

Carleton Condominium Corporation No. 157

RULES AND REGULATIONS

March 3, 2011

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1.0 INTRODUCTION

- 1.1 A number of documents govern CCC 157: The Ontario Condominium Act, the Declaration, the By-Laws and the Rules and Regulations.
- 1.2 The Rules and Regulations are intended to ensure the reasonable use and enjoyment of the common elements by all the Residents and their guests.
- 1.3 CCC 157's Rules and Regulations shall be observed by ALL **Residents and their guests**.

2.0 DEFINITIONS

- 2.1 **Appearance must be acceptable to CCC 157**
This is meant to allow Residents some creativity while maintaining a Condo balance.
- 2.2 **CCC 157**
In this document, CCC 157 means **Carleton Condominium Corporation No. 157**.
- 2.3 **Residents**
Residents is any unit owner or any person legally living in a unit located on CCC 157 property.
- 2.4 **Unit Owners**
Unit Owners is defined as the person(s), company registered on title at the Land Registry office.

3.0 AIR CONDITIONERS, WATER UNITS and HEAT PUMPS

- 3.1 **Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157**
- 3.2 **CENTRAL AIR** conditioner units are allowed. Units must be installed professionally, in the backyard, on a proper concrete base, in front of and away from the Hydro meter. City of Ottawa By-Laws must be observed during installation. All piping and wiring must be passed through header joist (not through foundation).
- 3.3 **WINDOW** air conditioners units are allowed. Units **MUST** be braced and secured from inside the unit (not to be attached to any exterior siding). Materials used in the remaining opening **MUST be** painted white or be transparent. Units are permitted between April 1 and November 1 in the same calendar year.
Appearance must be acceptable to CCC 157
- 3.4 All Air Conditioners noise levels must comply with Ottawa By-Law norms.
- 3.5 **WATER** units and **HEAT PUMPS** are **NOT** allowed due to high water consumption.

4.0 ANTENNAS, TOWERS, SIMILAR STRUCTURES and SATELLITE DISHES

ANTENNAS, TOWERS, SIMILAR STRUCTURES

- 4.1 Antennas, towers or similar structures shall not be erected on any common element and/or be fastened to any unit.

SATELLITE DISHES

- 4.2 Satellite dishes may be installed by the unit owner only in the exclusive use rear yard as per the installation specifications list below (4.4). No other locations are permitted.
- 4.3 **PRIOR APPROVAL REQUIRED**
Unit owner must submit a Home Improvement Form for approval by CCC 157 prior to

installation; The written request must be accompanied by a detailed drawing showing dimensions and locations.

4.4 SATELLITE DISH INSTALLATION SPECIFICATIONS

The dish may not exceed a diameter of 91 cm

(36");The wiring must be buried;

The wiring point of entry is to be the same as existing for cable and telephone; The dish must only be installed on a self-standing metal post;

The dish must not be attached to the any part of the unit or to any fence, shed or any other object;The height of the dish and post must not exceed the 305 cm (10 feet);

The unit owner is responsible for ensuring that the dish is properly installed; The entire satellite dish installation includes the dish, the pole, the wiring.

4.5 DIGGING (RULE 13.0)

Before digging in exclusive use rear yards, Residents **MUST, by Law**, contact utility companies (Telephone, Electricity, Gas and Cablevision) to locate cables.

There are many high voltage cables buried on CCC 157 property. Digging into one of them can KILL YOU!

4.6 SATELLITE SIGNAL RECEPTION

The unit owner is encouraged to contact the satellite service provider of choice before proceeding with the installation to ensure that adequate reception is possible within the previously defined placement limitations.

4.7 REPAIRS, MAINTENANCE, DAMAGES TO COMMON ELEMENTS AND LIABILITY

Unit owner(s) are responsible for all repairs, maintenance, damages to Common Elements and liability caused by the satellite dish installation.

5.0 ATTIC INSULATION

5.1 Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157

5.2 Adding attic insulation is permitted. Adding insulation must be done in a professional manner.

5.3 Attic ventilation (soffit and roof ridge) must not be blocked.

6.0 AUCTIONS and GARAGE SALES

6.1 Auctions and garage sales are NOT permitted on any CCC 157 common elements.

7.0 BACKYARDS

7.1 Backyards, enclosed by side fences and a distance not exceeding 24 feet from the unit, are for Residents'exclusive use. No belongings may be placed outside these limits.

7.2 Backyards are not to be used as storage areas.
Backyard must be kept clean, free of garbage, litter, weeds, pet droppings, etc.

