

Frobisher Place

Carleton Condominium Corporation No. 82 1785 Riverside Drive, Ottawa, Ontario K1G 3T7

Rules and Regulations

RESPECT FOR OUR HOUSEHOLD

Condominium living offers many benefits, but also comes with obligations. Owners are co-owners of the corporation as well as their own units and therefore have an obligation to protect the corporation's interests, not just their own. We share the responsibility to ensure a high standard of operation and upkeep of the building and the common elements.

CONTENTS

I.	IN'	INTRODUCTION			
II.	YO	UR UNIT	4		
	1.	Keys	4		
	2.	Water	4		
	3.	Pets	4		
	4.	Laundry Machines	4		
	5.	Pest Control	5		
	6.	Noise	5		
	7.	Heating and Air Conditioners	5		
		7.1 Heating	5		
		7.2 Air Conditioner	5		
	8.	Unit Entrance Doors	6		
III.	US	E AND ENJOYMENT OF COMMON ELEMENTS	6		
	1.	Entrances, Lobbies, Hallways	6		
	2.	Landscaping	6		
	3.	Signs	7		
	4.	Recreational Facilities	7		
		4.1 Age Requirements	7		
		4.2 Party Room	7		
		4.3 Exercise Room	7		
		4.4 Workshop	8		
		4.5 Bicycle Storage	8		
	5.	Storage and Lockers	8		
	6.	Garage and Parking	8		
		6.1 General	8		
		6.2 Vehicles	9		
		6.3 Vehicle Maintenance	10		
		6.4 Speed Limits in the Garage	10		
		6.5 Yield to Incoming Vehicles	10		
	7.	Units, Balconies and Windows	10		
		7.1 General	10		
		7.2 Storage on Balconies	10		
		7.3 Barbecues	10		
		7.4 Awnings and Shades	10		
		7.5 Balcony Modifications	11		

	7.6 Technology/ Satellite Dishes	11	
	7.7 Windows	11	
	7.8 Guest Suite	11	
8.	Garbage	11	
MC	DDIFICATIONS, REPAIRS AND RENOVATIONS TO UNITS	12	
1.	General Requirements	12	
2.	Plumbing	13	
3.	Electricity	13	
4.	Modification or Reconfiguration of Units	14	
5.	Changes to Flooring	14	
		14	
FIF	RE AND SECURITY	15	
1.	General	15	
2.	Keys	15	
3.	In-unit Alarms	15	
LE	ASING, MOVING AND DELIVERIES	15	
1.	Leasing Units	15	
2.	Moving	16	
	2.1 Hours of Moving	17	
	2.2 Completion of Move	17	
3.	Deliveries	17	
MI	SCELLANEOUS	17	
1.	Liability of Owners	17	
2.	Enforcement of Rules	18	
3.	Solicitation	18	
4.	Auction/Garage Sale	18	
AN	INEX	18	
Extract from the Ontario Condominium Act, 1998			
	 MC 1. 2. 3. 4. 5. MC CO FIH 1. 2. 3. LE 1. 2. 3. MI 1. 2. 3. 4. AN 	7.7 Windows	

I. INTRODUCTION

Like other condominiums, Frobisher Place (Carleton Condominium Corporation No. 82) is governed by documents that set forth the rights and obligations of the owners. Some documents (the Declaration, the By-laws, and the Rules and Regulations) are specific to our condominium. In addition, we are subject to the Ontario Condominium Act, as well as municipal, provincial and federal laws and regulations.

Owners who rent their units have legal obligations that are set out in the *Condominium Act, 1998*, Chapter 19 of the *Statutes of Ontario and Ontario Regulation 49/01* respecting the regulations made under the Act (as amended from time to time). According to Subsection 119(1) of the Condominium Act, an owner of a unit and an occupier of a unit must comply with the Act, the Declaration, the By-laws, and the Rules and Regulations. Subsection 119(2) requires owners to take all reasonable steps to ensure that the occupants of their units comply with the Act, the Declaration, the By-laws, and the Rules and Regulations of their units comply with the Act, the Declaration, the By-laws, and the Rules and Regulations of the corporation.

The purpose of the rules is to:

- protect the collective interests of all owners
- encourage harmonious living at Frobisher Place
- protect the safety, security and well-being of residents and the corporation
- promote enjoyment and use of the common elements, the units, and the assets of the corporation.

