

500 Talbot Street

Middlesex Condominium Corporation No. 153

Owner & Resident Handbook

500 Talbot Street London ON N6A 2S3

Important Contacts:

On-site Building Manager

Leo Guerrero **226-448-6600**

Email: idmbuildingmaintenance@gmail.com

- Call to report a leak, flood, elevator problem, to reserve elevator, or any other maintenance issue with the building.
- The building manager is ON DUTY and available for your calls Monday to Friday from 9am to 5pm. Outside of these hours please contact him for emergencies only such as fire or water loss. Deliveries, lost keys and parking concerns are not emergencies. In the event that the phone is not answered please remember to leave a voicemail so that your concern can be dealt with accordingly.

Thorne Property Management Ltd.

- Call for all non-emergency matters or inquiries related to condominium fees, projects, budgets, rules and by-laws Monday to Friday from 9am to 5pm.

Condominium Manager

Séan Eglinton ACCI, LCCI, Licensed by the CMRAO **519-660-1904 ext. 22**

Email: sean@thorneproperty.com

Assistant Condominium Manager

Jessica Scott **519-660-1904 ext. 35**

Email: jessica@thorneproperty.com

After Hours Emergencies (Flood or Fire only please)

- Call the On-site Building Manager at 226-448-6600 or the Thorne Property Management Ltd. Emergency Line at 519-435-6435. In the event that the phone is not answered please remember to leave a voicemail so that your concern can be dealt with accordingly.

Board of Directors:

President

Jim Sayles

Director

Nellie Haig

Director

Jan Sayles

Director

Christian D'Andrea

Director

Bob Brown

Duties & Responsibilities of the Owners and Corporation

Heating & Cooling Units

- PTAC Slant Fint

Audit and Auditor:

- An independent auditor, will do audits for the corporation's finances annually. This is both to ensure correct accounting procedures are being followed, and that the Board is following the Condominium Act with respect to spending.
- At the annual meeting of owners, the ownership approves the auditor for the coming fiscal year.

Balconies

- Balconies are for your exclusive use and enjoyment. However, they are not to be used as a storage as this is both unsightly and poses a fire hazard.
- No additions or alterations may be made to your balcony without express written permission from the Board. Absolutely nothing shall be fastened to the walls or the balcony slab. Drilling into the brick or concrete will compromise the integrity of the building envelope. This includes the addition of any type of shade or awning.
- Permanent balcony carpeting and/or tile that will trap moisture and will eventually damage the waterproof membrane and the concrete. Under no circumstances shall permanent balcony carpeting be permitted.
- Absolutely no BBQs are permitted for use on individual unit balconies. There is a community BBQ located on the east side of the property by the gazebo.

Board of Directors:

- The Board is composed of five owners who are elected by the ownership on an annual basis. All directors are volunteers and receive no compensation for their time. The Board directs the Management Company, approves all policies, budgets, rule changes, by-laws and contracts.

Board Meetings

- Board meetings are held when necessary, typically once every four weeks. If you would like to have a concern discussed by the Board please put it in writing and forward it to Thorne Property Management Ltd, the building manager or a director.

Building Manager

- Onsite representative of the Board of Directors and the Management Company is responsible for day to day operations on the property including; building cleaning, minor maintenance, organizing the elevator bookings, managing contractors and reporting of maintenance and resident concerns.

Buzzer/Intercom Panel

- The buzzer/intercom panel may be linked to your home phone or cell phone; please contact the Building Manager when changes are required such as a new number or name.
- Maximum 2 entries per Suite allowed

Christmas Trees

- Live trees are permitted during the holiday season. Commercial Christmas Tree Bags are to be used bringing the trees in and taking them out of the suite and the Occupant is responsible for vacuuming any needles and debris from hallways and common areas. Trees must be disposed off properly off-site by the Occupant at the end of the season.
- Appropriate seasonal wreaths are allowed on your door. The Board of Directors reserves the right to deem what is appropriate, and wreaths that are found to be in violation of this will be asked to be removed.

Common Areas

- All condominiums consist of two parts: The Common Elements (shared and owned by the Corporation), and The Units (individually owned). 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.

Condominium Manager

- Oversees day to day operations including regular communication with Building Manager.
- Approves invoices, enforces rules, manages contractors and contract negotiations, drafts budgets, prepares monthly statements, oversees the collection of monthly condo fee, enforces liens, issues Status Certificates, reports and advises to the Board of Directors where required.