7.3 Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157

7.4 Backyards may be landscaped or gardened. Perennial ivy and other climbing flora are not allowed. Movable planters are permitted. The levelling of the patio is the Residents' responsibility.
Appearance must be acceptable to CCC 157

8.0 CHRISTMAS DECORATIONS & LIGHTS

8.1 Decorations & lights are permitted **from December 1 to January 31** in the next calendar year. They may

only be put on doors and window frames. Electrical units must be CSA approved. Christmas trees must be recycled during City operations.

9.0 CLOTHES LINES

- 9.1 Only portable, umbrella type clothes dryers are allowed in backyards.
- 9.2 Attaching clothes lines of any type to buildings and/or fences is not permitted.

10.0 COMMON ELEMENTS and EXCLUSIVE AREAS

- 10.1 Common elements is defined as everything outside the units including exterior walls. No building, structure, tent or trailer, with or without living, sleeping and eating accommodation may be placed, located, kept or maintained on the common elements.
- 10.2 Exclusive use areas include one (1) backyard and one (1) designated parking spot.
- 10.3 No one shall harm, mutilate, destroy or litter any of the landscaping work on common elements, including but not limited to trees, shrubs, hedges, flowers or flower beds.
- 10.4 No one shall alter or add to the landscaping of the property except that flowers may be planted at trees bases without damaging tree trunks and roots.
- 10.5 Sidewalks, paths and driveways must not be obstructed.

11.0 CONDO FEES

- 11.1 Condo fees are due and payable the 1st day of each month.
- 11.2 Condo fees may be paid by cash, cheque, post-dated cheques or by enrolling in the pre-authorized payment plan. For more information, contact Management.
- 11.3 A \$25 service charge (per month) may be assessed Unit Owners in arrears of Condo fees.

12.0 CONTACTING CCC 157 and/or PROPERTY MANAGEMENT

- 12.1 Information on how to contact CCC 157 or Property Management is located on the Status Certificate, in the Newsletter and as posted at the Condo Office, 4411 Elaine Drive.

13.0 DIGGING

- 13.1 Before digging in exclusive use areas, Residents MUST, by Law, contact Telephone, Electricity, Gas and Cablevision utilities companies to locate the lines. Residents may otherwise be liable for resulting damages.
There are many high voltage cables buried on CCC 157 property. Digging into 1 of them can KILL YOU!

14.0 FENCES

- 14.1 All fences are owned and maintained by CCC 157.
- 14.2 Nothing may be hung from fences. **Chicken** wire and lattice are not permitted.
- 14.3 **Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157**
- 14.4 Backyards may be closed off by a fence. All enclosures are built by CCC 157 to its standards. Building costs are shared equally between Owners and CCC 157.
- 14.5 Cedar hedges may be used to close off a backyard. Ownership and maintenance of the hedge is the

responsibility of the unit owner. (rev. 2011 03 03)

15.0 FIRE RISKS AND INSURANCE

- 15.1** Residents shall not do, or permit anything to be done in or out of any unit or bring or keep anything inside which will in any way increase the risk of fire or the rate of fire insurance on any building, or on any property, or obstruct or interfere with the rights of others Residents, or in any way injure or annoy them, or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Corporation or any Resident in conflict with any of the rules and ordinances of the Board of Health or with any statute or City By-Law.

16.0 FIREPLACES, WOOD STOVES and NATURAL GAS FIREPLACES

- 16.1** Wood burning fireplaces and wood stoves are not allowed inside or outside of units.
- 16.2** Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157
- 16.3** Zero clearance Natural Gas fireplaces are allowed. The installation must be done professionally. The exhaust/intake cap must be in the backyard and not be passing through the foundation.

17.0 FRONT YARDS

- 17.1** Front yard flower beds are allowed.
Appearance must be acceptable to CCC 157
- 17.2** Maximum size: unit width x 24 inches deep. If the flower bed is a built-up structure, this structure must not lean against or contact the unit wall.
- 17.3** Storing of garbage and recycling containers in the front yard is not permitted. (new 2011 03 03)

18.0 GARBAGE PICK-UP and RECYCLING

- 18.1** Residents must not place debris, refuse, garbage, appliances or furniture on common elements, including exclusive use areas.
- 18.2** On pick-up days, garbage and recycling bins shall be placed at designated curb pick-ups spots. Garbage must be in properly tied plastic bags not exceeding 25 pounds in weight. City guidelines apply and must be followed.
(rev 2011 03 03)
- 18.3** All garbage and recycling shall be kept in proper containers. (new 2011 03 03)
- 18.4** All garbage and recycling containers must be kept in the unit or in the rear yard. (new 2011 03 03)

