

# **POLICY GUIDE**

**Ottawa-Carleton Condominium  
Corporation No. 600  
1183-1215 Foxborough Pvt., Ottawa**

**Revised July 2010**

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O-CCC 600 O-CCC 593 O-CCC 591

## **FOREWORD**

The Board of Directors of O-CCC 600 is pleased to make available this Policy Guide to answer some frequently asked questions.

The information, contained here, comes from several sources. Owners have provided input and reviewed content; it has been approved by the board and will be updated from time to time.

This document is intended only as a guide and is, of course, superseded by laws of the Province of Ontario, by-laws of the city of Ottawa, by-laws of O-CCC 600 and its Declaration.

We hope you will find this guide useful and welcome any comments that will improve it.

The Board of Directors  
Ottawa-Carleton Condominium Corporation 600

## **INTRODUCTION**

Ours is one of three condominium corporations at The Gables at Beacon Hill, Ottawa, Ontario. We are O-CCC 600 comprising 16 bungalows. The others are O-CCC 593 with 27 bungalows, and O-CCC 591 with 48 terrace homes. (see map attached)

Within each of the corporations are three types of property:

- >the inside of your unit with which you may do as you please
  - except for structural elements and items that relate to common services
- >the common element, owned and maintained by the Corporation. Some common elements e.g. roads and the administration building, are shared with O-CCC 591 and 593
- >the exclusive use common elements (see O-CCC 600's Declaration, Schedule F, p.21)

## **ADMINISTRATION**

### 1- The board of directors

Elected by owners, the board consists of a president, treasurer and secretary. However, more members may be added as necessary. The board manages the corporation's affairs and serves without remuneration. Board members decide among themselves which offices are filled by whom.

### 2- Meetings

The board meets as necessary, but at intervals of no more than two months. It is considered to have a quorum when two members are present. The property manager will be invited by the board to attend as necessary, reporting on activities to date and receiving direction for the next period. Guests may be invited, as appropriate. Non-scheduled meetings held as required, might not be recorded.

### 3- Annual general meeting

The board is required by law to hold a general meeting of owners within six months of the end of the corporation's fiscal year. In O-CCC 600's case, that is April 30<sup>th</sup> each year- thus, an annual general meeting must be held before October 31<sup>st</sup>.

The board is required by law to provide owners with written notice of meeting 15 days in advance of annual or special general meetings. At annual general meetings, owners elect the next slate of directors and receive the president's and auditor's reports.

Unit owners whose condo fee payments are 30 days or more in arrears lose the right to vote.

### 4- Special general meeting

When matters exceed the board's decision-making authority, or to conduct extraordinary condominium business, special general meetings may be called by the board or property manager.

An owner requisition, by 15% of all owners ( 3 owners min.), can call a single topic special general meeting; a quorum of board members must attend.

### 5- Proxies

If they are to be absent from annual or special general meetings, owners are urged to complete proxy documents contained in meeting packages and hand to a board member, the property manager or other owner so that the absent owner's wishes might be reflected in decisions made.

## 6- Owner's agent

Dealings between the corporation and a unit owner's agent are governed by Ontario's Condominium Act (Revised Statutes, 1990, chapter 26), by the corporation's Declaration and by policies that are in accordance with the Declaration.

Owner agent contacts with the corporation must be through the property manager.

On financial matters – such as, but not limited to, the sale of a unit, payment of common charges, and the corporation's annual budget - the corporation will accept only the unit owner's signature on such documents.

Attendance at corporation meetings is limited to unit owners, or mortgage holders, or owners' agents holding valid proxies and who have notified the corporation of intent to use the proxy.

The corporation will acknowledge the nomination of only one unit owner agent at a time. The nomination will remain in force until rescinded in writing by the owner.

Confidential corporation information will not be released to an owner agent. However, any information released to an agent will be a matter of public record. In agreeing to address correspondence to an owner "In care of agent" the corporation does not waive owner responsibility to ensure that occupants of their unit, or visitors to the unit, comply with the Declaration and policies of the corporation.

