A Resident’s handbook

This handbook is provided by Carleton Condominium Corporation No. 272 (Park Vista) for the use of its residents (owners and tenants). It should be kept in a safe, accessible place. This handbook must not be removed if the unit is sold, or if tenants change, but is to be left for use by the new residents.

For ease of use, it is suggested that other reference items, such as the Condominium Act and Park Vista notices and newsletters, also be stored along with this handbook.

— Updated October 2018
NOTE TO OWNERS:

The Board of Directors has made every effort to provide an accurate and correct handbook for Park Vista owners and tenants, but cannot guarantee that it is entirely without errors or omissions. Accordingly, owners and others should refer to the Condominium Act of Ontario, 1998 and its accompanying Regulations, as well as CCC No. 272’s Declaration and By-Laws, all of which have precedence over the contents of this handbook.
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A Brief Introduction to our Rules & Regulations...

Welcome to Park Vista! To help make your stay more enjoyable, we want to draw special attention to some of the most important rules and regulations that govern CCC No. 272.

- **Occupation and Use of Units (I.8)**
- **Common Elements and Units (I.9)**
- **Exclusive Use of Common Elements (I.10)**
- **Responsibility of Unit Ownership (II.1)**
- **Security and Solicitation (II.4)**
- **Alterations to Common Elements (II.5)**
  - window air conditioners *are not* permitted
  - door and window warranties
- **Fireplaces and Chimneys (II.6)**
  - fireplace – *not a major heat source*, *for aesthetic, occasional use*, no painted or treated wood, no cardboard, or like paper
- **Utilities and Services (II.7)**
  - no feeding of wildlife
  - satellite dishes *are not* permitted
- **Control of Pets (II.10)**
  - ALL pets must be leashed and registered with the City of Ottawa
  - “Poop and Scoop”
  - Pit Bulls are expressly prohibited
- **Parking** (Appendix G)
  - visitors *must have a visitor parking pass visibly displayed on the front dashboard of the car, face up* (available from the resident of the unit you are visiting)
  - extended-stay/overnight visitors *must be registered with the Property Manager*

These are just some of the highlights we want to draw attention to. For a full explanation of condo rules and regulations, refer to the *Rules and Regulations – A resident’s handbook* provided in the below contents.

Please visit our website at: [www.ccc272.ca](http://www.ccc272.ca) for further information on Park Vista.
PART I: A CONDOMINIUM PRIMER
I.1 What is a Condominium?

The term condominium does not refer to the style, physical structure, or configuration of a building or building complex. The term applies to a specific type of property ownership in which the owners have agreed to share common property while retaining individual ownership of that part of the property which constitutes their own residence.

The original Condominium Act of Ontario was a statute proclaimed in 1967 by the Ontario Legislature. Under the Act, a condominium corporation is legally formed by registering certain documents – the Declaration and the Description – with the Land Titles Office. Carleton Condominium Corporation No. 272 (CCC No. 272, otherwise known as Park Vista) was registered on April 22, 1985, by the Perez Corporation.

The original legislation was modified and updated in the Condominium Act, 1998 which was proclaimed into law in May 2001. Wherever possible, this edition of the handbook will use terminology and references from the May 2001 Act. The Act is currently being updated again and expected to become law in the near future.

I.2 Condominium Management

Originally, day-to-day management of the Park Vista property was conducted under contract by an externally appointed property management firm. In October 1999, Carleton Condominium Corporation No. 272 decided that Park Vista was to be a self-managed condominium and an elected executive or Board of Directors (herein known as the “Board”) managed the affairs of the Corporation directly.

In 2015, the Corporation returned to an external property management firm and we are managed by a Property Manager, who reports directly to the Board.

The Board distributes the responsibilities and work of the Corporation among its directors. Certain professional services and work are contracted out under the direction of the Board.

The Board is currently composed of five directors:

- President;
- Vice-president;
- Secretary;
- Treasurer; and
- General Manager.

Directors are elected for three-year terms with terms being staggered with a 1-2-2 rotation, as defined in the Corporation by-laws. Directors are eligible to be re-elected for subsequent 3 year terms.

In the event that the candidate is unable to be present at the Annual General Membership (AGM) Meeting, he or she must submit written acceptance of the nomination for Board candidacy. The Governance for the Corporation can be found in Appendix A.
I.3 Committees

The Board will seek assistance from Committees (comprised of Park Vista residents) in the management of the Corporation’s activities as the need arises.

I.4 General Meetings

An Annual General Membership (AGM) Meeting is held to review the annual budget and to elect directors to the Board for the coming year. The AGM meeting shall be held no more than 15 months from the previous AGM as per the corporation’s by-laws. Park Vista’s fiscal year extends from January to December. These meetings are conducted on an approved agenda basis, details of which are normally announced when the notice of meeting is circulated beforehand. The minutes of the previous AGM are also circulated at that time.

The Board meets at the minimum quarterly, as well as on an “as required” basis, in order to manage the day-to-day affairs of the Corporation. Minutes are produced of these meetings and may be inspected by owners.

All residents of Park Vista may raise individual concerns and interests with the Board throughout the year. Special meetings may be called as required by the Board or by at least 15% of the unit owners. At meetings of the Corporation, each unit is represented by one vote (unit owner or mortgagor/mortgagee), even if the unit or mortgage is held by more than one person.

A Proxy Document is available to allow a unit owner to authorize another person to exercise his/her vote at the AGM. Tenants are welcome to attend these meetings, but only unit owners may vote.

Unit owner/landlords are required to notify the Property Manager of the names and telephone numbers of their tenants.

I.5 Communication with Residents

The Board prepares annual reports for owners at the AGM. In addition, the Board publishes a regular newsletter, which informs residents of particular events, activities, and issues of general interest. Special bulletins or notices may also be issued from time-to-time. Newsletters are delivered either by e-mail, mail, or by hand to the unit mailbox.

I.6 Status Certificates

A Status Certificate (formerly known as an Estoppel Certificate) describes the financial and legal status of the Corporation and, in legal terms, is a signed, dated statement which certifies that a certain statement of fact is correct as of that date. This statement prevents any later claim to a different set of facts. At the time of purchase, each owner is provided with a package containing a Status Certificate which normally contains the following:
• the Declaration, By-Laws, and Rules & Regulations;
• names and addresses of the directors and officers of the Corporation;
• the Certificate of Insurance;
• a budget statement and most recent audit reports;
• Reserve Fund status information;
• common expenses and the units assessment expenses (if any);
• any conditions attached to the specific unit;
• a statement concerning proposed additions, alterations, or improvements not yet implemented; and
• a compilation of delivered notices.

By agreeing to purchase a condominium unit, an owner agrees to abide by the Condominium Act of Ontario, and the condominium Corporation’s Declaration, By-Laws, and Rules & Regulations.

I.7 Declaration and Description, By-Laws, and Rules & Regulations

The Declaration describes the division of ownership within CCC No. 272. It details the common elements, the percentage each unit owner has in the common elements, and the contribution that each unit owner makes toward the common expenses (100% ÷ 60 units = 1.66667%). The Description is a detailed plan of the layout and location of the project, including a survey of the land and outline of the buildings.

The Corporation’s By-Laws are part of the documentation used in creating the condominium, and generally describe how the condominium corporation is to be organized. They cover such matters as management of the property, duties of the corporation, responsibilities of unit owners, election of boards of directors, and general conduct of condominium affairs. The Corporation may, by a vote of members who own 50 per cent of the common elements make and amend the Corporation’s By-Laws.

The Rules & Regulations generally refer to a limited set of condominium directives which can be amended more easily. Rules exist for the purpose of ensuring the safety, security, and welfare of the owners, and the assets of the Corporation. Regulations exist for the purpose of providing guidance to owners contemplating additions or modifications to the common elements.

The Board may make or change rules and regulations with respect to the use of common elements for the purpose of preventing unreasonable interference with the use and enjoyment of the units and common elements. Such rules and regulations, and changes to them, take effect 30 days after notice has been given to unit owners. A number of rules and regulations are detailed in the appendices to this handbook.

I.8 Occupation and Use of Units

A. Restrictions and Stipulations
Under our Declaration, the main provisions are as follows:

The occupation and use of units shall be in accordance with the following:

(i) Units shall be occupied and used only as private, single-family residences (see Appendix B for the definition).

(ii) A unit will not be occupied or used in such a manner as to cause the cancellation, or threat thereof, of any policy of insurance held by the Corporation.

(iii) The owner of each unit(s) shall comply, and require all residents and visitors to the unit(s) to comply, with the requirements of the Condominium Act, and the condominium’s Declaration, By-Laws, and Rules & Regulations passed pursuant thereto.

(iv) An owner will not make, or allow to be made, any structural change to the interior or exterior of his/her unit(s), or to an installation upon a common element, or maintain, decorate, alter, or repair any part of the common elements, except for those parts which he/she has the duty to maintain, without prior written consent of the Board. If such changes, etc., are made, the owner can be required to restore the changed elements to their original condition at his/her own expense.