19.0 HOUSE NUMBERS

- 19.1** House numbers may be affixed to doors or mailboxes.
Appearance must be acceptable to CCC 157

20.0 MAILBOXES and MAIL SLOTS

- 20.1** Mailboxes and mail slots may be installed.
Appearance must be acceptable to CCC 157

21.0 NOISE and NUISANCE

- 21.1** Residents shall not create or continue to create any noise or nuisance which disturbs the comfort or

quiet enjoyment of the property by other Residents.

21.2 Noise regulations are governed by City of Ottawa By-Law.

OUTDOOR LIGHTING FIXTURES

22.0 Outdoor lighting fixtures may be installed in the place of the regular light fixtures. Unit Owners are responsible for the maintenance and repair of these fixtures. **Appearance must be acceptable to CCC 157**

23.0 PARKING SPOTS, VEHICLES, BOLLARDS and ROADWAYS

23.1 Residents may only park private passenger automobiles, station wagons, small vans, small pickup trucks or motorcycles in exclusive use parking spots and visitor spots. (rev 2011 03 03)

23.1.1 The following are not permitted in any exclusive use parking spots, visitor spots or on any common elements: oversized vehicles, camping and recreational vehicles, electric or gas minibikes, off-road 4x4, busses, large trucks, trailers, boats, snowmobiles, mechanical toboggans or sleds as well as vehicles carrying commercial and/or building equipment, such as but not limited to, ladders, mixers, snowplows. (rev 2011 03 03)

23.1.2 Parking bollards outlets cannot be used to charge electric, hybrid or other similar vehicles. (new 2011 03 03)

23.2 Vehicles parked on any other part of common elements will be ticketed and/or removed.

23.3 Vehicle size must not exceed any parking spot in any way shape or form. Vehicles must not hinder any Resident's vehicle from parking

23.4 Un-licensed, abandoned, derelict and/or deemed safety hazard vehicles will be removed after 1 written warning.

23.5 Vehicle repairs of any kind are NOT permitted on any common elements.

23.6 Motorcycles may park in front of exclusive use parking (between grass and parking curb).

23.7 Roadways are designated FIRE LANES and are governed by City of Ottawa By-law.

23.8 When another vehicle is parked in your spot, call Ottawa Police.
Do not park in SOMEONE ELSE'S SPOT, your vehicle might be ticketed or towed.

24.0 PETS

24.1 No animal, livestock or fowl, except a pet, may be kept on the property. Residents, upon receipt of a written notice, shall permanently remove such within the specified time frame.

24.2 Cats and dogs must be leashed when outside unit. Residents must pick up pet's droppings. City of Ottawa By-Law rules apply.

25.0 RAILINGS and RAMPS (entrance steps)

25.1 Before any work is done, the Unit Owner must submit a Home Improvement Form, including a detailed installation plan, for approval by CCC 157.
Appearance must be acceptable to CCC 157.

25.2 Railings may be installed on the front or rear steps. The railing must be installed

professionally.

The railing must be fastened on the top of the steps. The railing must not be attached to the unit wall.

- 25.3 Railings may be custom built or store bought.
They may be made from wrought-iron, aluminium or other white metal.

- 25.4 Railings and Ramps may be approved for special circumstances.

- 25.5 Railing purchase, installation, maintenance, cost and liability are the responsibility of the unit owner. Damage to the steps resulting from railing installations are the responsibility of the unit owner.

26.0 RECOVERING LOSS, COSTS OR DAMAGES

- 26.1 Any losses, costs or damages, including any insurance deductible, incurred by CCC 157, due to negligence, willful or accidental misuse or breach of any Rules and Regulations by Residents and their pets, shall be borne by such Residents and will be recovered by the Corporation by any legal means at its disposal.

27.0 REPAIRS TO COMMON ELEMENTS AND EXCLUSIVE USE AREA

- 27.1 In case of DAMAGE TO COMMON ELEMENTS, including exclusive use areas, due to abandonment, poor housekeeping practices, disease or pest, the Corporation reserves the RIGHT to repair the damaged area to its original state at the Owner's expense.

