

PADDINGTON GREEN

CONDOMINIUMS

OWNER'S MANUAL

TO ALL RESIDENTS - Following are some guidelines for our complex that we hope will contribute to a safe, comfortable and enjoyable environment for all residents. We ask that you take a few moments of your time to read through this manual.

DISCLAIMER

The information provided herein is provided solely for the benefit of the homeowner / tenant and is believed to be correct, but should be used for guidance purposes only.

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PART I

INTRODUCTION TO CONDOMINIUM LIVING

- A. CONDOMINIUM OWNERSHIP** - The ownership rights of condominium owners are slightly different from that of freehold owners to protect the quality of life for all of the condominium members and to protect the value of the community as a whole.

A condominium owner must abide by all of the provisions of the Corporation's Declaration; By-Law's and Rules & Regulations. This information is detailed in the Amended and Restated Declaration, Amended and Restated By-Law, Schedule "A" and the Parking, Pets, Balconies / Patios and Noise Rules & Regulations, Enforcement and Fines Board policy.

B. GLOSSARY OF TERMS

B.1 DECLARATION – The Declaration governs the basic aspects of the Corporation and identifies the division of ownership within the Corporation by detailing the common elements, the units, the percentage ownership each owner has in the common elements and the proportion of common expenses on a unit-by-unit basis. Generally, the consents of those persons holding at least 80% of the voting rights in the Corporation is required in order to make changes to the Declaration.

B.2 BY-LAWS – The By-Laws specify the way in which the condominium is organized and generally address the manner in which the Board of Directors will govern the Condominium. These also include a Schedule "A" which lists the Rules & Regulations respecting the common elements and the Use of the Units. Any amendments to existing By-Laws or the creation of new By-Laws requires the consent of 75 % of the voting rights held by members and often take place at the Annual General Meeting. Amendments or new By-Laws only take effect once they have been registered with the local land registry office.

B.3 COMMON ELEMENT FEES "Condo Fees" – Condo Fees are the fees charged by the Corporation to all members and are often based on the square footage of the individual owner's unit. The Common Element Fees cover the costs of the operation, water, maintenance and repair/replacement of the common elements. Also included are the management, administration, insurance and hydro costs for the common element areas and a contribution to the Reserve Fund. The Declaration identifies the contribution percentage for which each unit owner is responsible.

B.4 RESERVE FUND – This is a separate fund set up by the condominium corporation to cover the costs of major repairs and replacement of the common elements over time based on the expected life span of the asset. On-going contributions are subject to actual expenditures incurred and adjustments based on the results of the Reserve Fund studies that are undertaken by the Corporation every 5 years.

B.5 AGM "ANNUAL GENERAL MEETING" - The Annual General Meeting for all condominium owners is usually held in the spring of each year.

Annual General Meeting packages are hand delivered to on site owners and mailed to offsite owners. Owners are encouraged to attend to receive their information first hand.

- C. RESIDENT INFORMATION FORM** – To ensure that the Property Management Company (Sunrex) has accurate up to date records on file to properly serve and protect Paddington Green residents and their interests, and for personal or building emergencies, such as fire, insurance losses, police or other health and safety circumstances, all owners are required to complete a Resident Information form.

- D. TENANTS** - Tenants must comply with the Corporation’s Declaration; By-Law’s and Rules & Regulations. It is the owner’s responsibility to ensure that their tenant is aware of the rules and provide them with any applicable documents and a copy of this Homeowner Manual.

- E. CARETAKER** – There is no caretaker on site. Concerns / suggestions should be directed to the Property Manager. The property manager for the complex is Brenda Collins. She can be reached at **204-987-9002** between the hours of 8:30 am & 5:00 pm Monday – Friday or via email at paddingtongreen@sunrex.ca

In case of emergencies only, please call 204-987-9000 ext. 2

PART II

LIVING IN YOUR HOME

A. INTERCOM / TELEPHONE DOOR ENTRY SYSTEM - Our back entrance door intercom/telephone entry system has been installed to provide you with an increased level of confidence and security. The Paddington Green Condominium buildings access entrance doors are locked 24 hours per day, 7 days a week and guest access is only available from the back entrance door intercom system.

