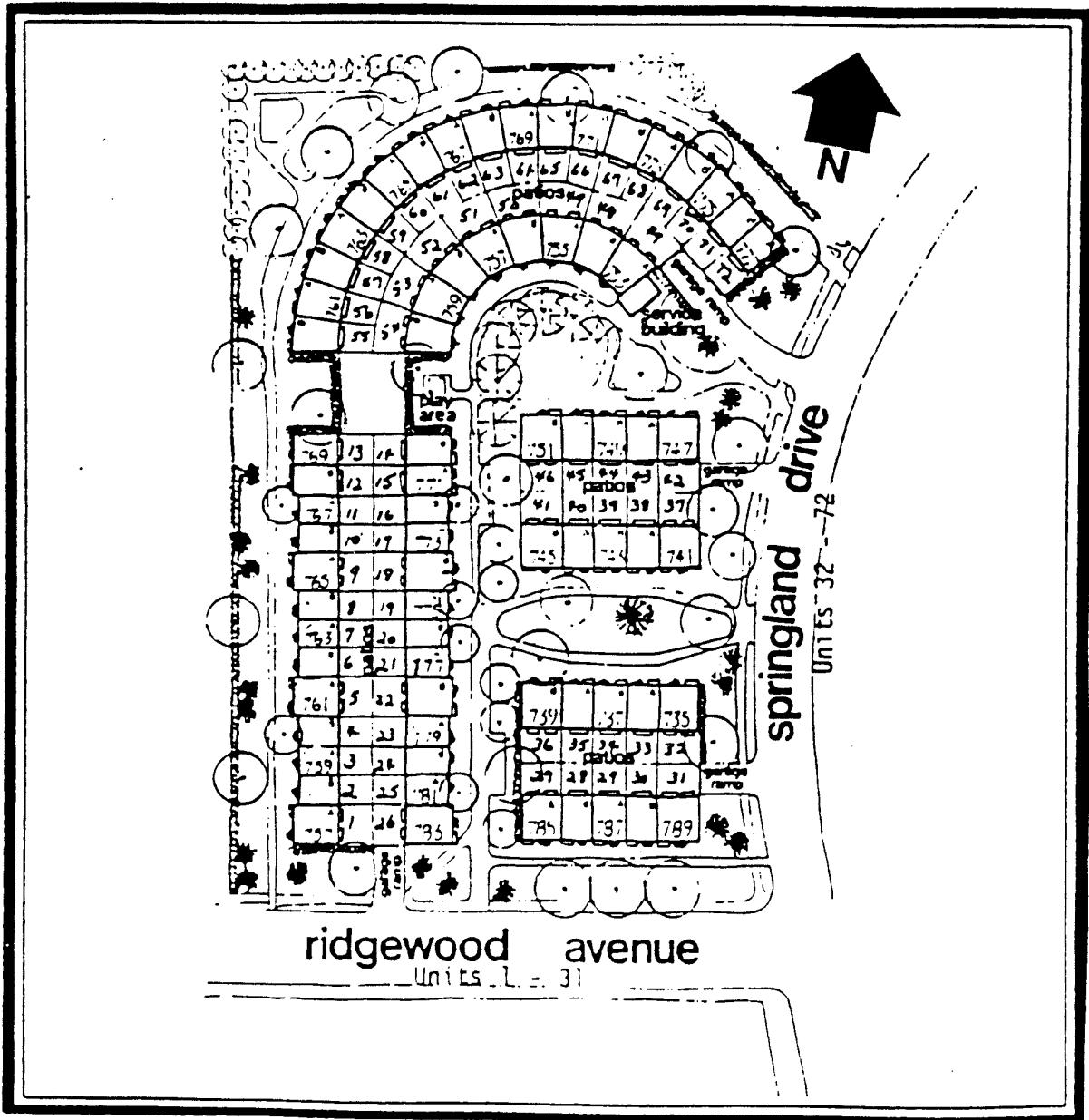


CARLETON CONDOMINIUM CORPORATION NO. 96

MANUAL FOR OWNERS AND RENTAL RESIDENTS



Please retain and
pass on to new owner

Updated January 2017

MANUAL FOR OWNERS AND RENTAL RESIDENTS

Welcome to CCC No.96. This manual has been developed to provide owners and rental residents with information regarding our Condominium Corporation and its rules and by-laws. It is provided to assist you in resolving any problems you may have and in improving our environment. In this manual, you will find Corporation rules that may affect you as well as who to contact should you have any problems.