B. Leasing

An owner is entitled to lease his/her unit in accordance with the Declaration and By-Laws. The new Act, however, has modified and specified the landlord’s obligations to the Corporation (see also: I.8 Occupation and Use of Units – A (i) above).

Briefly

(i) Within 30 days of entering into or renewing a lease, the owner must:
   a) Notify the Corporation that the unit is leased;
   b) Provide the Corporation with the tenant’s name and a copy or summary of the lease (see Appendix I – Form 5, available from our website under: Governance/Forms); and
   c) Confirm that the tenant has received copies of the Corporation’s Declaration, By-Laws, and Rules & Regulations (see Appendix I – Schedule “B” – Tenant Acknowledgement, available from our website under: Governance/Forms).

(ii) If a leased unit is in arrears of common expense payments, the Corporation can attach the rents.

(iii) The owner must take reasonable steps to ensure compliance by the tenant and all visitors with the Act, Declaration, By-Laws, and Rules & Regulations (see Declaration, Section IV Units, (2) Requirements for Leasing (a) p.4).

(iv) Damage to a common element caused by a tenant is the responsibility of the owner.

C. Access by the Corporation

i) Under the Act, the Corporation shall have reasonable access to any unit for the purpose of repairing those items it is obligated to repair. These may include items that are
properly the responsibility of the owner, but which present a risk of damage to property or assets, or injury to persons.

ii) No person may carry on an activity likely to damage property or injure individuals.

### 1.9 Common Elements and Units

All condominiums consist of two parts, the **common elements** (shared and owned by the Corporation), and the **units** (individually owned). Each unit consists of the premises where the resident (owner or tenant) lives, and is the exclusive property of the owner who is responsible for its upkeep and maintenance. **However, this is not the case with the attics. The attics remain as common elements under the jurisdiction of the Corporation, and as such, only the Corporation can authorize entering that area.**

The **common elements** are those parts of the project other than the units, and their upkeep and maintenance is a shared (condominium) expense up to a standard established by the Corporation in its By-Laws and Rules & Regulations.

The boundaries of Park Vista units are, in general, the upper surface of the concrete basement floor, the upper surface of the drywall ceiling on the top floor, and the interior face of concrete walls and the 2” x 4” studs of exterior walls. The **roof, attic, and exterior windows and doors** are considered to be part of the common elements. However, regulations exist governing the limitation of responsibility for these items (see By-Law No. 9, Art. III: Standard Unit – Specific Description and Specifications).

### 1.10 Exclusive Use of Common Elements

There is also **exclusive use** of specified common elements, and these areas are set aside for the use of individual unit owners. These areas consist essentially of the fenced-in portion at the back of each unit, and the walkway and the driveway at the front.

Whereas these areas form part of the common elements and are not owned by the unit owner, the unit owner is entitled to the **exclusive use** of this portion of the property and, therefore, can prohibit others (including other residents) from access to it. The unit owner is responsible for certain maintenance items within these areas, including **snow and ice removal from the walkway and driveway**. **Owners of units with enclosed backyards are responsible for clearing the snow around their backyard gates or keep the gates securely opened throughout winter for fire escape purposes.**

To create a good image for Park Vista and help increase its property value, residents shall keep their front and back yards tidy, clean, safe, and beautiful at all time. The front yard must not be used as a convenient storage place for tools or maintenance objects that would create a sloppy look to our neighbourhood.

For structural, aesthetic, and legal reasons, unit owners are restricted from altering or building upon **exclusive use** areas without first obtaining approval from the Board. Approval, or otherwise, will be provided by the Board in writing in response to written requests from owners. Requests must be accompanied by supporting documentation and diagrams as appropriate or deemed required by the Board. Unit owners who elect to make
such changes do assume certain responsibilities which are outlined in the unit’s Status Certificate.

*For example,* a unit owner who modifies a deck usually, henceforth, **assumes complete responsibility** for maintenance of the deck, and also **assumes liability** for all damage caused by failure of the deck. The unit owner can also be required to remove part of the deck if necessary in order to allow the Corporation to undertake maintenance of common elements, e.g., replacement of fence posts.

Specific regulations related to such changes are appended to this handbook.

### I.11 Condominium Fees

Condominium fees are determined by the Board in the light of projected expenses. Fees are used to meet operating costs, such as insurance and snow clearance, as well as maintaining the ongoing viability of the Corporation’s Reserve Fund Account (see below).

Condominium fees are payable on the first of each month. **Penalties do exist for payment defaults**, which fortunately have not been frequent at Park Vista. Preauthorized payment or post-dated cheques for the year are requested. Cheques can be mailed directly to the Property Manager.

**NOTE:** There is a service charge of $25 for any and all NSF cheques, or late payment fees.

### I.12 Auditor’s Report

The financial status of the Corporation is audited annually by an independent firm, normally a few months after each fiscal year (December 31). The auditor examines the books of the Corporation, the minutes of all meetings, including those of the Board’s monthly meetings, and any contracts signed by the Board.

The auditor is recommended by the Board, and approved by the unit owners at the AGM meeting.

### I.13 Reserve Fund Account

The Reserve Fund Account forms part of the owner’s equity. The Condominium Corporation is required to maintain all property assets in good condition, and/or to set aside money in a Reserve Fund Account to be used for periodic restoration. The contribution to the Reserve Fund is outlined in the Condominium Act.

Reserve Fund Studies (RFS) are commissioned by the Board periodically to assess the condition of the assets, and to determine their remaining life, as well as the current cost of restoration or replacement. Their findings are crucial to the development of annual
operating and reserve fund budgets. The **Reserve Fund** requirement is a function of the remaining life of the assets.

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PART II: RESPONSIBILITIES OF PARK VISTA UNIT OWNERSHIP
II.1 Responsibilities of Unit Ownership

It is not the intent of this handbook to repeat material clearly described in the Declaration or the By-Laws. This section is included because certain points do benefit from fuller explanation, and some additional information not found in the Corporation documents above may be helpful to residents, particularly for new owners and tenants.

Living in a condominium does present some challenges to residents. While there is a strong sense of privacy in the Park Vista development, as there must be in a close community such as ours, there must also be mutual respect for the rights of others, and a sense of responsibility shared by all residents for the overall good of the community. It’s simply a matter of respect... R.E.S.P.E.C.T.

When entering or exiting your unit, please use your front walkway. Do not cross in front of your neighbour’s “exclusive use” area, like their kitchen window. It’s the polite thing to do!

For the protection of home sellers’ interest in Park Vista, unsolicited interference with home buyers and/or their real-estate agents is strictly prohibited.

All residents must adhere to the City of Ottawa’s Noise By-law No. 2004-253 and, in addition, the Corporation’s internal, 24/7 requirements that prohibit internal or external noise of residents and/or their visitors, which includes gatherings, noise from radios, base speakers, televisions, computers, or any sound reproduction device. All residents have the ability to seek the assistance of the Property Manager or proceed directly to the City’s By-law officers, who can issue verbal and written warnings, followed by fines and/or court appearances if found to be noncompliant.

Enforcement of the Condominium Corporation’s Rules & Regulations as set out in the Declaration and By-Laws is the responsibility of the Board on behalf of all residents. In the past, Park Vista residents have responded well to the Rules & Regulations. Co-operative action on behalf of residents toward the enforcement of the Rules & Regulations assists the Board in this responsibility and is appreciated.

It should also be noted that in some circumstances, the Board has the authority to enter, or delegate authority to enter, a resident’s unit or exclusive area upon giving reasonable notice, or immediately in the event of an emergency.

II.2 Insurance

Damage to units by fire and certain other perils will be repaired, and costs covered, to the original unit specifications under the provisions of the Corporation’s insurance policy. This policy is held by the Condominium Corporation on behalf of unit owners.

However, coverage under the Corporation’s insurance policy is limited to the specifications of the units as they existed at the date of the Corporation’s Registration and Description, and does not cover improvements or changes that may
have been made subsequently. Neither does it cover unit owners or tenant’s personal property and contents. Owners and tenants should, therefore, arrange for their own condominium unit insurance with the appropriate coverage.

Unit owners and tenants should also check with their insurance company about coverage during their absences. If owners or tenants need a copy of the Corporation’s insurance, it is posted annually on our website. You can find it under: Governance/Condominium insurance, along with other relevant information.

By statute (the *Fire Code of the Province of Ontario* and the *Building Code of the Province of Ontario*), unit owners are responsible for ensuring a CSA-approved smoke detector, recommended to be no older than the manufacturer’s warranted life span, be installed in each unit is maintained in proper working order and tested on a regular basis, as per manufacturer’s instructions. **The Fire Code now requires that a smoke detector be installed on each floor, and they must be CSA-approved**, and because we have open, flammable fireplaces, a **carbon monoxide detector is now mandatory**.

The Corporation’s **insurance policy deductible** is the responsibility of unit owners, except in those cases where the Corporation is responsible for the damage (e.g., water damage resulting from roof leakage). As these deductibles may be quite large in some cases, owners may wish to seek unit insurance coverage which may offset some of this potential cost.