The system operates with your existing telephone. Your guest simply pushes your unit number on the System and your telephone will ring. When answered, you will be in communication with your guest.

To unlock/open the door, press the digit "9" from your telephone and the door will open. For your security and the security of others, please do not permit access to anyone you are not expecting or you have not fully identified as your guest. To refuse entry, simply hang up.

Please contact the Property Manager and provide your contact information (name and residence telephone number) as soon as possible after taking possession / occupancy so that the information may be entered into the Door/entry system in a timely fashion.

B. SAFETY & SECURITY – The Safety & Security of the building requires your corporation and that you be security conscious. Here are some items that require your personal attention:

- Always keep the complex entrance doors locked. No matter how difficult it is to get into the building, intruders can still find a way. Don't make things any easier.
- Never prop open exit doors that are unattended.
- If an exit door does not close properly please report this immediately to the Property Manager.
- Do not allow anyone to enter any door behind you unless you know him or her. Do not be embarrassed to ask them to use their own key to enter the building. "Piggybacking" is one of the most common methods for intruders to gain access to a building.
- **DO NOT** open the building door for anyone unknown to you. Indicate that they should use the telephone entry system to call the party they are visiting.

Note: Although "spring loaded" doors are installed on all Exits, they may not close properly during extreme cold weather, take a moment and close by hand to ensure security of the building is being maintained.

C. MASTER KEYS – For "Right of Access" purposes Sunrex Management has a master key to open all unit doors, unless the unit owner has opted to change the locks or installed a Security Alarm System. Owners wishing to change the lock on their unit door must advise the Property Manager of the change and provide them with a duplicate of their unit key.

In the event emergency entrance to your unit is required and the master key does not work, the costs of a locksmith (or where time is of the essence) the door must be damaged to gain entry, the unit owner will be responsible for the cost of the damage repair.

- D. MAIL SERVICE** - Mail is delivered directly to the locked mailboxes in the back entryway to each building. Disposal of unsolicited mail or flyers must be done from your unit.
- E. NEWSPAPER DELIVERY** - The Winnipeg Free Press (Winnipeg's daily newspaper) is allowed access to the complex to provide subscribers delivery service to their units.
- F. CONDOMINIUM CORPORATION NOTICES** – On site notices for the Annual Emergency Lighting & Fire Alarm System Testing will be delivered to your unit's door. A copy of the Annual Insurance renewal "Certificate of Insurance" and Board of Director's Newsletters will be delivered to your unit's door for on site owners and mailed to offsite owners. Parking Lot Snow Clearing & Cleaning notices will be posted at the building's entrance doors.
- G. SOLICITING AND CANVASSING** – Paddington Green is not open for canvassing. Owners shall not give approval to any organizations to canvass or make solicitation to Paddington Green residents. **Exception:** Enumerators.
- H. PARKING** - All owners / tenants are advised that they must park only in their assigned stalls unless prior arrangements have been made with the owner of the stall in which they wish to park.
- In the event that an owner/tenant finds an unauthorized vehicle parked in their parking stall, please place a Note on their windshield requesting them to move their vehicle. If the offending vehicle is not removed within a reasonable period of time, please contact the Property Manager. The offending party does risk having their vehicle being towed at his / her expense.
 - In the event the Complainant is comfortable dealing with the concern himself or herself (and is aware who the offending party may be), the Complainant is free to contact the offending party to request that the individual move his or her vehicle.

Visitor parking is not intended or allowed for residents, except for limited short-term use during daylight hours, and for less than four hours.

The driveway is for short stops of loading and unloading only, as Emergency vehicles may need immediate access.

Parking infractions include any vehicle that is parked:

- a) for any amount of time in the fire lane **Exception:** Residents moving in and out of buildings # 130, 132, 134 & 138.,
- b) outside lined parking spaces,
- c) in a numbered space not assigned to that vehicle's owner,
- d) an owner/resident vehicle that is parked in any visitor parking without authorization.