The rules have been developed by Frobisher Place's elected Board of Directors and approved by owners. Tenants are equally obliged to abide by the rules; owners who rent their units are responsible for informing their tenants and ensuring they comply.

Welcome to the building and our Frobisher Place community. Please take the time to become familiar with these simple, commonsense rules. They are the foundation of our friendly, respectful community.

Your Board of Directors

II. YOUR UNIT

1. KEYS

Provide the Management Office with copies of all keys needed to enter your unit. If you change your lock, remember to give a copy of the new key to the office. If you do not ensure up-to-date keys are available, you are responsible for the cost of damage done during an emergency entry.

The corporation must give reasonable notice if the staff needs to enter your unit in normal circumstances. In the case of an emergency, however, the staff may need immediate access to a unit without notice.

The corporation is responsible to keep owners' keys in safe storage.

2. WATER

Check regularly below your sinks, dishwasher, tub and toilet for signs of water or leaks. Have leaky faucets and running toilets repaired promptly. Report problems to the superintendent.

3. PETS

- a) Pet owners must not allow their pets to be a nuisance or disturb other people's enjoyment of the common elements.
- b) Pets in the common elements or on the property must be under the control of their owners at all times.
- c) When at all possible, use the back or side doors to enter or exit the building with your pets.
- d) Pets must not defecate or urinate on balconies, in hallways or in indoor common areas.
- e) City of Ottawa by-laws regarding animals and pets apply on the grounds of CCC No. 82.

4. LAUNDRY MACHINES

Laundry machines are not permitted in the units or in storage lockers except for units on the 29th floor.

5. PEST CONTROL

- a) From time to time, it is necessary to treat all or parts of the building against pests.
- b) The Management Office will arrange times for treatments with unit owners.
- c) An owner's permission may not be unreasonably withheld.

6. NOISE

- a) Owners (and their families, guests, visitors and trades people) must not cause noise that disturbs the comfort or quiet enjoyment of the property by others.
- b) The use of power tools, hammers, drills, saws and related items is restricted to the hours between 8:00 a.m. and 8:00 p.m. Monday through Friday, and between 9:00 a.m. and 5:00 p.m. on Saturdays.
- c) No renovation noise is allowed on Sundays, and federal and Ontario statutory holidays.

7. HEATING AND AIR CONDITIONERS

7.1 HEATING

Suites are heated by hot water flowing through baseboard elements. To avoid the danger of freezing pipes and extensive damage, you must:

- Keep the thermostat ON in your unit throughout the heating season. If you notice the heating system is not producing heat in your unit, please report the situation to the office right away.
- Notify the office if you will be away from your apartment for longer than 48 hours.
- Avoid leaving windows open when the temperature outdoors is below freezing.

7.2 AIR CONDITIONER

A ventilation or air conditioning or air-cooling device may be installed in any unit that has a balcony, using the existing wall opening intended for them. The installation of such a device in a window is not permitted. These devices can sometimes leak condensation. Unit owners must ensure this water does not drip on or down from the balcony. Any damage resulting from leaky units is the responsibility of the unit owner. Split air conditioning units are permitted with prior approval of the Board of Directors. They shall be limited to one system per balcony and it is advisable not to install such systems on shared balconies as noise levels may become an issue.

The corporation may require you to remove a broken or neglected air conditioner.

You must prepare your air conditioner and its wall opening with a sealed, airtight enclosure before the outdoor temperature goes below freezing in the fall and winter. For additional information, contact the office.

8. UNIT ENTRANCE DOORS

- a) Keep the entrance door to your unit closed for reasons of security and fire safety.
- b) No political messages or advertisements are permitted on the hallway side of apartment entrance doors.

III. USE AND ENJOYMENT OF COMMON ELEMENTS

All owners are encouraged to use and enjoy the facilities at Frobisher Place. Included in this section is a review of the common elements available to you and the associated rules for their use.

1. ENTRANCES, LOBBIES, HALLWAYS

The sidewalks, entry, walkways, and driveways must not be obstructed or used for any purpose other than for entering or leaving the premises.

The main lobby, entrances and hallways on each floor must be kept clear and be used only for entering or leaving units. Bare feet are not allowed in common areas, including the exercise room, billiard room and table tennis room.

Shopping Carts: A number of shopping carts have been provided for your convenience in the garage to carry heavy parcels or baggage. These must be returned to the garage immediately after use and must not be left in the corridors or units.