### II.3 Maintenance and Repair of Units

In general, it is the Corporation’s responsibility to **repair and maintain** the Corporation’s common elements. It is the responsibility of unit owners to maintain the inside of their own unit, as well as their “exclusive use” common area. Except for attics (which are supposed to be left untouched), owners shall be responsible for maintaining (including proper cleaning, removal of mildew, lubricating, and safeguarding) the interior surfaces of all common elements embodied in their units, such as windows, external doors, and patio doors. Failure of or damages to these common elements and/or related areas due to abuse, inadequate maintenance, or over-negligence on owners’ part shall result in the owners bearing the full cost/responsibility of repair and/or replacement. The obligation for repairs by the unit owner devolves to the Corporation when damage is caused by fire, or when damage has affected 25 per cent or more of the building, or the condominium. Where unit owners do not comply with their obligations to affect such repairs, the Corporation may, upon reasonable prior notice, effect repairs or maintenance to units, and seek reimbursement from the unit owner for the costs of “exclusive use” areas, including any incurred legal costs.

The Corporation is responsible for maintaining all **exterior doors and windows**, with the exception of the main front aluminum storm door. **Sliding patio doors** are part of the common elements, and are maintained by the Corporation.

**Light fixtures** at the front and back doors (as per the original specifications) are the responsibility of the Corporation. All **lights** in the Park Vista entrance, roadways, and pathways are maintained by the Corporation. Residents are requested to notify the Property Manager if a street light needing bulb replacement is observed.
Light fixtures at the front of the units are part and parcel of our security infrastructure, and bulbs are replaced by the Corporation. Replacement bulbs for the back of the units are the responsibility of the unit owner.

**NOTE:** Units 15, 18, 31, 47, 63, and 64 have water meters that control blocks of units. The shut-off valves for these meters are located in the basements which may require access in case of an emergency (see also II.7 (B) Water and Sewage, found in this document).

### II.4 Security and Solicitation

Park Vista is a private community and, as such, the only persons allowed on the property (common grounds) are residents and their respective, invited guests.

By law, non-residents associated with municipal, provincial, and federal elections are allowed to enter Park Vista, as well as delivery persons representing a retail outlet, Canada Post, or other like delivery services.

All other door-to-door sale persons, i.e., solicitors, are not allowed on Park Vista property, and will be considered trespassers and subject to the requirements of the trespassing laws of the *Criminal Code*.

Our front lights form part of our security system in conjunction with our security lights at some of the back and end units, as well as a lamp post near the pathway, and lighting at the Carling Street entrance. In addition, we have posted signs drawing attention to our security surveillance cameras and non-solicitation.

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**ATTENTION ALL SOLICITORS**

This is private property and subject to the trespassing laws of the *Criminal Code*. Our rules and regulations prevent any persons going door-to-door, and you are required to leave this property immediately. *Failure to comply with this request will result in police intervention.*

CCC No. 272 Board of Directors
811 Connaught Avenue, Ottawa, Ontario

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We do, however, rely on community support to report any unusual circumstances to our Property Manager and/or directors. **Call 9-1-1 for a life-threatening emergency, or a crime in progress.**
NOTE: Units 1, 12, 15, 18, 31, 33, 39, 47, 48, 61, 64, 77, 79, and 93 have security lights. Residents of these units are reimbursed for hydro usage by the Corporation annually according to the number of lights on their unit.

II.5 Alterations to Common Elements

Any approved alteration to common elements falls under By-Law No. 4. Some minor alterations may be carried out by owners under general consent by the Board, such as planting of flowers in beds at the front and back of units, and the use of lawn umbrellas. More substantial alterations require specific approval of the Board on a case-by-case basis. Items in this category include: installation of a front storm door; peepholes; awnings; and modification of the front walkway. Installation of storm doors must have the same specifications as the majority of units.

(Magnetic door hooks for wreaths or other decor, and magnetic door knockers for the front door are permitted.)

Certain alterations to the common elements are not permitted, such as installation of window air conditioners, installation of satellite dishes, or any other modifications which could affect the structural integrity of the building. Each unit is provided with a black front and back light fixture, black front and back unit numbers (hardware), a black metal mailbox, and bell button. Any approved alteration and/or addition to these items remains the full responsibility of the current or subsequent owner who is responsible for their maintenance and repair.

Rules & Regulations concerning such alterations are outlined in the “Regulations Concerning Use of Common Elements” in Appendix C at the back of this handbook. As a general rule, unit owners are requested to check with the Board prior to undertaking alterations to their units.

II.6 Fireplaces, Chimneys, Fire Hydrants and Smoke/Carbon Monoxide Detectors

Fireplaces and chimneys in the Park Vista units work well, but are not suited to conversion to glass doors; as such a modification can constitute a fire hazard. It must be stressed that the fireplaces were not designed to serve as major heat sources, but for aesthetic, occasional use only. The Board recommends using a wrapped fire log in place of wood logs. It is advisable that no wood be burned with the fire log and that only a single log is burned at one time. Once ignited, the log should not be disturbed in any manner in order to avoid the possibility of “flare-ups.”

Fireplaces must not be used without a grate. Painted or treated wood cannot be burned in the fireplace. In addition, the practice of burning cardboard or like paper is not permitted. Such materials can cause extreme heat which can result in chimney fires.
Fireplaces and chimneys are maintained by the Corporation through annual inspections and cleaning. The corporation inspects the fire hydrants on an annual basis according to the standard and form shown in Appendix N and O. Owners are responsible to inspect smoke detectors and the carbon monoxide detectors in their units and required to send a completed ‘Smoke /Carbon Monoxide Detector Inspection’ form to the property management firm. Owners are also required to complete a ‘Chimney Cleaning & Inspection’ form, which will assist in the chimney cleaning effort. The property manager will notify owners when the inspections will occur and provide the forms. Sample forms are included as Appendix J and M.

NOTE 1: The cost of replacing smoke detectors, carbon monoxide detectors, and/or batteries is borne by the owner.

NOTE 2: In the event that non entry of a unit for an inspection occurs, the owner will bear the cost of a return inspection. If continued non entry becomes an issue, the Corporation will have no choice but to involve the Fire Marshall’s office.

II.7 Utilities and Services

A. Garbage:

The weekly garbage pick-up, blue- and black-box recycling pick-ups and green bin pick-ups currently occurs on Thursday. The black box is used for the recycling of newsprint and cardboard, the blue box for plastic, tin, and glass recycling, and the green bin is used for the recycling of food waste. The blue and black boxes are picked up on alternating weeks. It is also suggested to number your black, blue, and green boxes with your unit number.

For more information, please refer to your recycling calendar provided by the City of Ottawa, or from the City’s website:

Garbage is best not placed at the curb until early morning on the pick-up day prior to 7:00 am. You may put out your garbage the night before, but not before 6:00 pm. Garbage MUST be in either a garbage can or a plastic bag. A garbage can with a tight-fitting lid is much preferred to discourage pests. Small grocery sacks are not permitted. It is recommended that your number your garbage can with your unit number. Residents shall make sure that garbage/recycle bins are brought in at the end of the day after they have been emptied.

In weeks with a holiday on the Monday or Friday, the pick-up will usually occur on the following day. Residents are requested to help maintain the neat and tidy appearance of Park Vista by picking up stray pieces of paper and other debris, and to ensure that paper is packed properly so it is not blown out of the black boxes.

The garbage bins located at Unit 10 are only meant to collect Condominium and/or incidental personal garbage. As they are emptied only every two weeks, please do not dump home garbage bags in them, which will potentially litter our common
grounds due to quick overfilling, attract rodents and insects, and produce unhealthy smells in the neighbourhood.

During the snow season, from November 15 to April 15, residents are conveniently allowed to put snow removal tools/materials and the City of Ottawa lidded green bin or a lidded garbage bin (to be tightly lidded at all time) against their front wall, (preferably the green recycle bin, for a uniform and orderly look throughout the neighbourhood). All these items must, however, be removed from the front yard by April 15 each year.

B. Water and Sewage:

These expenses are included in the condominium fees, and are paid by the Corporation. Water is one of the Corporation’s highest common costs. Residents are, therefore, requested to promptly repair any leaking taps or toilets.

The main cut-off valve for the water supply is usually located in the laundry room area of each unit. If you are unable to locate the main cut-off valve, please contact the Property Manager. Owners shall be fully responsible for their own unit’s plumbing and water valves, while CCC272, only for unit blocks’ water mains and valves located inside a few units.

Units 15, 18, 31, 47, 63, and 64 have shut-off valves that control entire blocks of units. These shut-off valves remain in the full control of the Corporation and may require access from time-to-time. Residents are not authorized to operate these valves.

If sewage or any backup is observed from the drain in the basement, immediately contact the Property Manager, who will arrange for emergency service (phone numbers can be found at the back of this document in Appendix J).