It is the responsibility of the owner assigned any parking space to notify the Property Manager if an unauthorized vehicle is parked in one of their assigned spaces.

- I. **VISITOR PARKING** – There are 6 visitor parking stalls at the end of the Parking Lot. Overnight visitor parking (between the hours of 3:00 a.m. to 6:00 a.m.) is not permitted. Any vehicle found in violation of this ban is subject to being towed without notice and at the owner’s expense. It is your responsibility to inform your guests accordingly.

Visitor Parking is not intended or allowed for overnight use at any time by any owners/residents. Owners/residents must be respectful of the other owners in the building and limit their use of all visitors parking. All visitor parking is first come first served at all times and is self-policing.

Visitor spaces are also intended for contractors/service providers, etc. to conduct Paddington Green business.

It is the Resident’s responsibility to inform their guests / service providers / contractors accordingly.

- J. **BICYCLE RACKS** – There are two bicycle racks facing the parking lot – one on each side of building #130.
- K. **GATE** - The lane between the 2 complexes is a fire lane and as per the Fire Code needs to be clear at all times. Owners / Tenants from buildings (130, 132, 134 and 138) moving in / out of their units or moving large items need to make arrangements with the Property Manager to have the Gate opened. We ask that 4 days’ notice be provided.
- L. **LAUNDRY ROOMS** – are located on the 2nd floor of each building and the hours of operation are from 9:00 a.m. to 10:00 p.m.
- M. **GARBAGE / RECYCLING** – There are 2 BFI containers and recycling bins located at the end of the Parking lot. The BFI containers are for normal everyday household waste. If you need to dispose of a large household item such as furniture, mattresses, etc. please place it to the inside of the garbage area and notify the Property Manager that you have done so. Special arrangements have to be made with the City to have these items picked up and there is a fee for this service. The City will not pick up items such as electronics and microwaves; you need to drop these off at a Recycling outlet.

DO NOT put paint, solvents, motor oil, pesticides, batteries, or any other hazardous waste in with your garbage or recycling. Call the City of Winnipeg at 311 to find out how to best dispose/recycle non-household waste.

- N. COMMON AREAS** - To comply with fire regulations, unit doors should not be propped open. Fire Regulations also prohibit leaving footwear and other items in the hallways, e.g. small carpets, etc.

Unit owners are required to keep their balconies / patios and parking areas tidy. Children are not allowed unattended in the Laundry Room and parking areas. Unit owners are responsible for the conduct and behavior of their children, tenants and guests, and are liable for damages that may occur.

Reminder:

- **Landscaping** - No one shall harm, mutilate, destroy, alter, or litter any of the landscaping work on the property, including: grass, shrubs, hedges, flowers, or flower beds.
- **Obstructions** - No part of the common elements shall be used by anyone in such a manner as to interfere with the cutting of grass or the cleaning of snow in the common elements.
- **Sidewalks and Walkways** - The sidewalks, walkways, passages, and driveways shall not be obstructed or used for any other purpose than ingress from the units and parking areas within the common elements.

- O. FIRE ALARMS** – There are two local fire alarms located at the end of each hallway on every floor.

- P. FIRE EXTINGUISHERS** - There is a fire extinguisher cabinet located in the middle of each hallway on every floor. To access it, break the glass.

It is also recommended that you keep a personal fire extinguisher on hand for your home. This type of extinguisher is small and would be used primarily to fight small kitchen fires. Note: Carbon Dioxide or Dry Chemical types are the most versatile and an ABC extinguisher will fight all three types of fire. Your extinguisher should be checked annually and recharged as required. Keep your extinguisher in an accessible place and not over an area like the stove. Always position yourself between the fire and the closest exit.

- Q. EMERGENCY LIGHTING** - Is located in the foyers, stairwells and hallways.