Contacting the Board

- Board members are always willing to hear your concerns. The method to contact the Board is in writing. Written concerns can be delivered through email or letter and given to either Thorne Property Management, any Board member or your Building Manager.

Contractor/delivery exemption

- We permit contractors to park along in the designated construction spaces at the front of the building. It is important to note that this must be coordinated with the Building Manager, that the spaces may only be used by contractors, and one must ensure use of the spaces will not interfere with City garbage collection.

- The driveway at the front of the building is a designated fire route and cannot be used for anything other than this purpose. This is enforced by the City of London and the Corporation cannot assist with any tickets which may be issued.

Emergencies

- In the event of an emergent situation within a unit, all efforts will be made to contact the owner/occupant prior to entry. Should this be unsuccessful, the Board reserves the right to allow right of entry to the on-site staff for the purpose of mitigating the emergent situation.

Elevator Booking

- If you are moving, or are having large items delivered (or removed) from your unit, you will need to have the elevator placed on service for the duration. Elevator bookings are arranged through the Building Manager (226-448-6600), and are on a first come, first serve basis. Only one elevator may be placed on service at a time, so you should book as early as possible to ensure your requested time is available.

Exclusive Use Areas

- Exclusive use areas are Common Elements that are maintained by the corporation, but are for the exclusive use of one owner. At our building, the balconies are considered exclusive use areas.

Fitness Room

- Located in the basement you will find our fitness room. The room has a number of machines such as treadmills, universal machine and elliptical to name a few.
- This space may be used at your own risk.
- All equipment must be wiped down before after use.

Fire Alarm Inspections

- The Ontario fire code mandates that a complete inspection of the fire alarm system must be done at least once a year. This involves having technicians enter each unit and test all heat and smoke detection devices, as well as testing the fire safety devices in the common areas. Testing normally takes one full day during which the fire alarm will sound periodically.
- If you believe there may be a problem with the smoke detector or door closer in your unit or elsewhere in the building, please contact the Building Manager immediately.

FOBs

- We have two types of FOBs at Talbot Street.
 - The small black fob will allow you access to the building and select rooms. For replacements, please contact the building manager. (226-448-6600)
 - The second FOB is a white rectangle and is used to access the parking garage. For replacements, please contact the Building Manager (226-448-6600).
- The Board and Summit Properties reserves the right to deactivate the respective fobs of any occupants who are shown to be abusing or misusing the fob and compromising the security of the controlled access entry.

Gathering Room

- Our building has a beautiful gathering room located in the basement. This room requires advanced booking through our building manager and would be used for small events such as watching a sporting event, holding a birthday party or playing a game of cards.

Garbage

- A garbage chute is located on each floor for the disposal of regular household garbage. There is a garbage and recycling room on the main floor for the disposal of large items and recyclables.
- The chute should not be used before 7:00 a.m. or after 10:00 p.m.
- All waste thrown down the chute must be in standard sized kitchen garbage bags to prevent free-falling of waste – including kitty litter and pet droppings. The chutes may only be used for traditional house hold waste. Large or irregular items (including construction material) are not permitted to be put down the chutes at any time. Please do not drag or carry large or oversized garbage bags into the elevator.
- Large furniture, hazardous waste, appliances and construction materials are the responsibility of the unit owner. They are not to be placed in the bins, or abandoned next to the bins. Please contact your Building Manager should you require clarification as to what types of items can be disposed of within the building.
- All cans and bottles, juice containers and glass jars must be rinsed before being deposited in the RECYCLING containers provided for these items. All recyclable materials shall be taken to the bins provided. Large cardboard boxes are to be broken down and placed on the shelving in the garbage room or within a recycling bin. Styrofoam is NOT recyclable, please do not put it in the recyclers and instead break it down and dispose of with your household garbage.
- At no time may large items be left directly on the floor in the garbage room.
- There are three depot locations in London where extra garbage can be taken (fees apply).
- Further information on garbage and recycling in the City of London can be found on the City's website - <https://london.ca/living-london/garbage-recycling>

Guests

- Guests are the sole responsibility of the unit they are visiting. If you have guests coming over, please ensure they are aware of the top parking deck available for guests, as well as, any other relevant rules that apply to their stay.
- Guest parking is available in the paid parking garage behind the building.