## 7- The Gables Committee

This committee acts in the common interest of O-CCCs 591, 593 and 600. It meets semi-annually and is chaired by a non-voting property manager. Each board selects one of its members to serve, with another as back up. Each corporation has a single and equal vote. The committee works on snow clearance and other such matters of importance to all three corporations.

## 8- Property manager

“Property manager” describes both the company contracted by O-CCC 600 and the individual assigned to the job, responsible for:

- > collecting and allocating condominium fees in accordance with the law, the Declaration, an approved budget or as directed by the board
- > preparing budgets for board approval, maintaining financial records, providing periodic financial statements and explanations on variances, while advising on appropriate corrective action
- > issues requests for quotations for services ranging from insurance to snow clearance and manages such contracts as issued
- > is responsible for reminding owners if, and when, they break condominium rules; as a buffer, allows owners to seek confidential advice on inter-owner situations without an owner having to confront a neighbor
- > arranges board and inter-board meetings, as necessary

## **GENERAL INTEREST**

### 1- Changes to the exclusive use common element

Owners may make changes to their exclusive use common elements. However, condominium law dictates that changes be requested in writing, filed and registered on title for which a fee will be charged. (There are fee-exempt items listed under O-CCC 600 By-law No. 4, Article III. These are installation of central air conditioners, installation of flower/shrubs beds, handrails, aluminum storm doors, front landings, patio enlargements, keyless entry systems and eaves-troughs.)

To make changes, owners must obtain board approval in advance of any work done; requests to the property manager, in writing, must contain a full description, along with sketches and/or photographs, as appropriate.



The board will respond as quickly as possible – but the review process could take at least a month. Owners will be advised, in writing, of the board's decision. If the requested change is similar to one previously approved for another unit, the property manager may immediately approve the request and inform the board at its next meeting.

## 2- External additions

The installation, repair and maintenance of all owner external additions are the responsibility of the owner, as will be the cost of any repairs incurred because of the installation. Further the owner will be responsible for all costs, should it be necessary to move an addition so as to access any part of the common element. The corporation will have no obligation to pay damages should the external addition be damaged in exercising a required access. An external addition shall not endanger personal health or safety, or alter in anyway the buildings' essential design characteristics; nor shall it adversely influence the corporation's insurance. All additions require board approval.( Currently, there is no by-law that would permit building decks or ramps.)

## 3- Cement squares and interlocking bricks

The number of cement squares at the front landing of only the Clayton model may be increased from four to six. Cement squares at any unit's front landing may be replaced with interlocking bricks. The unit owner will pay the cost of installation and be responsible for maintenance and repairs for three (3) years following installation, after which the corporation assumes ownership and maintenance and repairs responsibility. Owners may install interlocking bricks in their units' rear exclusive use common elements, either as new installations, or to replace existing cement squares. Maintenance of interlocking bricks in this location remains an owner responsibility. Board approval is required in all the above cases.

#### 4- Maintaining the exclusive use common element

It is an owner responsibility to keep the exclusive use common element safe and tidy. Failure to do so will cause the corporation to undertake any necessary work and charge the cost to the delinquent owner. The corporation will maintain common elements ensuring that all work is timely and cost effective.

To lower long-term costs, owners are encouraged to inform the property manager, or any existing Site Inspection Committee (owners and the property manager) of any problem requiring attention. Owners are discouraged from interfering with contractors' work, or giving instructions conflicting with what workers have been contracted to do. This could lead to out-of-control time and materials charges that would be charged back to the offending owner.

#### 5- Use of the community building

The community building, at 1177 Foxborough Private is available for unit owner meetings of up to ten (10) people. It is heated, but not air conditioned; has a powder room but no telephone – and there are no plans to install one. Owner meetings may be only for the benefit of The Gables community and of a non-commercial nature. Smoking is not permitted, and after use, the room must be left clean and locked. The adjacent garage is used for tools and materials storage. The key may be obtained from board members.

#### 6- Signs – political or realty

Political and other signs are not permitted; realtors' for sale signs are prohibited on Montreal Road lawns, but may be placed on the lawn of a unit for sale. After a purchase offer has been accepted, the sign must be removed within 24 hours.