Melted wax must never be poured down a drain, or cooking fats and oils, because they will solidify shortly afterwards farther down the drain and can cause the drain to plug up. To avoid such drainage backup problems, please use the green bin for disposal of waste cooking fats and oils, and the garbage for melted wax.

In preparation for the onset of winter, all exterior water hoses MUST be disconnected from front and back taps of each unit. Please ensure that the interior water valve is closed and the exterior taps are left open. The Corporation can assume no responsibility for damage if these instructions are ignored. If you cannot locate the water valves in your unit, please contact the Property Manager (phone numbers can be found at the back of this document in Appendix K).

C. Electricity:

Residents are billed individually for electricity. Each unit has a meter which is located together with approximately five to eight others in a locked cabinet mounted on the outside wall of an end unit. The cabinet also houses the main power switch and fuses for each unit. Access to these cabinets is restricted by locks, with keys held by Ottawa Hydro and by the Corporation’s Board of Directors.
Power within each unit can be disconnected from the various circuits within the unit via breaker switches which are housed in the breaker box usually located in the basement of each unit. **ALL power to the unit can ONLY be shut down from the main Hydro box outside the unit.**

Some outlets and all electric baseboards are wired with 220V circuitry. Therefore, if one of the receptacles (wall outlets) or baseboard heaters requires replacement, *a qualified electrician must perform the replacement. The Corporation maintains no responsibility for internal wiring.*

**D. Heating:**

*Installation of outdoor antennas, cable dishes, or satellites is strictly prohibited.*

Each unit is equipped with electric baseboards. Owners wishing to install gas service require permission from the Board *prior* to installation.

Gas heating was investigated in 1998, but not enough owners were interested in the installation to make the proposition viable to the gas company. A recent review of the option evoked little interest.

**The installation of other types of heating, such as wood stoves and fireplace inserts, is not permitted.**

**E. Telephone and Cable TV Service:**

Telephone and cable TV are the sole responsibility of residents. Connections are located in an end-unit cabinet adjacent to the electric meter cabinet.

**NOTE:** Drilling holes through the exterior walls of the unit *is strictly prohibited.*

**II.8 Pest Control**

The Corporation provides pest control services to residents for external pest infestations and for infestations in common areas. Residents are responsible for internal pest infestations. Residents experiencing pest problems should contact the Property Manager or the Board. The Property Manager will address the problem either using the services of a pest control contractor or via alternate means as appropriate to the situation. Costs for internal pest infestations will be the responsibility of the owner. It is important to report any infestations immediately so as not to expose other units to the same problem.
NOTE 1: We encourage all residents to ensure that garbage and clutter are not allowed to accumulate inside or outside the units.

NOTE 2: Due to our close proximity to the NCC land, which borders our community on the south and east side, please do not put perishable foods outside in plastic bags; do not feed the wildlife; do not install bird feeders, or use bird seed.

We have to deal with many kinds of nocturnal animals, rodents, and birds that venture into our community looking for food. When wildlife does find an abundance of food, they will move into the area and create havoc for the neighbourhood, and there is a risk that they will become more aggressive.

II.9 Parking

IMPORTANT: All residents are requested to review and be familiar with the Park Vista Parking Rules detailed in Appendix G

There is limited visitor parking in Park Vista, and the parking rules have required amendments from time-to-time. Any such decisions are made by the Board, and changes are disseminated to residents via the Newsletter or by special bulletins/notices.

Parking is not permitted on any Park Vista roadway AT ANY TIME, as all of these roadways are designated Fire Lanes by the City of Ottawa. The space required for a major fire vehicle to allow it free manoeuverability and effective operation of its gates, hoses, and ladders is considerably more than is usually imagined. We all sincerely hope that a “demonstration” will never be necessary.

Each unit should have a visitor’s parking permit. The permit must visibly appear on the dashboard, face up with the unit number showing, of any visitor’s vehicle parked in visitor parking. Lost permits will be replaced upon request at a cost of $50.

Park Vista has three Visitor Parking areas, the use of which is restricted to visitors (non-residents). (See parking rules in Appendix G)

In addition to the regular parking permit, extended-stay and/or overnight visitor parking requires the unit owner to register the vehicle with the property manager.

To ease the invariable burden of extra vehicles visiting, e.g., company coming for dinner, rather than trying to borrow extra parking permits for your guests, we have made available a small package of “paper” permits that you may fill in, date, and sign for those occasional times when you may need an extra parking permit. These temporary permits are only good for 24 hours and do not replace the main visitor parking permit.

When snow removal activity is likely, cars parked during the day or night without a parking permit visibly displayed on the dashboard will be towed away without notice.
Resident’s vehicles may not be parked in Visitor Parking spaces at any time (see Appendix G), except for brief periods, e.g., to allow service vehicles access to a unit while carrying out maintenance or when expecting a visitor to use your parking spot.

Parking violations in Park Vista are subject to a fine and/or towing, enforced by the City of Ottawa By-law service. At times, problem situations have arisen in Park Vista with repeated or excessive parking violations.

The Board is very reluctant to exercise their corporate authority to impose a loss of parking privileges due to consistent abuse, but will do so if necessary.

II.10 Control of Pets

The Corporation’s Declaration governs the control of pets. The Board urges all pet owners to control the activities of their pets, i.e. ALL pets must be leashed. The Corporation also has the authority, in law, to evict any pet whose owner refuses to comply.

All pet owners must comply with the City of Ottawa By-Laws and ensure that your pet is registered. For example, dogs running loose can be picked up, even if the dog owner is a Park Vista resident. Pets are not allowed on any part of the common grounds other than the walkways and roadways.

Owners of dogs residing in Park Vista must adopt the City’s “poop and scoop” protocol to the benefit of all users of the common elements. If it becomes necessary for the Corporation to clean up “pet mess,” the owner will be charged a service fee ranging from $35 to $100, depending on how long this service takes.

Barking dogs, at any time of the day or night, are considered an infringement upon the peace and quiet of residents. Any and all complaints of this nature will be brought to the attention of the dog owner to take measures to put an end to the barking. Repeated instances of barking will be brought to the attention of the Board of Directors to consider eviction of the dog. (Please refer to Section 5, p.4, in the Declaration that authorizes the removal or eviction of pets.)

NOTE: Pit Bulls are expressly prohibited. We are a family-oriented condominium with small children. We do not want our children to be at risk. The Corporation, however, reserves the right to add any other dangerous animal to the list, and to have pets evicted if problems persist.
In the case of cats, the above rules also apply. In addition, if the problem of loose cats persists, the Corporation may have to resort to “live traps.” For obvious reasons, the Corporation does not want to use this form of control, but will if forced to do so.

II.11 Playground

“In a five-year period, 54,000 children under the age of 15 were injured in playgrounds across Canada. Of the 54,000, 70% of these injuries were the result of falls.”

Park Vista Playground Rules

This is a private playground, for the use of residents and their guests only.

Rules of conduct in the playground:

1. No unsupervised children less than five years of age.
2. No smoking. No alcohol. No pets.
3. No littering. Place garbage in the bins provided.
5. No throwing sticks, sand, or stones.
6. No ropes or skipping ropes of any kind.
7. Keep off the fence.
8. One person per slide. Go down the slide on your bottoms. No jumping off the slide, or off any equipment. No walking/running up the slide.
9. One person per swing. No standing or twirling on swings. No jumping off the swings.
10. Infant swings are for infants only.
11. If children are putting other children in harm's way, please take appropriate action to stop such conduct.
12. Any and all toys brought to the playground must be picked up and returned to your residence. Do not leave toys in the playground.
13. Noncompliance will result in lost privileges in the playground.

In the case of an emergency, call 9-1-1.

Share ☻ Take turns ☻ Play Safely

In 1998, in direct response to the update of the CSA Guidelines for Playgrounds, Park Vista replaced all of its playground equipment and improved the play area at a cost of just under $18,000 in an effort to make the playground safer for our children. It was installed with the help of some of its volunteer owners and tenants.

The playground consists of a play area and swings. The area, although lighted at night, may not be used between the hours of 9:00 p.m. and 8:00 a.m. daily.

The Corporation maintains and repairs this facility as required, but assumes no responsibility for the supervision of the area, or of any child using it. The above rules for the playground are also posted in the playground.
Why is supervision so important?

Children under five years of age are often injured because they are still developing their balancing and climbing skills, putting them at an increased risk for falls. Stay close to your child and teach him/her how to play safely. *This means staying right beside children under five years of age.*

Older children often like to test their limits and take risks, so supervision and keeping watch is important for them, too.
PART III: APPENDICES
**Appendix A – Governance**

**Elected Board of Directors**

<table>
<thead>
<tr>
<th>Position</th>
<th>By-Law No. 1 Article VI</th>
<th>Article VI</th>
<th>Article VI</th>
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<th>Article VI</th>
<th>Article VI</th>
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</thead>
<tbody>
<tr>
<td>President</td>
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<td>Article 5 (4) p7</td>
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<tr>
<td>Vice-President</td>
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<td>Article 5 (5) p7</td>
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<tr>
<td>General Manager</td>
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<td>Article 5 (6) p7</td>
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<td>Secretary</td>
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<td>Article 5 (7) p7</td>
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<tr>
<td>Treasurer**</td>
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<td>Article 5 (8) p7</td>
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</table>

The President shall, when present, preside at all meetings of the owners and of the board and shall be charged with the general supervision of the business and affairs of the corporation.