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. The Condominium Corporation on behalf of unit owners holds this policy. However, coverage under the Corporation 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 subsequently made. Neither does it cover unit owners or tenants, personal property and contents. Owners should, therefore, arrange for their own condominium unit insurance with the appropriate coverage.
- Unit owners should also check with their insurance company about coverage during their absences.
- The Corporation 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. If you require assistance securing adequate coverage, please reach out to the broker for the Corporation's master policy. Please note that the deductible for water

loss at 500 Talbot Street is currently set at \$50,000 for the 2021 year and is subject to change. Please review your insurance related documents annually.

- Owners who lease their units should ensure that their tenants have adequate content insurance to cover their own belongings in the event of a major loss within the building.

In-Suite Laundry Rooms

- Occupants must ensure that there is always free and unencumbered access of the hot water tank, cold water shut off and electrical panels.
- If an occupant will be away for any length of time, it is asked that they shut off the unit cold water valve and ensure the Building Manager is notified.
- Some units have original washers, dryers, water heaters, and older hoses. Damage has been caused by failures in these appliances to the units below. It is your responsibility if this should happen. Be sure you are insured adequately. Old toilets are also apt to fail causing water damage below.
- A good precaution to take that will help mitigate costly damage is to install a drip tray under your hot water heater (make sure the tray is plumbed into the floor drain located in the laundry room). You can also install a water sensor alarm on your washer which will alert you of any failures resulting in water flow.
- Hot water tanks over ten years of age need to be replaced as they are prone to costly failure.

Mailboxes

- Mailbox keys are the responsibility of each occupant. If you misplace your key you will be responsible for hiring your own locksmith to attend and re-key the lock.

Moving

- Moving is to be done through the front entry door whenever possible.
- Please remember to book the elevator at your earliest convenience to avoid scheduling conflicts. The elevator must be booked 72 hours in advance of your required date and cannot be reserved for more than 4 hours.
- Moving hours are between 8:00am* and 5:00pm, Monday through Saturday.
- There is no moving permitted on Sundays or Holidays.
- At no time may entry doors be propped open and left unattended. If you required the door to be held open to facilitate your move, you must remain at the door at all times.

Parking - Owner

- All vehicles MUST be registered with the building manager.
- Vehicles are to be parked in an orderly manner in the basement, in the parking stall you have been assigned. The Board reserves the right to move parking space assignments as needed.
- Storage of items in the parking garage is not allowed, with the exception of folding grocery carts.

Parking - Visitor

- Visitor parking for the building can be found in the parking garage located to the east of our building.

Pets

- No animals, livestock, reptiles, rodents or fowl of any kind other than a pet, being a maximum of two (2) dogs or two (2) cats or caged birds (pigeons are not acceptable),

two (2) small caged animals usually considered to be a pet shall be kept or allowed in any unit.

- Every pet owner shall clean up after their pet immediately after the pet has defecated. Pets are to be taken a minimum of twenty feet away from the building and off the property so that they may urinate and/or defecate. There is a designated area on Dufferin in the green space beside the parking garage.
- At no time may pet droppings be thrown out in any of the common area trash receptacles. Droppings must be taken back and disposed of with your household waste.
- It is recommended that if you have a dog that it be crated when you are not home in the event that there is an emergent situation, this is for the safety of both the building staff and your pet.

Realtor Lock Boxes

- Must be attached to the designated bar located just outside the backdoor
- Only Supra lockboxes are permitted for use of any purpose within the building. All others will be cut and removed.

Recycling

- The building has facilities in place for recycling of paper, glass, tin cans and plastic. London operates on a “Two Stream” recycling system, meaning that paper products should be recycled separately from containers.
- **Paper:** Newspaper (including flyers), magazines, catalogues, telephone books, books (remove hard covers), household paper & envelopes, boxboard (cereal, shoeboxes, detergent boxes, etc), paper egg cartons, pizza boxes and other corrugated cardboard boxes.
- Please remove food and other residue. Break it down and place in the blue bins in the garbage and recycling room.
- Large cardboard boxes must be cut down, folded and placed on the shelf above the recycling containers. Do not leave cardboard directly on the floor.
- **Containers:** Please rinse all containers, remove lids and recycle them separately. Glass bottles, jars, aluminum and steel cans, aluminum foil containers, plastic bottles, jugs and tubs with numbers 1, 2, 4, or 5 embedded on the package may be recycled.
- **Styrofoam:** Our London Municipality does not recycle Styrofoam, it is considered garbage and only small garbage bags can be thrown inside the Chutes

Renting your unit

- You are free to rent your unit to tenants for no less than one year. Airbnb is prohibited. As the unit owner it is your responsibility to inform your tenants of the rules and regulations. You are responsible for the conduct of your tenants.
- You also must provide the Building Manager and/or Thorne Property Management Ltd. with your tenants contact information and the duration of their tenancy. Please contact Thorne Property Management Ltd. if you have any further questions.