#### 7- External painting/varnishing

The corporation has a set of prescribed colors for the external painting of each group of bungalows. Privacy fence wood is to be left untreated.

#### 8- Eavestroughs and keyless entry pads

Owners may choose to install eavestroughs and keyless entry pads on garage door frames, at their own expense and be responsible for their maintenance.

#### 9- T.V. antennas/dishes, radio receivers, clothes lines

None of the above, or any similar or associated equipment, may be fastened to any unit or placed in its exclusive use common area; nor may laundry be hung there to dry.

#### 10- Fly screens

Owners are responsible for their units' fly screens – for installation, removal and repair costs.

#### 11- Handrails

A black painted, molded steel handrail has been selected as the preferred handrail for the front entrance of all units; the AlcuF System handrail for use at the rear. Owners should direct requests for information and for installation approval to the property manager.

## 12- Aluminum storm doors

Owners who wish to install or replace storm doors should make every effort to color match with existing surroundings. Information and installation approval requests go to the property manager. (The approved storm door – the Aluminart “Sure Seal” Astra LV3 with light decorative glass – is, at this time, available only in white.)

## 13- Mailboxes

Owners may purchase brass, or black decorative mailboxes, for installation at their units' entrances. Installation information and approval requests go to the property manager.

## 14- Exterior festive lights

Festive lights are banned from locations where their installation and removal might damage corporation property e.g. roofs, gables, exterior window frames and doors.

Owners are responsible for the safety of their installation, for any resulting damage to corporation property or for injury to themselves or others. Lights may be switched on after December 1<sup>st</sup>, be extinguished after January 15<sup>th</sup>, and be removed as soon as weather - and prudence - permits. Because festive lights installation is temporary, owners are not required to obtain permission.

## 15- Vehicles

Each unit has two exclusive use parking spots - in the garage and on the unit's driveway – restricted to passenger vehicles and trucks of no more than  $\frac{3}{4}$  ton capacity.

Visitor parking areas are for visitors only. Commercial vehicles are prohibited in exclusive use and visitor parking areas.

The Gables' speed limit is 10 kph and the roadways are fire lanes where parking is prohibited. Washing, waxing and internal cleaning of vehicles is permitted on driveways. Other repair and maintenance is permitted only in the garage.

## 16- Storage of patio furniture

Patio furniture and barbecues may be stored on patios during winter months in such a way as would allow for a speedy emergency exit from the unit. For safety reasons, barbecue fuel tanks may not be stored in units or in garages.

## 17- Garbage

The city of Ottawa garbage service currently collects early Monday mornings. On statutory holiday weeks, collection is usually one day later. Check your Ottawa pick-up calendar, or call the City of Ottawa's information lines at 613-580-2400 or 3-1-1, or on the Web at Ottawa.ca.

Place garbage in the requisite containers at the end of your driveway or at one of our three asphalt garbage pick-up islands.

To keep the common element clean and to discourage unwelcome attention of wild and domestic animals, do not place garbage for collection before 6 p.m. on the night before collection. The new Green bins are to be kept inside garages at all times.

## **THE EXCLUSIVE USE COMMON ELEMENTS**

(see O-CCC 600's Declaration, Schedule F, p.21)

Each unit owner has exclusive use of the immediately adjacent driveway, the garden areas and in the rear of the unit, that area from the wall out to the end of, and between, the privacy fences. The exclusive use common area at the rear of units may not be enclosed by fencing, hedges or other plants, thereby maintaining free access in an emergency, preserving the architectural integrity of the project and thus individual units' property values.

## **GARDENS**

Installation of a garden at the front, side or rear of a unit is a change to the common element. This, however, does not change the status of any part of the common element to exclusive use.