28.0 SHEDS

- 28.1 Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157
- 28.2 Commercially manufactured sheds (colour complementing the unit) are allowed. Unit owner built sheds built to code are allowed.
Appearance must be acceptable to CCC 157
- 28.3 Maximum dimensions allowed: height 12" above tall fence, floor area 8' x 9'.
- 28.4 Sheds must not be fastened to fences or use fences as shed walls. Sheds must not be located against or fastened to unit walls. Sheds must be movable for fence repairs and/or painting.

29.0 SIGNS

- 29.1 Signs, advertisements or notices are not permitted on any building or common elements.
- 29.2 For Sale signs are only allowed in windows (kitchen, front bedroom, front storm door).

30.0 SNOW REMOVAL

- 30.1 Residents are responsible for clearing snow on front and back steps and front walkway.
- 30.2 Residents are required to move their vehicles during snow removal operations.

31.0 SPEED LIMIT

- 31.1 The speed limit on CCC 157 roadways is **twenty (20) kilometres per hour**.

For everyone's safety, drive carefully, obey stop signs and watch for speed bumps.

32.0 SWIMMING POOLS and WADING POOLS

- 32.1** **Swimming pools** capable of retaining 18 "(45.72 cm) or more of water are not allowed.
- 32.2** **Wading pools** are allowed provided the following conditions are met:
- | | |
|--------------------|---|
| Height | Wading pool must not be capable of retaining more than 18 inches (45.72 cm) in height of water. |
| Width | Wading pool size must not exceed 10 feet (3.05 meters) in any and all directions. |
| Supervision | Adult supervision is required at all times when wading pool is filled. |
| Emptied | Wading pool must be emptied everyday, and when not in use, and when not supervised. |
| Dates | Allowed from June 1 to the end of the Labour Day weekend. |
| Where used | Wading pools may only be used in fully enclosed, locked rear yard. |
| Grass/yard | Grass/yard must be repaired/restored if damaged by wading pool use. |
- 32.3** All residents' full cooperation is required to ensure the safety of all wading pool users.

33.0 VISITOR PARKING

- 33.1** All Visitor parking matters are handled by Carleton Parking Management (CPM).
- 33.2** **TO REGISTER, call CARLETON PARKING MANAGEMENT: 720-5021**
- 33.3** Visitors' vehicles must be parked in designated visitor parking spots. Visitors staying overnight, or between the hours 1 a.m. and 7 a.m., must register vehicle with **CPM**. Registrations are taken 24 hours a day, 7 days a week. The maximum visitor parking stay, without approval of the Board, is seventy-two (72) hours. Longer stays may be granted but arrangements must be made ahead of time by calling Property Management.
- 33.4** "Over users" will be notified and/or have their visitor parking privileges suspended. Unregistered vehicles parked between 1 a.m. and 7 a.m., in a visitor parking area, may either be warned, ticketed and/or removed.
Please Advise your guests.
- 33.5** Residents parking in visitors will be ticketed and/or removed at any time of day or night.

34.0 WATER

- 34.1** Toilets and drains must not be used for disposal of sweepings, garbage, rubbish, rags or other substances. Water must not be left running unless in actual use.
- 34.2** Residents must drain the waterline and close the outside water tap prior to Winter to prevent pipe freezing.

35.0 WINDOWS, DOORS, AWNINGS, SHADES, SECURITY LOCKS and PEEP HOLES

- 35.1** **Before any work is done, the Unit Owner must submit a Home Improvement Form for approval by CCC 157**
- 35.2** Upgraded windows and doors may be installed. Installation must be done by **CCC 157**.
Contact Property Management for information on standards, approval methods and upgrade times.
- 35.3** The ongoing maintenance of doors and windows are the sole responsibility of the Unit Owner.
Maintenance must be acceptable to CCC 157
- 35.4** Aluminum storm/screen doors are the responsibility of Residents. Only "white" coloured aluminum screen doors and windows are allowed. Natural (grey) aluminum storm/screen doors are not permitted. No scroll work is permitted.
Wood storm doors are not permitted. (rev 2011 03 03)

- 35.5 Dead-bolt or rim-bolt type security locks may be installed in front or rear doors. If as a result of an emergency, your doors are broken down, they must be replaced at the Owner's expense.
- 35.6 No awnings or shades shall be erected over and outside of the windows.
- 35.7 Nothing may be placed on the window sills or projections (see A/C's). Nothing may be thrown out of windows or doors of the buildings.
Mops, brooms, dusters, rugs or bedding may not be shaken or beaten from any window.
- 35.8 Doors may be equipped with a peep hole.
Appearance must be acceptable to CCC 157