Renovating your unit

- You must seek approval from the Board of Directors for any proposed renovations or alterations to your unit prior to proceeding. Please do so by sending your written request by mail, email or dropping it off at the Thorne Property Management Ltd. office. This includes changing the flooring such as carpets, hardwood or laminated flooring and any alterations to the plumbing, even within the confines of the unit. While you do have the right to renovate, the Board must ensure your alterations will not compromise the safety

and function of the building, or interfere with the reasonable enjoyment of other residents.

- Where hardwood or laminated flooring is to be installed an under pad shall be installed with sound dampening rating of not less than 70 (eg. impact insulation class rating of 70).
- Ensure that your contractor is familiar with renovations in a high-rise building.
- Each unit's door hardware is owned by the Corporation and keyed to a master key. You may not at any time alter the unit entry passage set without the prior express written consent of the Board.
- You and/or your tradespeople are responsible for ensuring the common areas are protected from damage and must cover the hallway carpets. You must clean the common areas when your work is completed.

Security

- The building is equipped with doors that automatically close and require a FOB to open. For the wellbeing and security of all residents please do not prop open the outer doors or otherwise thwart the security features and please do not allow unknown people to sneak behind you while at any entrance, kindly ask them to use the Intercom.

Status Certificates

- A Status 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, Rules & Regulations
 - Names of directors
 - 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; and a statement concerning proposed additions, alterations or improvements not yet implemented.

Owner Information for UNIT # _____

First Name:	Last Name:
Email Address:	
Address for service:	
City & Province	Postal Code:
Name listed on Intercom: NO [] YES [] If Yes, Please specify below which local number will be used	
Home Phone:	Cell Phone:
Emergency Contact:	
Parking Pass Number:	Vehicle Information: (Make & Model & Plate)

If the Unit will not be occupied by the owner, kindly submit your Tenant's information below

First Name:	Last Name:
Email Address:	
Name listed on Intercom: NO [] YES [] If Yes, Please specify below which local number will be used	
Home Phone:	Cell Phone:
Emergency Contact:	
Parking Pass Number:	Vehicle Information: (Make & Model & Plate)

If anyone residing at this address requires to be added to our Evacuation list please fill the information below

Full Name:	Nature of Disability:
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For Office Use:

Locker #:	Intercom Code:	Parking Spot:	FOBS:
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500 Talbot Street

Middlesex Condominium Corporation no. 153

Frequently Asked Questions

500 Talbot Street London ON N6A 2S3

My light switch is not working, who do I call?

- As an owner you are responsible for the electrical services in your unit. Due to the nature of electrical work, it is always best to call an electrician.
- If you are a tenant, best to call your Landlord.

My neighbours are loud and disruptive, who do I call?

- Its recommend that you reach out to your neighbours first. This is an opportunity to help build a better relationship with your neighbours as they may not even know their noise has travelled.
- If you have not had any success with your neighbours, best to contact the onsite building manager (226-448-6600)

I'm moving out/in, what should I do?

- As soon as you know the date of your move out/in please let the onsite building manager know so that the elevator can be booked. The onsite building manager will need to lockout the cab so that you can easily move your furniture out/in.

Who do I pay my Condo Fee's to?

- The Common Element Fee is due on the first of each month. Payment must be provided to the Thorne Property Management Ltd. office, not the onsite building manager. Payment can be via cash, cheque or pre-authorized payment (please contact the office for this form).

I noticed a light out in the hallway, what should I do?

- The onsite building manager regularly tours the building, but sometimes bulbs burn out shortly after the tour. If you notice that the light is out, please advise the onsite building manager. The same goes for sticky locks, doors that do not close automatically and debris left in common areas to name a few.

I need a front door FOB, who do I contact?