- R. COMBUSTIBLE MATERIALS** - No stores of gasoline or any combustible, inflammable, or offensive goods, provisions, or material shall be kept on any part of the common elements, without written consent of the Board.

PART III

LIVING INSIDE YOUR CONDOMINIUM UNIT

- A. PETS** - Pets are permitted at Paddington Green under restrictions for size and quantity. All pets must be registered at the time of pet occupancy, refer to Permitted Pet Policy and Pet Registration / Information form.

Any unit owner who allows a guest to bring an animal onto the property will be responsible for its actions.

Any damage caused by pets, whether registered or not, including visiting pets is the responsibility of the Unit Owner and the Owner is responsible for repairing any and all damages caused by the pet. All costs for the repair or replacement of any part of the building's common areas will be assessed to the Unit owner. If not done, the Board will repair the damage and charge the Unit Owner for the repair cost, including any administrative time and material, to do the repairs.

- In the event an animal assaults or inflicts injury on any resident or guest by jumping or biting, the Complainant should:
 - a) Call the Winnipeg Police Service and the Animal Services Agency, who will attend to resolve the situation.
 - b) Notify the Property Manager during the next business day for follow-up with the Offending Party.

Pet Regulations:

- a) All pets must be registered upon pet occupancy, refer to Permitted Pet Policy and Pet Registration / Information form.
 - i. Failure to do so within the first thirty (30) days will result in a fine. Additional fines will be charged for every thirty (30) days thereafter, until the pet is registered.
- b) No pet may be kept, bred or maintained for any commercial purpose or for the purpose of "animal sitting" or foster care for the Winnipeg Human Society.
- c) Dogs must always be on leash no more than 3 meters long at all times. Dogs must not run at large or be allowed to wander on to the common areas.
- d) Pets tied to patios must not be able to go beyond the limits of the patio.
- e) Barking will be treated as a noise complaint.
- f) Dogs are not allowed to urinate on the sidewalks or door entrances of the Paddington Green property.
- g) Pet waste:
 - i. It is the responsibility of each person who owns, possesses or controls a pet to immediately remove and properly dispose of any waste left by their pet on any sidewalk, street or green space.
 - ii. No person who owns possesses or controls a pet shall appear with a pet on any part of the property without the means of removal of any waste left by such pet. Disposal of such waste shall be in a manner consistent with all applicable laws.
 - iii. Cat litter must be double bagged in tied plastic bags and placed directly in the garbage bin.

- iv. The unit owner or other person in control of any pet or animal shall ensure that the excrement of any such pet or animal shall be forthwith removed from any part of the common elements.

Pet rule infractions and fines will be administered as follows:

The owner of the unit in which the pet resides will be assessed the following for Pet violations:

- First offense: \$ 25.00 fine,
- Second offense: \$ 50.00 fine,
- Third offense: \$75.00 fine, and
- Fourth offense: \$100.00 fine

Note: A violation refers to non-compliance to ANY pet rule or regulations; and NOT only a repeat of the SAME violation.

Unit owners are responsible for providing a copy of the current Pet Policy to their tenants and ensuring ongoing compliance, including pet registration.

B. EMERGENCY & FIRE SAFETY PREPAREDNESS

B.1 EMERGENCY PROCEDURES:

FOR EMERGENCY SERVICES only - call 911 for Fire, Ambulance, Police and Poison Treatment services

For Non-Emergency Services:

- For Fire/ Ambulance – call 204-986-6336,
- For Police – call 204-986-6222,
- For Poison Helpline – call 1-855-776-4766.

Note: When calling outside emergency services, use the applicable location and address:
i.e. Unit # on (1st, 2nd or 3rd) floor, Building # (130, 132, 134, 138, 140 or 142) Regis Drive, Winnipeg - Corner of Regis Drive & Paddington Road

The safe and orderly evacuation of all individuals in the buildings is of paramount importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire, but from any other physical emergency.