The aim of your Board of Directors is at all times to maintain the value of our property and to have a harmonious community. Your assistance is required if this aim is to be met. Remember, it is your community and within this concept of living each resident must contribute to a collective effort to keep our community attractive. The value of each unit is dependent upon the appearance of the condominium as a whole.

We ask that you keep this manual available for reference and should you leave the condominium, please leave the manual with the new owners/residents.

Board of Directors
CCC 96

History of Carleton Condominium Corporation No. 96

Our garden homes were built in 1966 by Campeau Corporation and were rental units. Although the outside facings of the homes are similar in design, the accommodation of the 72 homes varies from two to four bedrooms. A special feature of our condominium is the open-ended underground garages with access to Springland Drive and Ridgewood Avenue.

In 1976, the homes were converted to condominium units and offered for sale. The selling prices ranged from \$37,000 to \$46,000. At the time of conversion, Campeau Corporation built our office building at the Springland Drive end of the large garage.

Originally built with a flat roof, in 1990 the roof on all of the buildings was replaced with the present pitched roof. In 1997, we introduced individual metering of water to the units. This was done as a means of ensuring the continuing viability of our reserve fund. In 2003, as a result of a decision by Esso, all of the homes converted from oil to natural gas heating.

Each Unit Owner is an equal shareholder in the Corporation. The insured value of the buildings as of January 2017 is \$17,753,000.00.

A general meeting of all condominium unit owners is held annually to approve the audited statement for the Corporation, present the budget for the next year, to discuss Corporation business and to elect members for the Board of Directors.

Board of Directors

Carleton Condominium Corporation No. 96 (CCC No. 96) is a legal body incorporated under the Condominium Act of Ontario and is made up of the owners of the 72 townhouse units on the property bounded by Springland Ave. and Ridgewood Ave. The Corporation is permitted by the By-laws to elect five of its members to form a Board of Directors. The term of office is normally three years. Following are the elected members:

Wendy Neil, President	613-731-0435
Lynne Sylvestre, Secretary	613-724-2682
Philip Girard, Director	613-421-0140
Deana Sherif, Director	613-897-2977
Tyler Walls, Director	613-290-2273

The Board of Directors normally meets once a month at the on-site Condominium office.

Management Company

Deerpark Management Limited, David Duncan, President (Deerpark), is the company that has been hired by the Board of Directors to take care of the day-to-day management of the property and reports directly to the Board of Directors. Their address is 52-5450 Canotek Road, Gloucester, Ont., K1J 9G5.

Any queries or requests concerning day-to-day operations or maintenance should be addressed to Deerpark, preferably in writing. If necessary, Deerpark will bring issues to the attention of the Board of Directors for decision. Deerpark can be reached between 8:30 and 4:30 five days a week at 613-745-2389 and at any time by email at assistant@deerpark.ca or fax at 613-745-2400.

After normal working hours, emergency calls only (e.g. sewer backup, roof leaks) should be directed to 613-239-4140. The answering service will take your message and a duty manager will be paged and return your call. Please allow a reasonable response time.

Emergencies

Other types of emergencies should be directed to the appropriate organization:

Police, fire or medical emergency - 911

Unauthorized parking in the garage – City By-law Enforcement - 311

Excessive noise - City By-law Enforcement - 311

Miscellaneous

As owner of a condominium property, each owner is wholly responsible for anything within the walls of their home. The Condominium Corporation is responsible for all common property elements. All of the external property (outside of the doors) is considered part of the common elements and under Condominium law, is the responsibility of the corporation (all of the owners) as managed by the Board of Directors. This includes parking spaces and patios, although the condominium declaration allows that these elements will be for the exclusive use of the condo owner within the parameters set out in By-laws or rules.