It is against fire regulations to leave carts, baby strollers, shoes, boxes, mats, and so on, in the corridors or stairwells.

2. LANDSCAPING

Do not destroy, alter or litter the landscaping work on the property, including grass, trees, shrubs, hedges, flowers and flower beds.

3. SIGNS

Signs, advertisements and notices must not be installed anywhere inside or outside the building without prior written consent of the board. The community bulletin board in the mailroom is available for residents to post messages of interest to other residents; commercial and offensive posts will be removed.

4. RECREATIONAL FACILITIES

Use of the recreational facilities (times, access requirements and permitted activities) is determined by the Board of Directors. The recreational facilities are as follows: sauna with changing rooms, table tennis room, billiard room, workshop, library, landscape areas, dog run, Perrier room, tennis court, swimming pool and exercise room. Residents are responsible for any damage they cause to the walls, floors, ceiling, fixtures and equipment.

4.1 AGE REQUIREMENTS

For safety reasons, residents under the age of 18 are not allowed in any of the recreational areas unless they are accompanied by an adult.

4.2 PARTY ROOM

- 4.2.1 The party room is available to residents only. Booking must be done in advance through the Management Office.
- 4.2.2 Residents who book the party room for private functions must pay a fee and a damage deposit in advance of the event. Activities in the party room must not continue beyond 1:00 a.m. and loud noise must stop at 10:30 p.m. to comply with City regulations.
- 4.2.3 Residents renting the party room must sign a contract that sets out the rules for the use of the party room and stipulates that they agree to abide by the rules and they are responsible for ensuring their guests abide by the rules.
- 4.2.4 Monthly Board meetings and official condominium meetings and functions have priority for use of the party room, unless the party room has been booked in advance.
- 4.2.5 There will be no charge for the use of the party room for condominium functions open to all residents.

4.3 EXERCISE ROOM

The exercise room is open to residents only. Visitors are not permitted in the exercise room.

Arrangements for using the exercise room are to be made at the Management Office. Residents must sign the CCC No. 82 Waiver of Liability Form and must be 18 years of age or over. A fee must be paid to program your fob to enter the exercise room.

4.4 WORKSHOP

Residents using the workshop must remove all waste materials, and must not damage floors and walls. Those using the workshop and its facilities do so at their own risk.

4.5 BICYCLE STORAGE

Bicycles are not allowed in common areas such as lobbies, corridors, balconies, or elevators. All owners' bicycles must be neatly stored in the bicycle rooms; visitors must park their bicycles in the racks provided at the side of the building. Bicycles must not be chained up or locked anywhere except these two locations.

Residents with bicycles must enter and exit through the garage.

5. STORAGE AND LOCKERS

Owners who have lockers assigned to their units are responsible to ensure that the locker is kept in good condition and that any food items are packaged so as not to attract insects or vermin. Flammable material storage is prohibited, and sprinkler heads in a locker unit must remain unobstructed. Lockers must be locked at all times. Lockers found unlocked may be locked by the superintendents. No storage is allowed in the locker aisles.

6. GARAGE AND PARKING

6.1 GENERAL

- 6.1.1 Parking on any part of Frobisher Place property is restricted to residents, their guests and service providers.
- 6.1.2 The garage is for vehicle parking only. It is not to be used for recreational purposes.
- 6.1.3 Upon reasonable notice, the Management Office may require any parking space to be vacated for necessary repairs and/or maintenance.
- 6.1.4 Residents parking in the garage must register the vehicle with the Management Office. The office provides a decal that must be visible on the windshield of the vehicle at all times.

- 6.1.5 Motor vehicles must not be driven on any part of the common elements other than on a driveway or a parking space.
- 6.1.6 Visitor and guest parking is restricted to the designated outdoor areas unless prior arrangements have been made with the office.
- 6.1.7 Motor vehicles parked anywhere other than designated parking areas, or by unauthorized drivers may be ticketed or towed at the owner's risk and expense.
- 6.1.8 Visitors and contractors are not permitted to use the outdoor guest parking spaces overnight, unless arrangements have been made with the office.
- 6.1.9 Guests of residents are permitted to park in the visitor parking spaces overnight; however, residents must register the vehicle with the office by calling 613-521-5759 and providing the following information:
 - The vehicle make, model and license number
 - The unit number being visited and the number of days of stay.

The length of stay for guest parking must not exceed seven days without approval from the office.