- Front door FOBs can be organized through the building manager.

Can I see who's in the lobby when they buzz me?

- The lobby camera can be seen on either channel 988 / 989 / 998 if you are using Rogers.

Where is the recycling room?

- It is located on the main level across from suite 104.

Can I wash my balcony?

- To minimize disruptions to neighbours below, the Corporation chooses a day convenient for everyone to clean their balconies.

500 Talbot Street

Middlesex Condominium Corporation no. 153

Rules

500 Talbot Street London ON N6A 2S3

NOTICE OF MAKING, AMENDING & REPEALING CONDOMINIUM RULES

MIDDLESEX CONDOMINIUM CORPORATION 153

Condominium Rules are a necessary part of condominium living. They are put in place to protect the assets of the corporation and that all owners, visitors and guests may enjoy the community in a safe and secure manner, and to prevent unreasonable interference with the peaceful enjoyment of the unit and common elements.

After review of the Condominium Rules and Amendments currently in place, the Board determined certain rules were not included and that some required amendments. A decision was made that it was necessary to add and make amendments to the existing rules. The Board feels that the rules currently in place and those which have been added and amended are reasonable and consistent with the Condominium Act, the Declaration, and the By-laws.

Pursuant to Sec. 58 (1) Condominium Act, 1998, the Board of Directors passed a Resolution on the 22nd day of January 2020 that the Condominium Rules and Condominium Rules Amendments currently in force, have been made, amended or repealed.

As required by Section 58 (6) (a) of the Condominium Act, a copy of the Rules as made, amended or repealed is attached and shall replace any and all previous Condominium Rules and Condominium Rules Amendments in its entirety.

As required by Section 58 (6) (b) of the Condominium Act the Board proposes that the Rules will become effective on the 1st day of March, 2020

The owners have the right to request a meeting with the Board and such request must be received by the Board within 30 days of giving notice of the rules to the owners. If the Board receives a request for a meeting, the rules are not effective until the owners approve the rules at the meeting, or within 30 days after the board has given notice.

If the Board has not received a requisition from the owners within 30 days of having given notice of the rules to the owners, the rules shall then come into effect within those 30 days.

In accordance with Sec. 46 of the Act, the requisition for a meeting of owners must be in writing and consist of at least 15 % of unit owners. It must be signed by all owners requesting the meeting, state the nature of business to be presented, and delivered personally, by registered mail to the Board President or Secretary, or deposited at the address of service for the Corporation.

The Board of Directors trusts that the proposed Condominium Rules attached will meet with everyone's satisfaction and approval.

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PART A - DEFINITIONS

1. The following terms shall have the following meanings:
 - a. 'Board' shall mean the Board of Directors;
 - b. 'Designated Person' shall mean that person or persons designated by the Board to perform any particular function or duty;
 - c. 'Property Manager' or 'Manager' shall mean the Property Manager hired by the Corporation;
 - d. 'Owner and/or Tenant' shall mean occupant.
2. Where applicable, the terms used herein shall have ascribed to them the definitions contained in the Condominium Act, 1998 and the regulations made thereunder, and any amendments to the said Act and Regulations.

PART B - GENERAL

1. No one shall do anything or permit anything to be done that is contrary to any statute or municipal by-law or any rules, regulations or ordinances passed under any statute or municipal by-law.
2. No unit shall be used for professional purposes, such as an office for a doctor, dentist, chiropractor, lawyer or real estate office.
3. No auction or garage type sale shall be held on the property.
4. Residents should notify the Building Manager when planning to be away from the building for an extended period of time.
5. Owners are responsible for the actions of their tenants and guests at all times.

PART C - COMMON ELEMENTS

1. No alcoholic beverages shall be consumed anywhere on the common elements other than in the individual units, unless approved by the Board of Directors.
2. NO SMOKING or VAPING is permitted in any interior common areas, including the hallways, stairwells, lobby, meeting room and garage. Smoking is only permitted within the individual unit.
3. Any parts of the common elements, designated for passage, shall be used for that purpose only and must not be obstructed by bicycles, playground equipment, baby carriages, parcels, shopping carts or other objects. Hallways shall be kept clear of threshold rugs, boots, shoes, newspapers, etc.
4. Under no circumstances will the corporation allow bikes to be locked, tied or leaning against any tree on the common elements.
5. Tenants in rented units are residents of the corporation and as such will abide by the rules and regulations of the corporation.