(Ref. Declaration, Schedule F)

### 1- Physical limits of common elements and owner gardens

#### a) **Front**

- width, end units: from the cement or interlocking brick paving stones at the unit's entrance to the unit's side wall
- width, internal units: from the cement or interlocking brick paving stones at the units entrance to the mid-point between two adjoining units
- depth: 1.5 meters from the face of the unit's wall, including edging, for both of the above

#### b) **Side**

- end units: from the front corner of the unit's side wall to the rear corner of that same side wall
- depth: 1.5 meters from the face of the unit's wall including edging

#### c) **Rear**

- width: the span between the two privacy fences (or in the case of some units, where a privacy fence would normally be located)
- depth: from the face of the unit's rear wall to the end of the shorter of the unit's two privacy fences.

### 2- Edging materials

Owner gardens may be edged naturally by lawns, by black PVC material designed specifically for that purpose, or by two rows of freestanding bricks or stones laid horizontally without mortar. Such bricks or stones should complement the color of existing brick used in the unit's construction. (Where there is a natural slope, owners may use additional bricks or stones to permit a level bed surface.) A minimum of 15 cm of parging must be left exposed between the bottom brick of the wall, or aluminum siding and the garden surface.

### 3- Plants

Flowers, flowering shrubs, ornamentals and evergreens are the preferred plants. Plants directly below windows may not exceed the height of windowsills. Climbing plants, such as ivy, that self-attach and damage brick and siding, are prohibited on units' external surfaces.

### 4- Plant fixtures and other decoratives

Plants may not be supported by attachments to units' brick walls, to siding or to privacy fences. They may, however, be supported by attachments to perimeter fences.

Bird feeders are permitted only in rear exclusive use common elements. Freestanding planters at units' front, side and rear, must be removed and stored during the winter.

Flower boxes are not permitted on windowsills or on privacy fences.

Decorative stone and bark chips are permitted in gardens, but, because they could cause injury to contract employees, or damage their gardening equipment, must not be allowed to spread.

Storage bins may be located only in rear exclusive use common elements. With lid raised, they may not be higher than privacy fences and be situated so that they are not visually intrusive to neighbours.

Construction: heavy duty vinyl, resin or similar material.

Color: earth tones.

### 5- Condominium trees

Common element trees and bushes are owned by the condominium corporation. They may not be pruned or mulched by individual owners. Trees or bushes that die due to maltreatment by a unit owner will be replaced at that owner's expense.

## 6- Watering

Watering is important to keeping our lawns looking beautiful thus allowing the community to benefit from an harmonious look that enhances overall curb appeal and resale value. Owners are encouraged to water lawns and grassed areas contiguous to their units' front, back and where applicable, sides. Owners who cannot, for whatever reason, water those areas might wish to make arrangements for doing so with a neighbour, or contact the property manager. Should insufficient or over-watering damage lawn areas, the offending owner will be held responsible for restoral costs.

## 7- Working with the landscape contractor

Landscape contractor services have been secured to maintain only lawns, trees and shrubs owned by the corporation. Please do not ask contract employees for assistance with your garden, or instruct them in the conduct of their work. This could lead to out-of-control time and materials costs that will be charged back to an offending owner. Landscape gardeners are not required to guarantee that no grass clippings will intrude on common element gardens.

## **SAFETY AND SECURITY**

### 1- Emergencies

Emergencies in an owner's unit that could negatively affect other units must be brought immediately to the property manager's attention.

### 2- Perimeter fence

The Gables is private property. Allowing fence hopping will eventually destroy the fence and increase owner vulnerability to break-ins and vandalism. Police advise that no direct contact be made with fence-hoppers or other intruders. Write a description of the hopper/intruder and telephone police at 613-236-1222. Report your action to the property manager at 613-745-2389.



### 3- Pet control

Exotic pets – jaguars, pythons and other snakes, pigs, spiders etc. - are prohibited. Other pets are to be kept under control. Neither cats nor dogs may run free – they must be leashed at all times. Nor may they be allowed to relieve themselves on the common elements, or on another owner's exclusive use common element. Owners whose dogs/cats urinate/defecate on, and kill or damage their own lawns, will replace them at the owner's expense. Pet owners are to “stoop and scoop” and dispose of feces in a sanitary manner.