As such, each owner has an interest in the overall property as well as a responsibility to all other owners.

Cheques covering Condo fees, rental parking and water consumption are to be made payable to CCC No. 96 and forwarded to Deerpark Management. Automatic debit from your bank account can also be arranged by contacting the office.

Condo Fees

Owners are reminded that Condominium fees are due and payable on the First day of each month. Your Board of Directors requires that 12 post-dated cheques made payable to CCC No. 96 be forwarded to Deerpark Management before the 1st day of January each year, or that you arrange for automatic debit from your bank account. This procedure alleviates administrative work on the part of the management company and assists owners in payment of fees. Owners should be aware that overdue condo fees will result in a lien being placed on their unit. Any fees incurred by the Corporation as a result of the collection of arrears will also be the responsibility of the unit owner.

Parking

Each unit comes with one parking space. There are a limited number of additional parking spaces. If you wish to rent a second parking space on a monthly or yearly basis, please contact Deerpark Management. If you need temporary space for a visitor, please contact Sue Kent during the day or early evening at 613-680-7639.

If an unauthorized vehicle is parked in your space, you may contact the City By-law Office to have it ticketed and towed. However, you may want to check with your neighbours first to ensure they have not mistakenly used your space.

Rental parking space rates are as follows: Effective November 1, 2016

Daily	\$5.00
Monthly	\$50.00
Annually	\$500.00

Water Bills

Water usage is metered in each unit and the meter is within the unit. Every three months, owners are asked to provide meter readings to Deerpark Management so the cost of water can be properly billed back to the owner.

Grounds Maintenance

Horticare is the company responsible for grounds maintenance and garbage pickup. Their contract requires that they receive their instructions from the Board through the management company. If you have any concerns related to the grounds or garbage pickup, please contact Deerpark. If you would like Horticare to assist you with your personal gardening needs, you may contract with them directly.

During the winter, Horticare is responsible for clearing the snow from the main sidewalks and garage entrances. The small sidewalk at the front door of each unit is the owner's responsibility.

From time to time, maintenance work may need to be done outside your unit. This may involve having workmen in your backyard. When possible, advance warning will be given in such cases. We ask for your co-operation so that this work can be completed in a timely manner.

The condominium units are all in close proximity and noise travels very easily. Please take this into consideration both when inside your unit and when using your patio. Complaints about noise levels should be directed to the City By-law office. Our objective is to maintain a harmonious community.

In our close environment, it is relatively easy to meet our neighbours. This in turn benefits everyone as it helps to increase the security of our homes.

As residents of CCC No. 96, we are all responsible for the appearance and comfort of our surroundings. To ensure our continuing enjoyment of our property, your co-operation would be appreciated in:

- actively discouraging the discarding of papers, etc. on the grounds and in the garages
- picking up any refuse you see lying around
- actively discouraging people you see walking or riding bicycles on the lawns or otherwise detracting from the appearance of the property,
- keeping the area around your back door in the garage clean and neat, and
- maintaining the area in front of your unit

Please act in accordance with the by-laws and rules adopted by the Corporation and the Board. Failure to do so will require that either the management company or one of the Board members contact you to correct the problem. As we would like to avoid these situations, we ask for your co-operation.

Rules Concerning Unit Structures

As a general rule, no changes can be made to the common elements of the property or items attached to the building envelope unless prior approval is sought from the Board of Directors.

Air Conditioners

The corporation approves in principle the installation of central air conditioning systems with external compressors provided that they are installed in accordance with the specifications established by the Board. Owners are responsible for proper maintenance of their air conditioning units. The Owner accepts responsibility for dismantling the unit if needed to permit repairs to be made to the common patio elements.