- 6.1.10 Residents can park in outdoor guest parking spaces during weekdays from9:00 a.m. to 5:00 p.m., for a maximum of 15 minutes. Resident parking inthese spaces is not permitted during evenings, weekends and holidays.
- 6.1.11 Residents who rent a parking space to other residents must provide the Management Office with the name and unit number of the owner of the vehicle using the space.
- 6.1.12 Residents are not allowed to provide parking spaces to non-residents For security reasons, only residents of the building are permitted to park in the underground garage. A visitor, authorized by the owner and with approval from the office may be given short-term permission to park in the garage.

6.2 VEHICLES

- 6.2.1 All vehicles, whether parked in the outside visitor parking or in the garage, must be capable of moving (on wheels and in running order). The size of vehicles must not exceed the width and length of parking spaces and vehicles must not restrict vehicle parking or access in adjacent spaces.
- 6.2.2 Vehicles allowed in the garage include cars, trucks, SUVs, and motorcycles. All vehicles must have motors and be on functioning wheels, and must not restrict access to other parking spaces or exceed the posted height.

6.2.3 Vehicles that can be recharged with electricity by an external charger must not be plugged into any outlet in the garage without permission from the Board of Directors (see section V).

6.3 VEHICLE MAINTENANCE

- 6.3.1 Repairs that involve disassembling and reassembling parts of the vehicle must not be carried out on vehicles on the premises. Minor repairs and maintenance to vehicles are permitted.
- 6.3.2 Vehicles parked in the garage must not create damage to any part of the garage, including the floor. The cost of repairs for damage caused by vehicles in the garage is the responsibility of the vehicle owner.

6.4 SPEED LIMITS IN THE GARAGE

Obey the speed limits posted by the Board of Directors.

6.5 YIELD TO INCOMING VEHICLES

Drivers in the parking garage must yield to vehicles entering the garage.

7. UNITS, BALCONIES AND WINDOWS

7.1 GENERAL

Do not throw, shake, or sweep off anything from balconies, windows or doors.

Do not place anything on outside windowsills or building projections.

Items such as flower boxes must not be hung outside the railings on balconies.

7.2 STORAGE ON BALCONIES

Balconies must not be used as storage areas. Residents must secure items and furniture on balconies to prevent injury and accidents below, especially in case of wind. No items shall be placed on a balcony or exterior surface of the building that will detract from the uniform appearance of the building.

7.3 BARBECUES

Barbecues and electric grills must not be used for cooking on balconies or decks.

7.4 AWNINGS AND SHADES

Awnings, signs or shades must not be erected over balconies or outside windows.

7.5 BALCONY MODIFICATIONS

Acceptable balcony floor coverings are: waterproofing membrane; ceramic tiles in a mortar bed; and carpet that is not adhered to the concrete balcony surface in any way. Carpets must be removed during the winter months, i.e., between November 1 and April 30. Painting of the balcony interior walls, coverings, ceilings and railings with other than approved paints is not permitted. Specifications are available from the Management Office.

7.6 TECHNOLOGY/ SATELLITE DISHES

Residents must use one of the commercial providers for television reception. Satellite dishes, antennas, or similar devices must not be placed on balconies or attached to the exterior of the building.

7.7 WINDOWS

The cost of replacement of thermopane window glass with broken seals will be borne equally by the unit owner and corporation. Replacement arrangements must be made through the Management Office.

7.8 GUEST SUITE

- 7.8.1 The corporation's guest suite may be rented by residents for their guests. Reserve the guest suite through the Management Office.
- 7.8.2 Non-resident owners may not rent the guest suite.
- 7.8.3 Residents who rent the guest suite must sign an inventory confirming which items are in the guest suite at the time of renting.
- 7.8.4 Residents who rent the guest suite are responsible for damage and inventory items that are missing after the rental.
- 7.8.5 The maximum rental time is seven days consecutively. If at the end of seven days, there are no reservations for the suite, it may be rented for up to another week.
- 7.8.6 The reservation fee and a damage deposit must be pre-paid when the reservation is made.
- 7.8.7 The rental cost for the guest suite is fixed by the Board of Directors.

8. GARBAGE

a) Residents must not put garbage or debris on the common elements, including balconies, garbage chute rooms, stairwells and garage.