The complete *co-operation* of each person is *mandatory* if the plan is to be successful. Complexes such as ours are generally considered to be safer from the spread of fire than the average single family dwelling. The Building has been constructed of fire resistive materials. Units are separated by solid masonry walls and floors inhibiting the spread of fire from one unit to another.

Fire Safety is of utmost importance. For your own protection, please take a few minutes to read the following precautions which all residents should take.

- Do not or permit anything to be done in your unit, or bring or keep anything therein which will in any way create a risk of fire.
- Avoid unsafe cooking practices such as deep fat frying, using too much heat, leaving stoves unattended and wearing loosely hanging sleeves.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Avoid careless smoking and always use ashtrays for butts and ashes. Never smoke in bed.
- Do not use fuses in your stove of higher amperage than specified.
- Check your smoke alarms monthly.
- Keep heat producing equipment and appliances away from walls or other flammable items.
- Allow plenty of air to circulate around equipment that gives off heat.

B.2 FIRE EXTINGUISHER, CONTROL AND CONFINEMENT - In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator; close the door to the area to confine and contain the fire and refer to “ **If You Discover A Fire...**” fire procedures below.

B.3 GENERAL FIRE SAFETY INFORMATION

- Activate the alarm at the nearest pull station to warn others.
- If the fire is uncontrollable, leave and close all doors behind you.
- Use the nearest phone at a safe location to call the Fire Department - Dial 911
- Stay calm and state your name, location and address.
- Provide the Fire Department with all the information they need.
- Follow the instructions given by the Fire Department Representative.
- Never attempt to extinguish a fire when the flames are higher than desk height.
- Keep clear of flames and remember that smoke is deadly.
- Stay low to avoid smoke.
- Feel doors for heat before opening.
- Do not enter a stairwell that is full of smoke.
- Do not re-enter the building for any reason.

Remember: Always Respond To an Alarm

B.4 FIRE PROCEDURES INSTRUCTIONS - To assist you in understanding what to do in the event of fire, and/or the sounding of the fire alarm, we recommend the following:

If You Discover A Fire...

- Leave the fire area, take your keys.
- Close all doors behind you. **(Do not lock the door)**
- Activate the fire alarm; use the pull station nearest you in the hallway.
- Telephone the Fire Department, dial **911** (never assume that this has been done) Know and give the correct address and location of the fire in the building.
- Use exit stairwell nearest you to leave the building immediately.
- Do not return until it is declared safe to do so by the Winnipeg Fire Paramedic Service.

If You Are In A Unit And Fire Alarm Is Heard....

- Before opening door, feel door and door knob for heat. If it's not hot, brace yourself against door and open it slightly. If you feel air pressure or a hot draft, close door quickly.
- If you find no fire or smoke in the hallway, take unit keys, close the door behind you and leave by the nearest exit stairwell.
- If you encounter smoke in the stairwell return to your unit.

If You Cannot Leave Your Unit Because Of Fire Or Heavy Smoke, Remain In Your Unit And.....

- Close the door.
- Unlock the door for possible entry of fire fighters.
- Dial **911** and tell the Winnipeg Fire Paramedic Service where you are; If possible, signal to fire fighters by waving a sheet or towel out a window to attract their attention.
- Seal all cracks where smoke can get in by using wet towels or sheets to seal transoms and central air conditioning outlets, if necessary. (A roll of wide, strong masking tape is useful.)
- Crouch low to the floor if smoke enters the room. More Oxygen is available near the floor and it is cooler.
- Move to the balcony or most protected room and partially open the window for air. Close the window if smoke comes in.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information which may be given by authorized personnel or over loudspeaker.

C. POWER OUTAGE - In the event of a power outage the emergency battery powered lighting in the foyers, hallways and stairwell areas will engage. The backup battery power to these areas is provided for a minimum period of 45 minutes.

In the event of a power outage there will be no power supplied to the individual units. Owners are advised to keep flashlights on hand for use in the event of a power outage - owners are cautioned on the use of open flames / candles, etc.