During the absence of the President, his duties may be performed and his powers may be exercised by the V-P or if there are more than one V-P, in order of seniority (as determined by the board) save that no V-P shall preside at a meeting of the board or at a meeting of owners who is not qualified to attend the meeting as a director or owner, as the case may be. If a V-P exercises any such duty or power, the absence of the President shall be presumed with reference thereto. A V-P shall also perform such duties and exercise such powers as the board may prescribe.

The General Manager* if one be appointed shall have the general management and direction subject to the authority of the board and the supervision of the President, of the corporation’s business and affairs and the power to appoint and remove any and all employees and agents of the corporation not elected or appointed directly by the board and to settle the terms of their employment and remuneration.

The Secretary shall give, or cause to be given, all notices required to be given to the owners, directors, auditors, mortgagees, and all others entitled thereto; he/she shall attend all meetings of the directors and of the owners and shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings; he/she shall be the custodian of all books, papers, records, documents, and other instruments belonging to the corporation and he/she shall perform such other duties as may from time-to-time be prescribed by the board.

The Treasurer** shall keep or cause to be kept full and accurate books of account in which shall be recorded all receipts and disbursements of the corporation and under the direction of the board shall control the deposit of money, the safekeeping of securities, and the disbursement of funds of the corporation; he/she shall render to the board at the meeting thereof or whenever required of him/her an account of all his transactions as Treasurer and of the financial position of the corporation; and he/she shall perform such other duties as may from time-to-time be prescribed by the board.

The objects of the corporation are to manage the property and assets, if any, of the corporation on behalf of the owners. Source: Condominium Act, 1998, Part V, 17(1)
Appendix B – Definition of Single-family Residence

Regulations Concerning the Single-Family Residence:

IV UNITS
(1) Occupation and Use
The occupation and use of the units shall be in accordance with the following restrictions
and stipulations:
(a) Each unit shall be occupied and used only as a private single-family residence
and for no other purpose.

- Excerpt from CCC No. 272 Declaration

In accordance with the Declaration, CCC No. 272 is designated a “single-family
residence” only. Please see March 19, 2010, Court of Appeal of Ontario (Nipissing)
support for the lower court’s position with regard to the single-family status contained
in the declaration(s) as well as the following statement:

“The lower court Judge correctly concluded that the occupancy provision (in the
declaration) does not infringe any ground listed in Section 2(1) of the Human Rights
Code.”

Definition of “family”

In the Declaration and these Rules, a “family” means either:
a) A social unit consisting of parent(s) and their children, whether natural or adopted, and
includes other relatives if living with the primary group;
b) A person who is living alone;
c) Two persons who are married to one another or are living together in a conjugal
relationship;
d) Two or more persons who are siblings of one another;
e) Two or more persons who are all owners of the unit;
f) Full-time professional or family caregiver, or live-in nanny; or

 For the purposes of the Rule, a “boarder” is a person to whom room and board are
regularly supplied for consideration and a “roomer” is a person to whom a room is
regularly supplied for consideration. A boarder or roomer is someone who does
not have the right to share the living areas of the home (such as the kitchen, living
room, and dining areas) equally with the other occupants of the home.

AMENDED and PASSED by resolution of the Board of Directors of
Carleton Condominium Corporation No. 272, February 21, 2015.
OCCUPANT FORM

Notice by Owner of Co-occupant / Live-in Caregiver / Live-in Nanny

I, ______________________________ , owner of Unit ________, CCC No. 272 have invited ________________________________ as a co-occupant ☐, as a live-in caregiver ☐, or as a live-in nanny ☐ to share and have full use of the unit, the “exclusive use” area, and the common grounds in accordance with the requirements of the Single-Family Residence Rule, and has been informed of and understands that all residents of CCC No. 272 are governed by the condominium Act, our Declaration, By-laws, and the Rules & Regulations Handbook.

Unit owner’s signature: ______________________________

Occupant’s signature: ______________________________

Dated this ________ day of ________________, ________.

Day    Month    Year

(Form available from our website under: Governance/Forms)
Appendix C - Common Elements

Regulations Concerning Use of and Alterations to the Common Elements:

“Common Elements” are defined as all of the Corporation property except the interior of units.

The following rules were adopted to govern the use of and alteration to the common elements. They are not intended to be all-encompassing, and are subject to modification as required in future circumstances.

NOTE: A “Schedule 1” form (Acknowledgment Respecting Modification to Common Elements) must be completed by the owner and forwarded to the Board prior to any alterations to the common elements (Schedule 1 is available from our website under: Governance/Forms).

It is the owner’s responsibility, or in the case of an insurance company managing the repairs, to ensure that all contractors are in full compliance with the Occupational Health and Safety Act, and in particular, follow the instructions contained in Appendix D – Designated Substances and Asbestos.

1. Alterations*
   a. The following alterations to the common elements will not be consented to by the Corporation’s Board of Directors:
      i. Permanent gazebos;
      ii. Permanent window boxes at the front of the unit;
      iii. Punctures to the front door or door frame (other than peepholes) (wreaths or any other decor must be held up by magnetic hooks);
      and
      iv. All items specifically excluded by the Declaration and the By-Laws, and without limiting the generality of the foregoing, including antennas, satellites, and clotheslines.
   b. The following alterations may be carried out by unit owners under general consent by the Board, prior to alteration, within certain specifications:
      i. All planting of flowers in beds at the front or rear of units. Vegetable plants are not permitted on common element areas (only in the rear, exclusive use areas).
      ii. Aluminum storm doors must meet the same standard as those throughout the complex.
      iii. Lawn umbrellas.
      iv. Shade awnings attached to the main structure of the unit.
      v. Alterations to the front entrance of units must be appropriate to conform to the appearance of our infrastructure:
         1. Unit numbers on the front wall, not larger than 6” high:
         2. Mailbox;
3. **Magnetic** door knocker or **magnetic** hooks for wreaths or any other decor *(no screws are allowed in the door or frame)*; and


c. The following particular installations, and any other alterations, to the common elements require prior consent of the Board of Directors:
   i. Patios or cemented areas in “exclusive use” areas;
   ii. Central, air-cooled, air conditioners and heat pumps; and
   iii. Planting of shrubs and trees.

2. **Outdoor Lighting**
   a. Only CSA-approved Christmas lights are permitted on the exterior of units. If such lights are used, they shall be installed neatly with a minimum of hooks, staples, etc. **Christmas decorations will not be installed before November 15, and shall be removed as soon after January 15, weather permitting.**
   b. Coach lamps or lanterns will **not** be installed on the fronts of units without **prior written permission from the Board**, and shall be of a design approved by the Board.

3. **Lawn Furniture, Bicycles, Toys, Barbecues, etc.**
   a. While the Board promotes the need to preserve curb appeal, we understand that during different seasons residents may have these items stored at the front of their units. To reduce the look of clutter, lawn furniture, bicycles, toys, sports equipment, etc., **will not be left at the front of units while not in use for extended periods of time.**
   b. Barbecues will **not** be used at the front of units.

*See also, By-Laws 4 and 8.

**PASSED** by resolutions of the Board of Directors of Carleton Condominium Corporation No. 272, March 26, 2000.
Appendix D – Designated Substances and Asbestos

Regulations respecting Designated Substances and Asbestos:

Introduction

The following Rules respecting the use of the common elements and units are made to promote the safety, security and welfare of the Owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units.

Definitions

Owner: Shall include Owners, their families, visitors, agents, tenants, and occupants of the unit.

Any other words and phrases which are defined in the Condominium Act, 1998 (as amended from time to time), or the Regulations thereunder or any successor thereto, (“the Act”) shall have ascribed to them the meanings set out in the Act.

1 Designated Substances

1.1 All owners are hereby notified that the condominium corporation has received an expert report which has revealed the presence of certain hazardous substances in certain locations on the common elements and in the units. The report is an Asbestos and Limited Designated Substance Survey (“DSS”) prepared by Shawn Doherty of Exp Services Inc. and dated June 10, 2014.

1.2 The hazardous substances revealed by the DSS, and their locations, are noted in the attached executive summary of the DSS.

1.3 Any owner may inspect the DSS upon reasonable notice to the Board or Manager; and any owner may obtain copies of the DSS from the Board or the Manager (upon payment of a reasonable copying charge).

1.4 The consultant has also advised that the hazardous substances do not represent a health risk, as long as they remain in good condition and are not disturbed (for example, during repair or maintenance work in the area in question).

1.5 All Owners are required to:

a) provide a copy of this Rule, and the Executive Summary of the DSS to any worker hired by the owner to carry out any work on the property that might disturb the substances noted in the DSS; and

b) otherwise, fulfill all of the Owner's obligations under the Occupational Health and Safety Act (and Regulations).