- b) Items too large for the garbage chute must be taken to the garbage room located on the lobby floor, B side south entrance (next to the service door entrance). Do not leave large garbage bags or boxes in the garbage room.
- c) Take recyclable materials (plastic, glass, cans, paper, and cardboard) to the designated recycling bins located on P1 or P2 of the parking garage. We are required by the City to recycle items. If recycling is not done appropriately, we are fined. Plastic grocery bags are not recyclable. They can be taken to partners of the City of Ottawa (see City of Ottawa website for details).
- d) Styrofoam is not recyclable and must be taken to the garbage room on the lobby floor.
- e) The wall-mounted garbage bins in the garage on P1 and P2 are for small waste items from your vehicle, such as plastic bags, coffee cups, and so on. Large items must be disposed of in the garbage room on the lobby floor.
- f) Large household items such as furniture, mattresses, and carpets, must be placed outdoors, in front of the building (second hydro pole east of the entrance) the evening before the City's scheduled pick-up. Small household items in good repair (not clothing) are welcome in the recycling room on P2, where other residents may take them to re-use.
- g) Large appliances, construction material from renovations, paint, and so on, must be removed at the residents' expense. These items will not be picked up by the City. For further information on disposal of special items, visit the City of Ottawa's website.
- h) Electronic equipment will not be picked up by the City and must be disposed of by residents. For drop-off locations, please call 311 or check the City of Ottawa's website.
- i) Do not flush cooking grease, sweepings, garbage, rubbish, rags, ashes or other substances down toilets or sinks in your unit. The cost of repairing plumbing damaged by misuse or by unusual or unreasonable use will be charged to the owner.

IV. MODIFICATIONS, REPAIRS AND RENOVATIONS TO UNITS

1. GENERAL REQUIREMENTS

a) All contractors and tradespersons working on the premises must be licensed, have up-to-date damage and liability insurance coverage, and have full status under the Workplace Safety and Insurance Board (WSIB). Owners are responsible for any damages occurring to the common elements as a result of repairs or renovations done to their units.

- b) Owners must provide contractors and tradespersons with the Designated Substances Report to provide them with a list of designated substances that may be present in the building, such as lead, asbestos, mercury, etc. Contractors must sign off or provide suitable documentation to ensure that they have received the list and will take appropriate measures prior to commencing any work. A copy of the Designated Substance Report can be obtained from the Management Office.
- c) Unit owners must inform the Management Office (or Board of Directors) not less than one week in advance of starting renovations in their unit. Owners are required to fill a renovation acknowledgement form in the Management Office and provide necessary documentation on contractors and proof of permits.
- d) No resident shall be permitted to do any renovations on Sundays and federal and Ontario statutory holidays.
- e) Renovations are permitted weekdays between 8:00 a.m. to 8:00 p.m. and on Saturdays between 9:00 a.m. and 5:00 p.m. (see II. 6. Noise).
- f) Owners who are renovating their units must ensure existing access panels are not covered. Should no access be available, temporary access holes may need to be cut in cases where access is needed to common plumbing or electrical wiring. This results in extra time and repair costs to both the corporation and unit owners.

2. PLUMBING

- a) All plumbing work MUST be performed by a certified plumber recognized in Ontario. Owners are responsible for any damages occurring to the common elements as a result of plumbing repairs done to their units.
- b) Due to the original construction of the building, there are times when a main water valve will have to be shut off. This requires prior notification of at least 48 hours to the Management Office to allow a work order to be filled out and other affected residents to be notified.

3. ELECTRICITY

All electrical work MUST be performed by a certified electrician recognized in Ontario. The in-unit wiring is mostly aluminum, and proper outlet installation procedures must be followed. Owners are responsible for any damages occurring to the common elements as a result of electricity repairs done to their units.

4. MODIFICATION OR RECONFIGURATION OF UNITS

- a) Units MUST NOT be reconfigured, unless the owner has received prior approval from the Board of Directors. Reconfiguration of a unit MUST be permitted by the City of Ottawa. A valid building permit is required and must be presented to the Board of Directors prior to work beginning. Any modification must comply with the electrical, plumbing, building codes and fire safety standards currently applicable to high-rise apartment buildings in the province of Ontario.
- b) Partitions, walls or doors must not be added to a unit for the purpose of creating another bedroom or sleeping area.
- c) No additional bedrooms or bathrooms are allowed.
- d) No changes are permitted to heating systems, including limiting access to the following:
 - Thermostat-controlled zone valves
 - Manual zone shutoff valves
 - Heating system riser pipes through fixed-wall installations and wall decorations such as glued mirrors.
- e) Additional unit modifications by owners are permitted are the following:
 - Removal or alteration of non-load-bearing walls
 - Alteration of plumbing that serves the unit being modified only
 - Installation of a new electrical panel with the same load capacity and alterations to the wiring on the in-suite side of the electrical panel.