Specifications for installation of air conditioning systems with external compressors:

1. approval must be sought from the Board
2. the compressor:
 - must be located on the patio
 - must be a maximum of 6.7 bels
 - must have an underpad between the compressor and the concrete deck
 - must be a minimum of 2 feet from the fence
 - must be vented at the back of the house, if necessary
 - cannot be permanently affixed to either the concrete deck or the building

The corporation approves in principle the installation of window-type air conditioners provided they are installed in accordance with the specifications established by the Board. Owners are responsible for proper maintenance of their air conditioning units.

Specifications for window air conditioners:

1. they must be installed in a window that presently opens
2. open areas of window must be filled with Plexiglas, and not with wood
3. if a frame must be installed, it must be painted with the matching colour of the surrounding woodwork
4. if the air conditioner is over 10,000 BTU capacity, it must be placed on a supporting bracket.

Storm/screen doors

The Corporation approves in principle Owners installing storm/screen doors provided they are installed according to the specifications established by the Board. Unit owners are responsible for proper maintenance.

Specifications for storm/screen doors:

1. All storm/screen doors must be white in colour.

Antennae/Satellite Dishes

The Corporation does not approve the installation of antennae.

The Corporation approves in principle Owners installing satellite dishes provided they are installed according to the specifications established by the Board. Unit owners are responsible for proper maintenance and any damage that may be caused to Corporation property.

Specifications for satellite dishes:

1. Satellite dishes may only be attached to the patio fence. They shall not be affixed to either the concrete deck or the building, including the roof.
2. They must not be visible by more than two feet above the fence.

Awnings

The Corporation approves in principle Owners installing awnings on the patio side only, provided that Owners apply in writing, giving full details and obtain the prior permission of the Board. Owners are responsible for proper maintenance.

Security Peephole

The Corporation approves in principle Owners installing security peepholes in either the front or basement doors or both.

Dead Bolt Locks

The Corporation approves in principle Owners installing dead bolt locks on their front doors providing the installation does not adversely alter the appearance of the door.

Owners' Repairs

The Corporation orders that when Owners are responsible for any damage to common elements, they must effect repairs within two weeks. If repairs cannot be made within the two-week period, owners must obtain the permission of the Board for any extension. If repairs are not completed within the time allotted the Board will have such repairs as it deems necessary made and the owner will be billed for such repairs.

Owners must properly maintain any property elements for which they are responsible, including common elements for their exclusive use. If they do not, the Board may order that repairs be made within a certain timeframe. If repairs are not completed within the time allotted the Board will have such repairs as it deems necessary made and the owner will be billed for such repairs.

Windows, Doors and Hardware

Owners are responsible for maintenance, repair and replacement of all unit windows, window screens, patio light fixture and all unit doors, including locks, hinges, weatherstripping and operating mechanisms and excluding exterior painting and caulking, which is the responsibility of the corporation.

When replacing windows, window cladding must be white and window openings in the building must remain the current size.

Rules Concerning Garages and Vehicles

Motorcycles

The Corporation considers motorcycles as being motor vehicles and therefore directs that they not to be operated or parked on the sidewalks or lawns. They are to be parked only in authorized underground parking locations and not inside units unless the motorcycle is drained of fuel and oil.

Vehicle Repairs

The Corporation directs that no major repairs or repairs using fuel or petroleum lubricants are to be made to vehicles in the garage. Minor repairs such as changing tires, headlights, etc. may be carried out in normal parking areas provided they do not interfere with adjacent parking spaces. Tires are not to be stored in the garage.

Parking - Restricted Areas

The Board directs that all parking spaces other than those specifically assigned to Unit Owners shall be rented at a fee to be determined by the Board. Parking in the underground areas shall be restricted to those spaces clearly indicated by painted lines. Persons parking in areas other than those designated areas or in a spot not designated for their use will be ticketed and towed under the direction of the City By-Law Officers.

Vehicle Operation

The Corporation orders that no vehicles are to use sidewalks or the lawn for either passageway or parking. The above areas are declared fire lanes.