2 Asbestos

2.1 The DSS also identifies Asbestos in two units. [These Owners have been advised of the presence of asbestos in their units.] Accordingly, the Owners and Occupants of those two units are also required to:
a) ensure that all workers hired by the Owner or Occupant to undertake any work on the property that may disturb Asbestos Containing Materials carry out the work in accordance with the recommendations in the DSS and have received the appropriate training, specified in the DSS; and

b) Ensure that all occupants of the unit receive a copy of this Rule.

PASSED by resolution of the Board of Directors of Carleton Condominium Corporation No. 272, March 16, 2015.

Note:
The “Executive Summary” and EXP Survey follows.
To: CCC 272, Board of Directors, c/o Clarence Dungey
Date: June 11, 2014
Re: ASBESTOS AND OTHER DESIGNATED SUBSTANCES 3281-28631

Dear Clarence and Members of the Board,

We are pleased to provide this brief report, which we understand will be provided to all owners.

I begin the following brief summary of the facts:

The Facts

Last year, when work was completed in one of the units, that unit was tested for asbestos. The tests showed that there was asbestos present in the unit. As a result, the condominium corporation arranged for a more comprehensive survey of the entire condominium.

The Survey was prepared by Shawn Doherty of EXP Services Inc. and is dated June 10, 2014. The Survey identifies some designated substances in all units and also identifies asbestos in two of the units (the "Two Units").

We are attaching a copy of the Executive Summary from the EXP Survey.

Our Advice

In light of the foregoing facts, our advice is as follows:

1. The condominium corporation needs to write to the owners and occupants of the Two Units — to advise them of the presence of asbestos in those units.
2. The condominium corporation should also include mention of the asbestos in any status certificate issued for the Two Units. [We will provide suggested wording.]
3. We recommend that the condominium corporation pass a Rule respecting the other designated substances in the units. The Rule will essentially advise owners of those designated substances and will advise owners to follow the recommendations in EXP's report when doing any work that might disturb those substances.
4. In our view, since asbestos has only been found in two of the units, CCC 272 does not require an Asbestos Management Plan.

We look forward to receiving any questions at the AGM.
Executive Summary

Exp Services Inc. (exp) was retained by Mr. Clarence Dungey of Carleton Condominium Corporation No. 272 to complete an asbestos survey and limited Designated Substance Survey (DSS) of condominium complex occupied by eight (8) row house blocks containing 60 residential units. The survey was required based on the previous identification of asbestos in a unit.

The row house buildings are generally described as two-storey, wood-framed, buildings with full basements. All basements were partially finished at the time of original construction. The interior building construction consists of drywall interior finishes, stippled ceiling and various flooring applications. The exterior consists of a range of a mix of brick, vinyl and wood siding with asphalt shingle roofs.

A small office room is located adjacent to Unit 12 and is constructed with similar materials.

The main objectives of the study were:

! To identify the presence / absence of asbestos within the buildings;
! To quantify the amounts of asbestos within the buildings; and,
! To evaluate if the asbestos poses a health risk to constructors and building occupants, and to make recommendations to eliminate such risks.

While conducting an asbestos survey, a limited DSS was conducted:

! To identify the presence of designated substances listed in the Occupational Health and Safety Act (OHSA) and other special handling materials;
! To evaluate if such substances pose a health risk to constructors, and to make recommendations to eliminate such risks in the future; and,
! To provide a framework for general regulation and practices that needs to be followed when conducting renovation work.

The focus of the study was with respect to identifying the presence/absence of asbestos-containing materials within the buildings. A minimum of one unit per respective condominium blocks were assessed whereas additional units were assessed, as required, within select condominium blocks.

The survey included a cursory review of the designated substances as defined by the Ontario Occupational Health and Safety Act (OHSA), with particular emphasis placed on (but not limited to): asbestos-containing materials (ACMs); lead-based paints and lead-containing materials; mercury-based paints and mercury-containing equipment; and, potential sources of silica. Some samples of paint were collected from common space and/or exterior of the buildings. Not all paint colours were sampled to minimize potential for damage.

Based on the completion of the survey, the following asbestos containing materials were identified at the site.
<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>DESCRIPTION</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos</td>
<td>Drywall Filler Compound</td>
<td>There are no special asbestos recommendations for the handling of drywall filler compound within the condominium as the asbestos drywall filler compound is not present within the complex (i.e. standard materials) with the exception of two adjacent units. As such, it is not likely common to the original/standard construction material.</td>
</tr>
<tr>
<td></td>
<td>! Asbestos not present in compound within the standard materials</td>
<td>! Identified in two adjacent units only</td>
</tr>
<tr>
<td></td>
<td>! Identified in two adjacent units only</td>
<td>For the two adjoining units with asbestos drywall compound, prior to any renovation that would disturb the drywall compound, it is recommended that this material be removed using Type 2 removal operations as per Section 15 and 16 of O.Reg 278/05.</td>
</tr>
<tr>
<td>Lead-Based Paint</td>
<td>Brown exterior trim (method detection limit above criteria)</td>
<td>Provide workers with appropriate personal protective equipment (i.e., respirators, gloves and eye protection) during any future renovations. Minimize activities involving abrasion or sanding of painted surfaces. Refer to the Ontario Guideline — Lead on Construction Projects, April, 2011.</td>
</tr>
<tr>
<td>Silica</td>
<td>Drywall Walls Concrete foundations Concrete basements and floors Exterior brick</td>
<td>Wet silica-containing area(s) prior to being disturbed and provide daily wet sweeping or I-EPA vacuuming of silica dust to minimize generation of dust. Provide workers with appropriate respiratory protection and utilize ventilation during disturbance of silica-containing structures. Refer to the Ontario Guideline — Silica on Construction Projects, April 2011.</td>
</tr>
<tr>
<td>Mould</td>
<td>Reported water intrusion Black staining at attic hatches</td>
<td>In the event that mould is encountered during renovation, it is recommended that any visibly mouldy materials be cleaned and/or removed concurrently in accordance the Environmental Abatement Council of Ontario's Mould Abatement Guidelines, April 2010.</td>
</tr>
</tbody>
</table>
Appendix E - Barbeques

Regulations Concerning Operation and Storage of Propane Barbecues and Tanks:

In view of the potential for damage and injury to the property and residents of Carleton Condominium Corporation No. 272 as a result of the operation or storage of propane barbecues and propane tanks, the following rules have been adopted:

1. Propane barbecues shall be operated at least six (6) feet away from any adjacent building.

2. When not in use, the propane tank valve shall be closed.

3. In compliance with municipal by-laws and fire department recommendations, propane tanks may not be stored within any enclosed structure (residence or basement) of Carleton Condominium Corporation No. 272.

4. Propane tank valves should be tightly closed and covered, and the tank stored outside the owner’s unit.

5. Residents are urged to become familiar with, and to regularly apply, proper inspection and maintenance procedures for the use of propane barbecues, regulators, hoses, and tanks.

PASSED by resolutions of the Board of Directors of Carleton Condominium Corporation No. 272, March 26, 2000.
Appendix F - Real Estate Signs

Regulations Concerning Real Estate “For Sale” Signs:

1. “For Sale” signs shall only be placed at the front of the respective unit for identification purposes. Signs shall be staked securely, and will not be attached to any building or tree.

2. “For Sale” signs are not permitted at the entrance to Park Vista, as this could give rise to an unsightly proliferation of signs. Portable “Open House” signs may be situated at the entrance to Park Vista for a reasonable period of time, while the house is being shown.

3. “For Sale” signs shall be removed when the unit is sold, or when the offer to purchase is accepted.

4. Unit owners failing to comply with these regulations will be reminded by the Board of their obligations under the Condominium Act. Compliance may be enforced by an Order of the Ontario Courts.

PASSED by resolutions of the Board of Directors of Carleton Condominium Corporation No. 272, March 26, 2000.
Appendix G - Parking

Regulations Concerning Parking:

1. **Fire Lanes**

   *The entire roadway within Park Vista is designated a “Fire Lane.”* Parking of a motor vehicle on any portion of the roadway is prohibited. This is a requirement of the City of Ottawa’s fire regulations, and may be enforced by the Ottawa Police Service.

2. **Driveways**

   Driveways are designated as “exclusive use” areas reserved for the exclusive use of the resident of the unit. There are two spaces reserved for the unit owners of Units 12 and 14 located in the front Visitor Parking area. These spaces are clearly marked, and are only for the use of the designated owner (see By-Law No. 3).

   Other residents are not entitled to park their vehicles in Visitor Parking (except for very brief periods), and are expressly prohibited from parking on any portion of the Park Vista roadway.

   Vehicles parked on unit driveways shall be parked single file. “Double-parking” (that is parking of vehicles side-by-side in the same driveway or paved parking space) is **not permitted**.

3. **Visitor Parking Areas**

   Visitor parking may not be used by residents of the property. For this purpose, a resident includes a part-time or a full-time resident.