D. SMOKE ALARMS/DETECTORS - Smoke alarms/detectors are provided in your unit in accordance with the Building Codes. All are electrically operated and have a battery backup, except for the four (4) Units which were sold "As Is" that have a 10 year lithium powered alarm. In the event of a false alarm, clear the room of any smoke by opening windows and press the reset button. To help ensure that dust particles don't inhibit the performance and function of the alarm, vacuum the contacts by periodically holding the vacuum nozzle to the grille of the smoke detector.

As per the Manitoba Fire Code: The smoke alarm should be tested annually, and documented if not an owner occupied suite.

NOTE: UNIT SMOKE DETECTORS DO NOT ACTIVATE THE FIRE ALARM SYSTEM

- E. WATER SHUT-OFF VALVES** - Each unit has a hot and cold valve used to isolate the water line from the building water supply. Beneath the sink in the kitchen, there's a shut-off for the hot and cold water supply. Additionally, there is a shut-off located in the bathroom in the cabinet under the sink in an emergency situation (i.e., a water leak). To minimize damage, turn the valve off to the affected line. If the flow of water can't be stopped, call the Property Manager, the water will have to be turned off at the main water supply riser.
- F. BATHROOM EXHAUST FAN** - Bathroom and kitchen fans are an important part of your unit's ventilation system. They remove odors from your unit, which improves indoor air quality. But more importantly, they remove moisture, which can increase the level of humidity in your unit. High humidity can damage building materials. High humidity can also cause mold growth — and mold may affect your family's health. It is not uncommon for new homeowners to not realize the importance of these fans. The most notable sign of neglect is condensation on the interior windows and sills. **YOUR BATHROOM FAN SHOULD RUN FOR AT LEAST 10 MINUTES EACH TIME AFTER YOUR SHOWER OR BATH.**
- G. CLEANING YOUR FANS** - Fans create static electricity, which attracts dirt like a magnet to the fan and housing. The dirt can encourage mold growth and restrict air movement. Clean fans, housings, back draft dampers and interior flaps seasonally. A typical bathroom fan can be cleaned by pulling down the grill and by unplugging and removing the fan module.
- H. BARBEQUES** - Propane Barbeques may be used on the balconies / patios of the units. It is not recommended to barbeque in enclosed balconies / patios. To prevent gas leaks, owners are asked to turn off the barbeque at the main valve when not in use.
- I. BALCONIES / PATIOS** - The balconies / patios of the individual units are common property of the condominium for which the owner of the unit is provided exclusive use. Unit Owners are responsible for any and all harm / damages caused by objects which fall, are thrown, or are blown from balconies or patios.

Balconies / patios may not be used for storage, other than items usually associated with balconies / patios, such as:

- Patio / outdoor Furniture (indoor / outdoor carpets are not permitted on balconies),
- Awnings / shades / umbrellas, however these must be closed when not in use,
- Container gardens / planters (with drip tray),
- Flower pots / containers with soil (peat moss is not permitted),
- Propane or Electric BBQs,
- Bicycles.

Reminder:

- Other than temporary Christmas / Seasonal lights and flower pots designed for railings, nothing can be attached or hung on the railings.
- Bird feeders, Antennas and Satellite dishes are not permitted.
- Nothing can be permanently attached to the concrete floor of the balcony (this includes indoor outdoor carpet).
- Please be safety conscious when shovelling your snow off or washing the balcony.

Please Do Not:

- Shake your carpets, area rugs, brooms etc. over your balcony.
- Sweep the dirt off your balcony.
- Hang articles of any type over your balcony i.e. rugs, clothing.
- Place / erect any item on you balcony which protrudes past the railings.
- Feed birds from your balcony as it encourages pigeons.
- Throw any debris / items off the balcony for example, cigarette butts, bottle caps or garbage.

Note:

- a) Non-compliance to Balcony / Patio rules could result in a \$100 fine being applied and charged to the Unit Owner's account.
- b) If it comes to the attention of the Condominium Corporation that an item placed on a balcony / patio is potentially dangerous or harmful, as determined by the Corporation; then it must be removed immediately. The Property Manager will use best efforts to contact the Owner or Tenant. If the Owner or tenant cannot be immediately contacted, then the Corporation may elect to remove the item at any time. If the Corporation or its agent is required to remove the item, then a service charge may be applied to the Unit Owner's account.