5. CHANGES TO FLOORING

Owners wishing to install hardwood flooring or floating floors must ensure that soundproofing be installed to minimize the transmission of noise between units. Flooring that is specifically designed for multi-dwelling units can be obtained at most lumber yards (condominium standard underlay).

V. MODIFICATIONS, ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO EXCLUSIVE-USE COMMON ELEMENTS

No owner shall make any changes to the common elements. This includes exclusive common elements, such as exterior walls on the balcony, balcony flooring, changes to lockers, changes to assigned parking space, etc., without prior written consent thereto of the Board, and subject to the Act and Declaration.

Permitted exclusive-use common element modifications are the following:

• Parking space – With prior approval by the Board of Directors, owners may open an Ottawa Hydro electricity account and install an electric vehicle charger and electricity meter at their parking space, at their own installation and electricity cost expense. If the unit is sold and the next owner does not want to purchase the vehicle charger installation, the complete installation must be removed at the owner's expense. Information may be obtained from the Management Office.

VI. FIRE AND SECURITY

1. GENERAL

Owners or residents must not do anything, or permit anything to be done, in their units or the common elements, that causes the risk of fire or affects the rate of fire insurance in the building.

Residents must not obstruct common areas or interfere with the rights of other owners, or in any way injure or annoy them. Residents must comply with the fire code and with all insurance policies carried by the corporation. Residents and owners must comply with all rules and ordinances of the Board of Health and with all statutes and municipal by-laws.

2. KEYS

The fire code requires that access to units must be allowed during emergencies. Duplicates of all keys needed to enter every unit must be in the possession of the Management Office (see II. 1. Keys).

3. IN-UNIT ALARMS

The TeleMasters announcement system in each unit serves as part of the emergency alarm system. The whole system forms part of the common elements and must not be tampered with in any way.

Owners and residents must install working smoke alarms in their units as required by the Fire Safety Code.

VII. LEASING, MOVING AND DELIVERIES

1. LEASING UNITS

- a) The owner must provide the corporation with the following information:
 - Name of lessee(s) or sublessee(s)

- Telephone number
- Commencement date
- Termination date.
- b) Owners must inform their tenants that they must comply with all regulations. Before a tenant moves in, the owner must provide the Property Manager with a copy of an agreement signed by the tenant that states the tenant agrees that all members of the household have received a copy of this agreement and will comply with the Condominium Act, the Declaration, the By-laws, and the CCC No. 82 Rules and Regulations.
- c) Within 30 days of their tenants moving in, unit owners must inform the Management Office of the number of people who will occupy the unit during the lease period, the length of their occupancy and their names.
- d) Owners must advise the Management Office of a terminated lease or the departure of a tenant. New tenants must obtain from the Management Office a newly activated fob with assigned codes. There is an activation fee for the fob, payable to CCC No. 82 at the time of activation.
- e) No unit may be rented to a tenant who is less than 18 years of age.
- f) A lease must cover a minimum period of 12 months, unless a lease-to-purchase agreement is in place.
- g) Unit owners are responsible for their tenants and the maintenance of their units. Tenants are to report any problems within their units to the owner.

2. MOVING

- a) The Management Office must be advised of all moves into and out of the building at least one week in advance, at which time arrangements will be made to reserve the freight elevator. Not more than one unit is permitted to move in or out of the building at one time.
- b) Sunday moves are only permitted if the Sunday is the first or the last day of the month.
- c) Residents must not move into or out of the building on a Sunday, other than that mentioned in b) above, or on federal and Ontario statutory holidays, except with the prior written permission from the Board of Directors. This permission may be given only in exceptional circumstances. A minimum charge will be levied.
- d) Moving is restricted to the service door and the freight elevator. The person moving must ensure that helpers and hired movers also comply with building regulations, including the moving timeframe booked through the Management Office.

2.1 HOURS OF MOVING

Moving is permitted from 8:00 a.m. to 4:30 p.m. and 6:00 p.m. to 9:00 p.m. Monday through Friday, and from 8:00 a.m. to 6:00 p.m. on Saturdays or on the first or last Sunday of the month.