6. No television antenna, satellite dish, aerial, C.B. or ham radio antenna, tower or similar structure and apparatus shall be erected on or fastened to any unit or on to any portion of the common elements or exclusive use common elements, except by the Corporation in connection with a common television cable system.
7. No laundry shall be permitted to hang outside at any time.
8. The driveways, lanes, gardens, walks and other external common elements shall be used in a quiet and proper manner and with due regard to the comfort and convenience of the other owners.
9. It is the responsibility of the owner to maintain heating and air conditioning equipment in good working order. No unit owner shall permit such a device to leak condensation or to make a noise that may unreasonably disturb or interfere with the rights, comfort or the convenience of other occupants of the building.
10. No portion of any unit required by the Declaration, the By-Laws or the Act to be maintained by the Corporation, such as the exterior of unit doors or smoke alarms, shall be painted, decorated, or otherwise affected by anyone other than the Corporation except as the Corporation may direct.
11. No electrical or telephone installations shall be erected on or fastened to any unit, or the outside of the building, except as approved by the Board.
12. Areas used in common by the Owners shall not be obstructed by any of the Owners or used by them for any purpose other than for ingress and egress to and from their respective units.
13. No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of a unit, common element or bulletin boards without the written consent of the Board or Property Manager first being obtained.
14. No auction or yard sale shall be held on any part of the common elements.
15. Residents may put appropriate seasonal wreaths on the door. If, in the opinion of the Board, the item is not appropriate or in keeping with the décor of the complex, the Board will so advise the owner and ask for its removal.
16. Owners, either absent or present, are responsible for the acts and behaviour of their guests while in their unit or on any part of the condominium property.
17. Owners are responsible for the acts and behaviour of children whether in the owner's unit or on any part of the common elements.
18. Children are not permitted to play on/in hallways, walkways, stairs, lobby, elevators or parking areas. Interference with the operation of the elevators is strictly prohibited.

PART D - PROVISIONS RESPECTING THE UNITS

In addition to the provisions of the Declaration, the use of the units shall be in accordance with the following restrictions and stipulations:

1. Each unit shall be occupied and used only as a private, single family residence.

2. No improper, offensive or unlawful use shall be made of any unit or of the Condominium property.
3. All municipal and other zoning ordinances, laws, rules and regulations of all government regulatory agencies having jurisdiction shall be strictly observed.
4. All electrical appliances or equipment used in any unit shall comply with the applicable regulations of the appropriate authorities in force.
5. Nothing shall be placed on the outside of windows, sills or projections. No awnings or shades shall be erected over or outside of the windows or balconies without the prior consent of the Board.
6. The use of any covering of the interior surfaces of all windows, whether by drapes, shades or other items visible on the exterior of the building must be neutral in colour. Colour may be used in the inside of drapes, shades, etc. as long as it is not visible from the exterior of the building. Bright and differing coloured curtains may detract from the appearance of the exterior of the building. You will use window coverings on all windows of a colour and style specified by the Declarant or the Corporation such that the building will have a consistent exterior appearance.
7. Nothing shall be done to alter or change the outside appearance of the building in any way.
8. Nothing shall be thrown out of windows or doors of a unit (eg. cigarette butts, debris from cleaning balconies, etc).
9. No flags or bedding sheets are permitted to be installed as window coverings to any window.
10. Each unit shall have its locks keyed to the master key at all times.

PART E - PARKING

1. Each unit owner shall be assigned exclusive right to 1 space within the leased parking garage, subject only to the by-laws and regulations of the Corporation. The Board of Directors shall determine the allocation of parking.
2. Access to the roadway must not be obstructed by vehicles in any way. This includes not parking in the Fire Route or in non-designated parking.
3. No motor vehicle other than a private passenger automobile shall be parked in any parking space within the leased parking garage. In these rules, a 'private automobile' shall include a station wagon, passenger van or pickup truck.
4. No vehicle is to have items protruding; ie. Ladders.
5. All vehicles must be of a size not to extend past a parking space.
6. No private passenger automobile, which is not operable or which is undergoing repairs of any nature, shall be parked or located upon the common elements or any part of the leased parking garage. No repairs of any nature shall be permitted in the parking garage.