Children Playing in the Garage

The Corporation orders that garages not be used for playgrounds and that children are not permitted to play in such areas. There is an ever-present danger to children playing in these areas from vehicular traffic. Any damage to vehicles resulting from children playing in the garage will be the responsibility of the parents of the child or children.

Rules Concerning Patios

Laundry

The Corporation directs that no clotheslines are to be installed nor laundry hung on the patios

Structures on Patio

The Corporation approves in principal Owners having structures on their patio for purposes of storing lawn chairs and other patio furniture and appliances. These structures must not exceed the height of the patio fence. Approval of the Board must be obtained prior to the erection of larger structures. The Owner accepts responsibility for dismantling the structure if needed to permit repairs to be made to the common patio elements.

Patio structures must not block the flow of water to the backyard drains. Backyard drains should be kept clear of any debris.

Rules Concerning Garbage

Garbage and recycle material is picked up by the grounds maintenance company at the garage door of each unit on garbage day. Garbage and recycle pickup is Monday morning except in the case of holiday weekends in which case pickup is postponed to Tuesday. Garbage pickup is every second week. Recycle pickup alternates each week between blue box and black box. Green bin pickup is every week, however it is the owner's responsibility to take the bin to the roadside and to return it to their unit after pickup. Only garbage and recycle material that is properly packaged and scheduled for that week will be picked up. Information about recycling and the schedule for pickup can be found at <http://ottawa.ca/en>

The corporation directs that the following rules shall apply to the disposal of garbage:

1. All garbage shall be placed in large plastic garbage bags and sealed, and recycle material shall be properly sorted for pickup.
2. Garbage and recycle material shall be kept in the unit until the day prior to pickup. Owners wishing to place garbage outside their units earlier than this shall place the plastic bags in a sealed garbage can. Owners are responsible for cleaning up any refuse around their back door. Recycle material must be placed in blue/black boxes or paper bags. Recycle material and boxes shall be stored in the owners unit until garbage day.

3. Owners shall be responsible for making arrangements for the removal of heavy items such as refrigerators, stoves etc. The city does not remove these items as garbage. The removal of such items shall be at the expense of the owner and not the corporation. Information on removal can be obtained from the management company.

Owners who cause charges to the Corporation will be billed for these charges.

Rules Concerning Miscellaneous Items

Flower Beds

The Corporation encourages each Owner to create and maintain a flowerbed in front of their unit. The flowerbed must not extend beyond the front step (no more than two (2) feet from the unit) and must be maintained by the Owner. Trees and shrubs or vines that may damage the structure of the building may not be planted in the flowerbeds.

Pets

Owners are responsible for keeping control of their pets and are responsible for all damage or droppings caused by their pets. Dogs shall be kept on a leash while outside the owner's unit. Common property areas as well as patios must be kept clean of animal droppings in accordance with city by-laws. Animal droppings are to be disposed of in accordance with city by-laws.

Given the layout and drainage system for the patios, animals are not permitted to use the back yards as their litter box. City by-laws do not allow this as it is a health hazard. The odour as well as the residue washing into neighbours' yards when it rains can be very unpleasant, particularly during the summer months.

If a pet is deemed by the Board to be a nuisance, written notice will be provided to the owner and they will have two weeks to permanently remove the pet from the property.

Feeding of animals in the garage is not permitted under any circumstances. Residents being bothered by cats or dogs running at large should contact the City By-law office. Stray animals that are captured by owners can be taken to the Humane Society.

Sewers

The pipes in the condo sewer system, which carry all the waste from our houses, are only four in/10 cm in diameter (see diagram). Inappropriate items such as grease, diapers etc., or items larger than four inches are not to be disposed of through the sewer system. The Corporation has a contract for sewer flushing and the system is flushed several times during the year as a preventive measure. However, if you believe

a backup is imminent, please contact the Deerpark Management (613-745-2389) during working hours or the Emergency number (613-239-4140) after hours and the company will be contacted.

Sewer size