### 4- Tot lot

The tot lot is set aside as a play area for children. To protect them from the microscopic organisms in animal feces, dogs and cats are banned from this area.

### 5- Smoke detectors

To comply with the Ontario Fire Code, O-CCC 600 contracts for testing and cleaning of smoke and fire detectors – usually before the start of each year's heating season. A notice from the property manager, each year, will establish dates and times for access to owner's units. Owners are obliged to allow access. If during a yearly test, some are found to be defective, they will be replaced at the corporation's expense.

Failure to provide access will require owners, at their cost, to provide proof of inspection and of a working smoke detector.

Detectors have an estimated ten-year life span. Accordingly, they will be replaced every tenth year, at the corporation's expense.

## FINANCIAL MATTERS

### 1-Condominium fees

Condominium fees are levied to a formula set out in the Declaration. They are payable in advance on the first day of the month. Before the May 1<sup>st</sup> beginning of each fiscal year, owners will be notified of the fee schedule for that year.

### 2- Special assessments

Budgeting is based on forecast expenditures for a normal year. Unusual events requiring extra funding could result in a special assessment levy.

### 3- Cost sharing

Three kinds of cost sharing arrangements are funded by condominium fees:

> within O-CCC 600 to maintain the common element and for the reserve fund (see Declaration, Schedule B)

- end units            6.26% of costs
- internal units       6.24% of costs

> O-CCC 600 and 593 to maintain shared interior private roadway

- O-CCC 600           37.21% of costs
- O-CCC 593           62.79% of costs

> among O-CCC 600, 593 and 591 to maintain common roadway used by all three corporations' owners, the administration building, tot lot, common service lines and the entrance sign

( see Joint Use and Maintenance Agreement: Shared Facilities)

- O-CCC 600           17.58% of costs
- O-CCC 593           29.67% of costs
- O-CCC 591           52.75% of costs

#### 4- Insurance

O-CCC 600 holds insurance on the common elements and on units to their "as built" condition (Ref. By-law 3). This does not include owner upgrades. The policy covers all risks of direct physical loss or damage, bodily injury and/or property damage.