7. All vehicles must be currently plated and showing a current sticker at all times.
8. All vehicle information and plate numbers shall be registered with the building manager.
9. Residents having long term visitors (more than 7 days) shall register vehicle information with the building manager.
10. Any vehicle parked upon any part of the common elements or parking garage contrary to these rules may be removed without further notification by the Corporation or its agents at the owner's risk and expense.
11. Parking stalls located the front of the building are for contractors/trades working at 500 Talbot Street only.

PART F - GARBAGE

1. The owner shall not place, leave or permit to be placed or left in or upon the common elements (including those over which the owner has exclusive use) any debris, refuse or garbage, nor directly carry or place same in any area except as designated by the Corporation.
2. The garbage chute is to be used for small disposable items only (NO GLASS).
3. All waste thrown down the chute must be in bags to prevent free-falling of waste – including kitty litter.
4. All other garbage is to be disposed of either in the garbage bin or recycle bins. The Corporation is not responsible for the disposal of large items that regular city garbage will not pick-up, such as building materials or home furnishings.
5. The chute should not be used before 7:00 a.m. or after 10:00 p.m.
6. All cans and bottles, juice containers and glass jars must be rinsed before being deposited in the RECYCLING containers provided for these items. All recyclable materials shall be taken to the bins provided.
7. Any debris, refuse or garbage shall be contained in properly tied, polyethylene or plastic bags not exceeding ten (10) pounds per bag in weight. Where such debris, refuse or garbage consists of moving cartons or crates, the Owner shall make arrangements with the building manager for disposal.

PART G - WATER AND ELECTRICITY

1. Water shall not be left running unless in actual use.
2. Owners are reminded to check and repair any leaky taps, toilets, etc.
3. The toilets and other water apparatus shall not be used for purposes other than those for which they are constructed and no sweepings, garbage, cooking oil or grease, rubbish, rags, ashes, kitty litter, paint and thinners, cleaners or chemicals other than those that are recommended or other substances shall be thrown therein.

4. Owners shall not overload any electrical circuits and plumbing facilities in their unit.
5. No garburators shall be operational in the building.
6. Unit owners are responsible for maintaining all appliances in good working order and to change washer and dishwasher hoses as required to avoid failure and damage to unit and those below.

PART H - NOISE / DISTURBANCE

1. Condominium living requires a great deal of cooperation and consideration of our neighbours. Owners, their families, guests, visitors and servants shall not create or permit the creation of or continuation of any noise or nuisance which, in the opinion of the Board or the Manager, may or does disturb the comfort or quiet enjoyment of the property of other owners, their families, guests, visitors, servants and persons having business with them.
2. No person shall cause noise by voice, musical instrument, sound reproductions or in any other manner whatsoever which in the opinion of the Board or Building Manager may disturb the comfort of other residents.
3. Persons using the fire exit stairs should consider unit owners who are located close to the stairwells. Running up and down these stairways will not be tolerated.
4. Unit doors which open into the common hallways must be kept closed at all times. If left open the noise from inside the unit filters into the hallways and subsequently into other units. Unit doors which are open to common hallways are in violation of the fire code.

PART I - LANDSCAPING

1. No one shall damage, harm, mutilate and destroy or litter any of the landscaping work on the common elements of the property including grass, trees, shrubs, hedges, flowers, flower beds, pavements, curbs, fences, buildings or any other property.
2. No person shall add or remove any plants from any existing common area landscaping beds or make any alterations to existing landscaping in any way without the written permission of the Board of Directors, or as provided for in landscaping specifications.

PART J - FIRE

1. In case of fire, dial 911.
2. Owners should be familiar with fire extinguishers and alarms located on each floor.
3. Notify your neighbours if possible.
4. Exit from the building by stairwells – NEVER BY ELEVATOR.

PART K - SAFETY

1. Owners shall not overload existing electrical circuits.
2. No stores of any combustible, flammable or offensive goods, provisions or materials shall be kept in any unit, exclusive use area such as the balcony or the common elements.
3. No owner shall do or permit anything to be done in a unit or bring or keep anything therein which will in any way increase the risk of fire in any unit, building, or on the common elements, or obstruct or interfere with the rights of other owners or in any way injure or annoy them or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Corporation or any owner or conflict with any statute or municipal by-law.