   3.1 A **“part-time resident”** means:
   (i) A person who regularly or repeatedly stays overnight at one of the units, one or more nights per week (even though they don’t stay every night of the week); or
   (ii) A person who regularly or repeatedly visits one of the units two or more days per week (even if they don’t stay overnight); or
   (iii) A person who stays at one of the units for a period of more than two weeks.

   3.2 A **“full-time resident”** means:
   A person who normally stays at one of the units every night.

   **NOTE 1:** The Board, *upon receiving notification*, will permit parking “over and above” these parking restraints for those persons providing humanitarian and/or medical assistance.

   **NOTE 2:** All vehicles in Visitor Parking must have a unit visitor parking permit visibly displayed at all times.

   All vehicles parked in Visitor Parking are required to have the unit owner register their vehicle with the property manager.

4. **Enforcement of Parking Rules and Regulations**
Any resident can report vehicles parked in Fire Lanes to the Ottawa By-Law Service. Parking violations in Visitor Parking Areas may be reported to the property manager or the Board of Directors. Only the property manager or members of the Board can report violations to the Ottawa By-Law Service.

5. General Rules

5.1 No motor vehicle, other than a private passenger automobile, motorcycle, station wagon, or one-half ton pick-up truck, shall be parked on any part of the property (including any part thereof of which any owner may have the exclusive use) and no motor vehicle shall be parked or driven on any part of the property other than on a driveway or parking space.

Without limiting the generality of the foregoing, the following vehicles will not be parked on any portion of the common elements, including unit driveways:

i) Snowmobiles;
ii) Boats;
iii) Mobile homes;
iv) Recreational Vehicles (RVs); and
v) Trailers.

5.2 No substantial repairs or adjustments to motor vehicles may be carried out on the property.

5.3 Parking areas (including exclusive use areas) are not to be used for storage or any purpose other than parking of motor vehicles. For example, tires, containers, signs, or furniture will not be stored in any parking area. Items improperly stored in parking areas will be removed, tagged, and placed into safekeeping for a period of four (4) weeks. If not picked up by the owner, the items will be disposed of. All storage, disposal, and administrative costs for said items will be the responsibility of the owner.

5.4 A protective pad shall be placed beneath the kick-stand of all motorcycles when parked in a parking area.

5.5 The designated user of an exclusive-use parking area shall keep the area clean and free of materials or any condition likely to cause a nuisance, a hazard or any damage to the property, or any risk of fire.

5.6 Only road-worthy, plated, and insured motor vehicles shall be kept on the property. Parking areas are intended for operating vehicles; any cars, trucks, or other vehicles deemed to be abandoned or unsightly by the Board are not permitted on the property. All vehicles on the property must be in a proper state of repair, and in proper operating condition. Without limiting the generality of the foregoing, vehicles must not leak oil or other fluids.

5.7 Any vehicle which is not in compliance with these rules may be ticketed and/or towed at the risk and expense of the owner of the vehicle.

5.8 No commercial vehicle shall be allowed on any part of the property unless such vehicle is solely used in the conduct of delivery, pickup, or service call activities. No commercial vehicle which has a gross vehicle weight when unloaded of more than 3,000 kilograms, or more than four wheels, shall be allowed on any part of the property except with the written consent of the Board of Directors, such consent not to be unreasonably withheld.

5.9 As required by weather conditions, during the winter season, all vehicles must be removed from the visitors’ parking area by the vehicle owner to allow for snow-removal operations. In the event that a visitor and owner will be away for an undetermined length of time, they must leave a key for the
visiting vehicle with a neighbour or, if possible, a board member in case of snow removal during a snow storm.

5.10 Owners are responsible for any parking violations by visitors to their unit.

PASSED by resolutions of the Board of Directors of Carleton Condominium Corporation No. 272, June 16, 2000.
Appendix H – Front Walkways and Steps

Regulations Concerning Front Walkways and Steps:

1. Objective

To provide a framework under which unit owners may change material composition of the front walkway and steps (herein after known as the ‘walkway’) for their unit.

(Governing By-Law No. 7: Additions to Common Elements)

2. Applicability

Any unit owner may request approval to lay in a walkway.

a. The walkway materials must be of the type, colour, and style approved by the Board of Directors.

b. These specifications may be revised from time-to-time depending on changes and availability.

c. The installation of the materials must be done by a professional installer, and in accordance with the specifications which are approved by the Board of Directors. Current specifications are:
   • New walkway must be graded to slope away from the front door of the unit;
   • The bed must be excavated to a minimum of 10";
   • Base will be a minimum of 6” granular “A” and 1” stone dust, both compacted and graded;
   • Geo-textile fabric will be laid between the bed and the pavers;
   • Lawn will be repaired (topsoil and grass) including re-grading to match the level of the new walkway; and
   • Entire work area (walkway, driveway, and roadway) will be cleaned and washed.

d. While some latitude in the design of the new walkway may be permitted, the intent is to generally maintain the same size and shape as the original walkway (18") if applicable.

3. Costs

a. Costs related to the purchase and installation of the walkway materials will be the sole responsibility of the unit owner.

b. Costs related to the maintenance of the new walkway materials will be the responsibility of the owner.

4. Ongoing Responsibilities

All ongoing maintenance of the new walkway materials and installation will be the responsibility of the owner.

5. Procedure

a. Before the installation of new walkway materials, the unit owner must submit a written request to the Board of Directors indicating:
• the design of the new walkway;
• which of the approved materials has been selected; and
• whether the front steps will also be changed.

b. The Board will review the request, and advise the owner of any particular considerations which may be appropriate to the installation. When the owner has agreed to meet the conditions, preliminary approval will be given, and the owner may place the order with the specified supplier.

c. When the installation is complete, the owner will inform the Board of Directors. The Board will inspect the installation, and advise the owner of any problems which may need to be resolved. When any such problems are fixed, the Board will issue a final approval, and the owner will assume responsibility for the ongoing maintenance.

PASSED by resolutions of the Board of Directors of Carleton Condominium Corporation No. 272, March 26, 2000.
Appendix I – Form 5: Notice of Lease

Regulations Concerning Landlords:

Form 5
NOTICE OF LEASE OR RENEWAL
(under subsection 83(1)(b) of the Condominium Act, 1998)

To: CCC No. 272
10-811 Connaught Avenue
Ottawa, ON
K2B 8K3

SUMMARY OF LEASE OR RENEWAL
(please PRINT clearly)

1. In accordance with the requirements of the Condominium Act, this is to notify you that a written lease has been entered into for Unit #____ on the following terms:

2. This is to notify you that a written lease has been entered into for:

Name* of lessee(s): ____________________________

Telephone number(s): ____________________________

Commencement date: ____________________________

Termination date: ____________________________

Option(s) to renew: Yes □ Annually □ Monthly □

No □ ____________________________________________

Rental Payment: ____________________________

Rental Schedule: ____________________________

* If more than one lessee, please use the back of this form.

3. We have provided the lessee with a copy of the declaration, by-laws and rules of the condominium corporation.

4. We acknowledge that, as required by subsection 83(2) of the Condominium Act, 1998, we will advise you in writing if the lease is terminated.

Dated this _______ day of ______________________, 20____.

Owner(s):
Name: ____________________________ Name: ____________________________
Address: ____________________________ Address: ____________________________

As per the Ontario Condominium Act, 1998.
Schedule “B”
Tenant Acknowledgment
(to be filed in tandem with Form 5 - Notice of Lease or Renewal)

As per the Declaration, Section IV - Units, (2) Requirements for leasing (a) (p.4).

(Forms available from our website under: Governance/Forms)
Appendix J – Smoke and CO Inspection Form

CARLETON CONDOMINIUM CORPORATION NO. 272

SMOKE DETECTOR & CO DETECTOR INSPECTION FORM 20__

UNIT NUMBER:
UNIT OWNER NAME(S):
CO DETECTOR SECOND FLOOR: OPERATIONAL: YES ☐ NO ☐ NOT INSTALLED ☐
SMOKE DETECTOR SECOND FLOOR: OPERATIONAL: YES ☐ NO ☐ NOT INSTALLED ☐
SMOKE DETECTOR FIRST FLOOR: OPERATIONAL: YES ☐ NO ☐ NOT INSTALLED ☐
SMOKE DETECTOR BASEMENT: OPERATIONAL: YES ☐ NO ☐ NOT INSTALLED ☐

I CERTIFY THAT THE SMOKE & CARBON MONOXIDE DETECTOR (S) IN THE ABOVE UNIT HAVE JUST BEEN TESTED AND ARE IN WORKING ORDER.

UNIT OWNER SIGNATURE     DATE

This form must be completed and returned to Condominium Management on or before October 31st, 2018 by:

Facsimile: 613-744-1421
Mail: 440 Laurier Avenue West, Suite 355, Ottawa, ON K1R7X6
Email: info@valroca.com
Drop Off: #10-811 Connaught Avenue– Site Office

Should an owner fail to complete the survey form and the Corporation is required to inspect/test the smoke & carbon monoxide detector(s), the costs of such inspection/testing shall be added to the common expenses of the unit in default. In such cases, each owner shall be deemed to have consented to have any required repairs done to his or her smoke & carbon monoxide detector(s) by the Corporation.