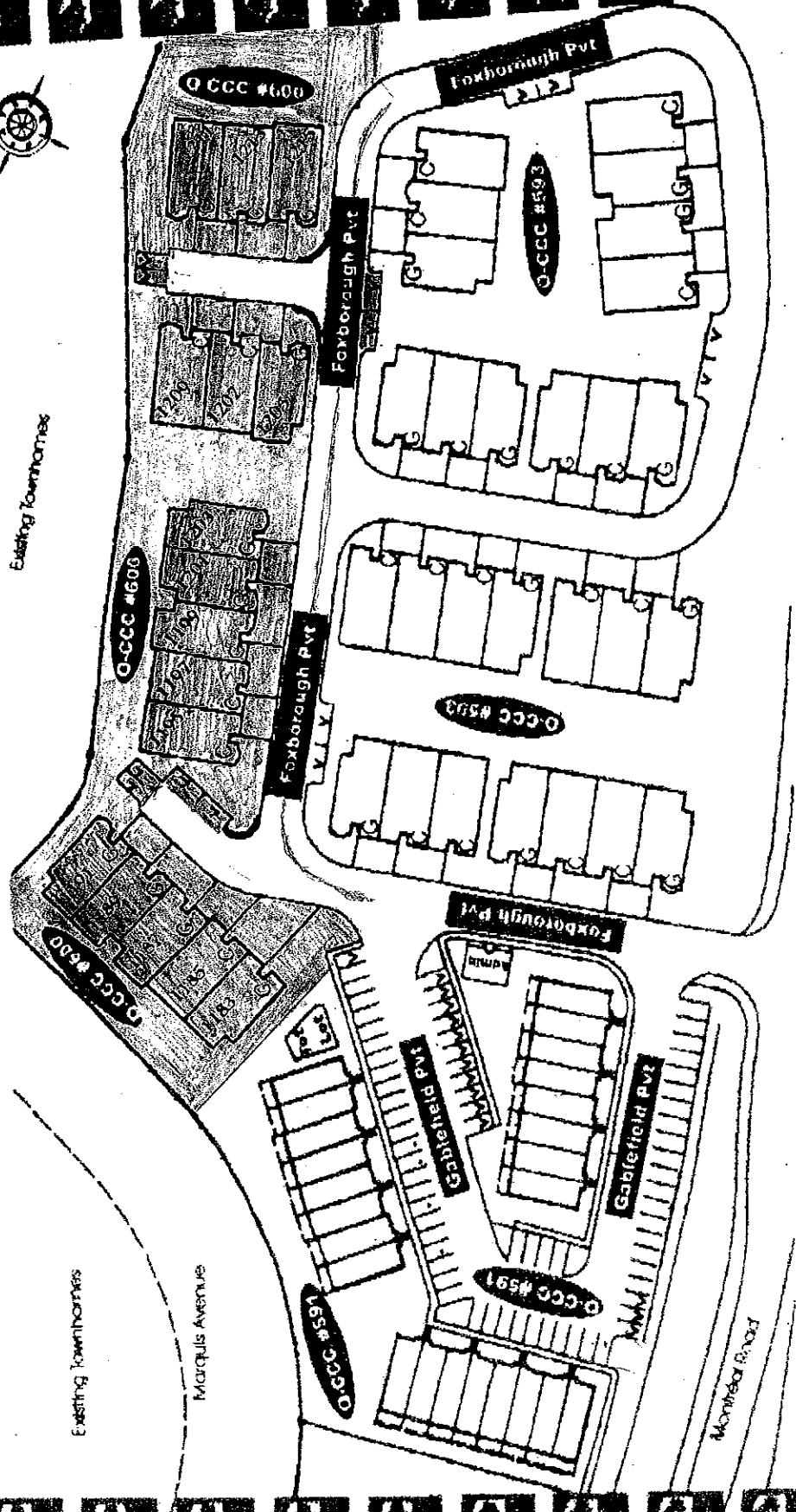
Owners who have made improvements/upgrades to their units' interiors, or to the exclusive use common element e.g. central air conditioning, eavestroughs, should verify that their own insurance fully covers them for liability and personal content.

(Worth noting is that a unit owner leaving open a window in winter, resulting in frozen and burst pipes causing damage to other units, could be held responsible for damages.

Owners might wish to take out insurance against such perils.)

## **BOARD MEMBERS-PAST AND PRESENT**

1998 – 2000	Michael Balchin Marielle Parisien Malcolm MacDonald	President Secretary Treasurer
2000 – 2001	Michael Balchin Marielle Parisien Malcolm MacDonald	Pres/Sec Sec/Pres Treasurer
2001 – 2002	Marielle Parisien Diane Foley Roderick Doney	President Secretary Treasurer
2002 – 2003	Roderick Doney Diane Foley Terrance Hannafey	President Secretary Treasurer
2003 – 2004	Roderick Doney Terrance Hannafey	Pres/Sec Treasurer
2004 – 2005	Carol Etkin Michael Balchin Malcolm MacDonald	President Secretary Treasurer
2005 – 2006	Michael Balchin Richard Rancourt Malcolm MacDonald	President Secretary Treasurer
2006 – 2007	Richard Rancourt Guy Perrier Roderick Doney	President Secretary Treasurer
2007 – 2009	Roderick Doney Guy Perrier Dan Elmore	President Secretary Treasurer
2009 – 2010	Roderick Doney Guy Perrier Terry Hannafey	President Secretary Treasurer



Existing Townhomes

Existing Townhomes

Marquis Avenue

Foxborough Pkwy

O.C.C.C. #600

O.C.C.C. #593

Foxborough Pkwy

O.C.C.C. #590

Foxborough Pkwy

O.C.C.C. #591

Gabrielfield Pkwy

O.C.C.C. #591

Gabrielfield Pkwy

Montreal Road

Montreal Road

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- Notes**
- Bungalow model C - Clayton
  - Bungalow model G - Glenwood
  - V - Visitor parking
  - Do not scale