PART L - LIABILITY

1. Any loss, cost, damages or expenses incurred by the Corporation by reason of a breach of any of the Rules and Regulations in force by any owner, their family, guests, servants, agents or residents of their unit shall be borne by such Owner and will be recoverable by the Corporation.

PART M - RENOVATIONS

1. No major plumbing or electrical alterations within any unit or within any partition, bearing or party wall shall be made without the prior written consent of the Board.
2. Before beginning any renovations, you must apply for and receive consent from the Board of Directors.
It is the responsibility of the owner to provide secure access to contractors either by being present at the building entrance to let them in and any time materials are being brought in or to provide a key which is returned upon completion of work. It must be made clear to contractors that doors must not be propped open at any time.
3. Any building permits required must be obtained.
4. Proper arrangements will need to be made for:
 - a. removal of old materials and delivery of new;
 - b. protection of elevators and hallways;
 - c. timing to minimize disturbance to other owners.
5. Renovations that would result in noise likely to disturb neighbours to be restricted to Monday to Saturday, 8am to 5pm.
6. No person shall add or remove any plants from any existing common area landscaping beds or make any alterations to existing landscaping in any way without written permission of the Board of Directors, or as provided for in landscaping specifications.

PART N - PETS

1. No animal which shall be dangerous or unduly annoying to occupants of units shall be allowed upon or kept in or about any unit or the common elements.

2. Owners are responsible for the control of subject pets in relation to any noise they may make. Pets must be leashed or crated at all times when they are on any common element, and the owner is responsible for the restraint and control of pets at all times.
3. Each pet owner must ensure that their pet does not defecate or eliminate bodily fluids upon the common elements, and if an accident does occur, any such defecation or bodily fluids must be cleaned up immediately by the pet owner, so the common element areas are neat and clean at all times. Should a pet owner fail to clean up after their pet, the pet shall be deemed a nuisance.
4. Any pet deemed to be causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the property upon seven (7) days written notice, from the Board or their agent.
5. All pets must be restrained and accompanied by the owner at all times when on the common elements.
6. Damage caused by the actions of pets is the responsibility of the unit owner to repair. If repairs are not carried out within a reasonable amount of time, the Corporation shall carry out said repairs and all costs/charges will be assessed back to the unit owner and collected in the same manner as common expenses.
7. Any municipal by-law as it relates to pets will be strictly enforced by the Corporation.
8. Pets are not allowed to roam in hallways or other common element areas of the property.

PART O - MOVING IN OR OUT

1. Move ins and outs are permitted Monday to Saturday, from ~~9:00 a.m. to 5:00 p.m. only.~~ 8am to 5pm only.
2. Elevator must be reserved, at least 72 hours in advance, through the Building Manager.
3. Elevator may only be booked for four (4) hours at a time, or as approved by the Board of Directors or the Building Manager.
4. Elevators, for deliveries, can only be used between 8:00 a.m. and 5:00 p.m.
5. The cost for disposing of any left over garbage will be charged against either the vacating or incoming unit.
6. Heavy furniture should not be moved over floors or the halls, landing or stairs, so as to mark them.

PART P - SELLING/LEASING OF UNITS

1. FOR SALE signs are not permitted on the common elements.
2. It is the owner's responsibility to provide a real estate agent with a set of the Rules and Regulations and advise them of the approved location for the lock boxes.

3. The minimum length of a lease shall be 12 months. Sublets and/or lease periods of less than 12 months are not permitted without approval by the Board of Directors.
4. Owners are fully responsible for ensuring that tenants live in accordance with the Rules and Regulations.
5. Anyone leasing shall follow the requirements of the Condominium Act.
6. Section 83 of the Condominium Act stipulates that:

83. (1) The owner of a unit who leases the unit or renews a lease of the unit shall, within 30 days of entering into the lease or the renewal, as the case may be,

- (a) notify the corporation that the unit is leased;
 - (b) provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister; and
 - (c) provide the lessee with a copy of the declaration, by-laws and rules of the corporation.
- 1998, c. 19, s. 83 (2).

PART Q - PEST CONTROL

1. No owner shall permit an infestation of pests, insects, vermin or rodents to exist at any time in a unit or adjacent common elements.
2. Owners shall immediately report to the property management, all incidents of pest problems. All owners shall fully cooperate with the property management to provide access to each unit for the purpose of conducting a spraying program to eliminate any incident of pests, insects, vermin or rodents within the unit or the adjacent common elements.