Without limiting the generality of the foregoing, if an owner fails to remit the survey form to the Corporation, refuses entry to his or her unit at any time for the purpose of a spot check, or is otherwise in breach of this rule, the owner shall be entirely and exclusively responsible for any losses, costs, damages or claims which may result from the Corporation’s inability to fulfil its objects and duties described in this rule. Such amounts may be recovered by the Corporation against such owner in the same manner as common expenses.

As of October 15, 2014 carbon monoxide detectors are a mandatory addition to residences across the province. In Ontario, all homes, condos, and rental apartments with fuel-burning heating systems will now have to have a CO alarm installed adjacent to each sleeping area in the house. For optimum protection, it is recommended that additional CO detector(s) be installed in other levels and/or areas of the home that are in proximity to a CO source, subject to the distance limits provided in the product’s instruction manual.

Carbon monoxide is slightly lighter than air and also may be found with warm rising air, detectors should be placed on a wall about five feet above the floor or on the ceiling. Do not place the detector right next to or over a fire place or flame-producing appliance. Keep the detector out of the way of pets and children.

Click here to read more information on carbon monoxide detectors.
Appendix K – Schedule ‘1’

SCHEDULE “1”
Acknowledgement Respecting Modification to Common Elements

TO:

CARLETON CONDOMINIUM CORPORATION NO. 272

(“the Corporation”)

FROM:

________________________________________________________________________

(“the Owner”)

WHEREAS:

1. The Owner is the registered owner of Unit _____, Level 1, Carleton Condominium Plan No. 272.
2. Please choose one of the following [delete all that do not apply]:
   (a) The Owner is not a spouse.
   (b) The Owners are spouses of one another.
   (c) The Owner is a spouse. The person consenting below is the Owner’s spouse.
3. The Owner wishes to carry out the following modification to the common elements:
   ____________________________________________________
   (please print)
   ____________________________________________________
   (please print)
   ____________________________________________________
   (please print)
   (the Modification)
4. The Modification is item number(s) __________ in Article III of By-Law No. 4 of the Corporation.
5. (If appropriate, add:) Additional detail respecting the modification is contained in the drawings and/or specifications attached as Appendix “1”.

NOW THEREFORE:

The Owner acknowledges that the Owner is bound by all of the terms and conditions listed in Article IV of the Corporation’s By-Law No. 4 and that the said terms and conditions, constitute an agreement between the Corporation and the Owner, as stated in that By-Law. The Owner also agrees to comply with all other By-Laws and rules of the Corporation that apply to the Modification.

DATE: ______________________________

CARLETON CONDOMINIUM CORPORATION NO. 272

Per: _________________________________
Name: ________________________________
Title: _________________________________
Per: _________________________________
Name: ________________________________
Title: _________________________________

I/We have authority to bind the Corporation.

Witness Owner

Witness Owner

Witness Spouse (where required)
Appendix L – Emergency and Non-emergency

**EMERGENCY NUMBERS:**

To report a life-threatening emergency, or a crime in progress.

- **Fire**
- **Police**  9-1-1
- **Ambulance**

*Other emergencies:*  613-230-6211

**NON-EMERGENCY NUMBERS:**

- **Information**  4-1-1
- **City of Ottawa**  3-1-1
- **Community Information Centre of Ottawa**  2-1-1
- **Community Police Centres and all other enquiries**  613-236-1222
- **Ottawa Fire Services**  613-580-2860
Dear Resident/Owner

Chimney inspections/cleaning will be conducted in the coming weeks. Some owners do not use their fireplace, thus chimney cleaning is not required.

Please complete this form and drop it in the unit 10 mailbox by Thursday, May 31st.

Approximate number of times you used your fireplace since the last inspection:

☐ Not used ☐ 1 to 10 ☐ 11 to 20 ☐ More than 20

Have you encountered any issues with your fireplace? ☐ Yes ☐ No
If yes, please describe the issue:

Please open and close your fireplace damper several times to ensure it is operating properly.

Is the damper functioning properly? ☐ Yes ☐ No

Please respond promptly to ensure the Chimney inspections/cleaning can be scheduled as soon as possible.

UNIT OWNER NAME(S):

UNIT NUMBER:

Visit our website www.ccc272.ca for this document and a variety of others, such as our Declaration, By-Laws, Frequently Asked Questions (FAQs), Moving In, Links, etc.
SCOPE

These specifications and requirements shall apply to all privately owned fire hydrants within the City of Ontario.

AUTHORITY

This standard is adopted under authority of the 2013 California Fire Code, Section 507.5.2 as adopted by Ontario Fire Department.

PROCEDURE

To assure proper functioning, private fire hydrants shall be self inspected annually and tested every five years. Hydrants shall also be tested immediately after relocated or repaired. The owners of any premises on which private hydrants are installed shall have the hydrants self inspected by a person of his/her choice (this may be an employee) and tested by a person who has demonstrated competency in this field to the City of Ontario Fire Department. Private hydrants shall be immediately serviced, overhauled, or replaced whenever they are found to be defective. Testing and maintenance shall ensure that private hydrants are ready for emergency use.

ANNUAL SELF INSPECTION

Annually, the following shall be done:

<table>
<thead>
<tr>
<th>CHECKPOINTS</th>
<th>CORRECTIVE ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Caps missing</td>
<td>1. Replace</td>
</tr>
<tr>
<td>2. Caps damaged and not rotating smoothly</td>
<td>2. Repair or replace; lubricate for smooth rotation</td>
</tr>
<tr>
<td>3. Fire hose connection threads</td>
<td>3. Repair or replace if damaged</td>
</tr>
<tr>
<td>4. Visible or exterior obstruction (Ex. shrubbery, signs, etc.)</td>
<td>4. Remove all obstructions (Minimum 3 ft. clearance needed around the fire hydrant).</td>
</tr>
</tbody>
</table>

FIVE-YEAR TEST (Must be conducted by a certified professional. See next sheet.)

1. Conduct inspection and make corrections as listed for the annual self inspection.
2. Check for missing gaskets or deterioration, locate and operate gate valve (if installed), operate valve stem and flow the hydrant according to procedure in NFPA 291. Obtain residual pressure if more than one private hydrant is installed.

REPORTS

A report of the annual self inspection shall be kept on record at the property for the Ontario Fire Department. This report must list all the checkpoints and the results.
A report of the five-year test should be provided to the property owner and the Ontario Fire Department. This report must list all the checkpoints and the results. The pitot tube reading, flow results, and residual pressure must also be indicated on the report. At the time of service, an itemized invoice showing work performed and parts replaced should be provided to the hydrant owner by the person performing the test.

Prior to flowing water, the person conducting the test must notify the Ontario Fire Department Dispatch Center and the fire alarm company (if any) to avoid false alarms.

**PRIVATE HYDRANT TESTER**

Any person conducting the testing or repair of private hydrants as outlined above shall be approved to conduct such work by the Ontario Fire Department. Said approval will be granted according to the following:

1. **License Requirements**
   All approved private fire hydrant testers shall possess a current City of Ontario business license. All hydrant testers shall have a Fire Protection Contractor (C-16) License, Plumbing Contractor (C-36), Pipeline Contractor (C-34), or a California State Fire Marshal Type L License.

2. **Experience Requirements**
   All private hydrant testers shall have a minimum of one-year experience in the testing and inspection of private fire hydrants. Such experience shall be demonstrated to Ontario Fire Department in the form of references prior to approval as a private hydrant tester.

3. **Equipment Requirements**
   All approved private hydrant testers shall have available to them the following equipment:
   
   a. A properly calibrated pitot tube and gauge.
   b. A minimum of two properly calibrated pressure gauges.
   c. A 2-1/2” and 4” stream diffuser.
   d. A hydrant key valve wrench.
   e. Hydrant wrenches.

   All approved hydrant testers shall have the responsibility of maintaining properly calibrated and functioning equipment.
CCC272 ANNUAL FIRE HYDRANT SELF-INSPECTION REPORT

INSPECTION DATE:  
INSPECTED BY:  

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<th>CHECKPOINTS</th>
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<th>U25</th>
<th>U79</th>
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<tr>
<td>Caps Missing</td>
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<td></td>
</tr>
<tr>
<td>Caps Damaged &amp; not Rotating Smoothly</td>
<td></td>
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</tr>
<tr>
<td>Fire Hose Connection Threads</td>
<td></td>
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<tr>
<td>Visible/Exterior Obstruction (Ex: Shrubbery, Signs, etc.)</td>
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</tr>
</tbody>
</table>

**CORRECTIVE ACTIONS**

1. Caps missing  
2. Caps Damaged & not Rotating Smoothly  
3. Fire hose connection threads  
4. Visible/exterior obstruction (Ex: Shrubbery, Signs, etc.)