2.2 COMPLETION OF MOVE

When the move is complete, inform the superintendent on duty, so the elevator can be returned to service and the common elements can be inspected. Owners are liable for repair costs if the common elements are damaged during moving (see VIII. 1. Liability of Owners).

If large items (like furniture, electronic equipment, appliances or items which cannot be disposed of in the garbage bins) are left behind, the Management Office will call a disposal firm and the owner will be required to pay the costs involved plus an administration fee.

3. DELIVERIES

- a) All large deliveries are restricted to the service entrance.
- b) Furniture, appliances, or similar large items must be delivered before 9:00 p.m. Monday through Friday and from 8:00 a.m. to 6:00 p.m. on Saturdays.
- c) Residents expecting deliveries must be present at the side door for the delivery.
- d) If several large items are to be delivered at the same time, this is considered a "move" and therefore requires notice to the Management Office. Such deliveries are subject to the same rules as in VII. 2. Moving.
- e) Deliveries are not permitted on Sundays.

VIII. MISCELLANEOUS

1. LIABILITY OF OWNERS

- a) Any loss, cost or damages incurred by the corporation because of a breach of the rules by an owner, guests, contractors or occupants of the unit will be borne by that owner and may be recovered by the corporation from the owner.
- b) Owners must pay to repair any damage caused by improper use or negligence to the electrical, water or heating systems in their units.

2. ENFORCEMENT OF RULES

These rules may be enforced in accordance with the provisions of the Condominium Act.

3. SOLICITATION

Solicitation for charity, promotion or sales is not permitted except with the specific approval of the Management Office.

4. AUCTION/GARAGE SALE

Auctions or garage sales must not be held on the property without written consent from the Board of Directors.

IX. ANNEX

Extract from the Ontario Condominium Act, 1998

58. Rules

- (1) The board may make, amend or repeal rules respecting the use of common elements and units to:
 - (a) promote the safety, security or welfare of the owners and of the property and assets of the corporation; or
 - (b) prevent unreasonable interference with the use and enjoyment of the common elements, the units or the assets of the corporation. 1998, c. 19, s. 58 (1).

Rules to be reasonable

(2) The rules shall be reasonable and consistent with this Act, the Declaration and the bylaws. 1998, c. 19, s. 58 (2).

Same, proposed rules

(3) Rules proposed by the declarant before the registration of a declaration and description shall be reasonable and consistent with this Act, the proposed declaration and the proposed by-laws. 1998, c. 19, s. 58 (3).

Inconsistent provisions

(4) If any provision in a rule or a proposed rule is inconsistent with the provisions of this Act, the provisions of this Act shall prevail and the rule or proposed rule, as the case may be, shall be deemed to be amended accordingly. 1998, c. 19, s. 58 (4).

Amendment by owners

(5) The owners may amend or repeal a rule at a meeting of owners duly called for that purpose. 1998, c. 19, s. 58 (5).

Notice of rule

- (6) Upon making, amending or repealing a rule, the board shall give a notice of it to the owners that includes:
 - (a) a copy of the rule as made, amended or repealed, as the case may be;
 - (b) a statement of the date that the board proposes that the rule will become effective; and
 - (c) a statement that the owners have the right to requisition a meeting under section 46 and the rule becomes effective at the time determined by subsections (7) and (8). 1998, c. 19, s. 58 (6).

When rule effective

- (7) Subject to subsection (8), a rule is not effective until:
 - (a) the owners approve it at a meeting of owners, if the board receives a requisition for the meeting under section 46 within 30 days after the board has given notice of the rule to the owners; or
 - (b) 30 days after the board has given notice of the rule to the owners, if the board does not receive a requisition for the meeting under section 46 within those 30 days. 1998, c. 19, s. 58 (7).

Same

(8) A rule or an amendment to a rule that has substantially the same purpose or effect as a rule that the owners have previously amended or repealed within the preceding two years is not effective until the owners approve it, with or without amendment, at a meeting duly called for that purpose. 1998, c. 19, s. 58 (8).

Same, proposed rule

(9) Despite subsection (7), a rule proposed by the declarant before the registration of the declaration and description shall be effective until it is replaced or confirmed by a rule of the corporation that takes effect in accordance with subsection (7). 1998, c. 19, s. 58 (9).

Compliance

(10) All persons bound by the rules shall comply with them and the rules may be enforced in the same manner as the by-laws. 1998, c. 19, s. 58 (10).