J. STORAGE AREA – Storage lockers of the individual units are common property of the condominium for which the owner of the unit is provided exclusive use.

Reminder:

- The storage of any flammable liquids or materials in storage area is strictly forbidden.
- To prevent an infestation of rodents it is recommended that no food be stored in the Storage Unit.

K. CHRISTMAS DECORATIONS - Christmas Lights – Due to unpredictable cold weather, you are welcome to put your lights up after November 1st and should be removed from the balcony by March 1st. If it is necessary to fasten the lights you need to use something temporary that will not damage the railing or penetrate the exterior of the building.

Please remember that you are responsible for anything placed on your balcony, and you need to ensure that it will not blow away or cause damage to anyone else's property.

A Wreath/or Seasonal arrangement may be hung on your unit door. To prevent any damage to the door, a removable wreath hanger should be used.

Natural trees are permitted, with the understanding the owner is responsible for any damages or clean up necessary. Trees must be removed and disposed of offsite at the owners' expense.

L. SEASONAL DECORATIONS - Any seasonal decorations placed on the balcony, should be removed within a few weeks of the occasion. Again, you are reminded that you are responsible for anything placed on your balcony, and you need to ensure that it will not blow away or cause damage to anyone else's property.

PART IV

OTHER

- A. NOISE** – Residents of a multi-unit building must accept and tolerate a certain level of noise. When the activity of a neighbour disturbs quiet enjoyment, it is usually NOT due to the neighbour's desire to be discourteous. When noise from a neighbour is disrupting peaceful enjoyment, the first step is a friendly discussion or notice regarding the noise.

All Residents and their guests are requested to have consideration for their neighbours on all sides when entertaining. Loud music, boisterous parties in overcrowded units, uncarpeted floors, obnoxious conduct or an unwillingness to restrict such behaviour will result in action being taken by the Property Manager and if applicable by the Board of Directors or Police to obtain compliance.

The Board, Property Manager, owners, and residents expect everyone to comply with the Governing Documents and Rules & Regulations. Although the Board and the Property Manager are ultimately responsible for decisions on how to enforce the Rules, it is the goal of the Board to have all owners and residents deal with all condo issues at the lowest possible level. The Board asks all residents to speak in person with a neighbour or visitor as the first step in resolving any rule issue or neighbour conflict.

- In the event someone shows a lack of consideration of your right to peace and quiet and if the Complainant is comfortable in dealing with the concern him or herself, the Complainant is free to contact the offending party to request that the noise be eliminated or reduced as appropriate.
- In the event someone shows a complete lack of consideration of your right to peace and quiet and the noise continues (e.g. loud party, music being played at unreasonable loud volume) or in an Emergency situation, the Complainant should:
 - c) Call the Winnipeg Police Service who will attend to resolve the situation.
 - d) Notify the Property Manager during the next business day for follow-up with the Offending Party.

Note: It is suggested that the incident be documented and that the written communication include the date and time of incident, name and address of offending party, description of incident, name and address of Complainant.

- In the event of an ongoing, random noise complaint, the Complainant should:
 - a) Log all incidents of noise complaints (using above format) and forward it to the Property Manager with a copy to the Board of Directors.
 - b) The Property Manager will investigate the situation, address the concerns with the Offending Party and where appropriate make recommendations to the Board of Directors for resolution.

Noise and Conduct:

- Conduct within an individual's Unit may not become a nuisance which interferes with the right to quiet enjoyment of their neighbours.
- Residents may not engage or permit any activity within their Units that unreasonably disturbs or interferes with the right to quiet enjoyment of other residents of the Complex.

Noise Policy:

- A disturbing noise is a sound which by its intensity, volume, frequency, duration or character unreasonably disturbs or interferes with the peace, comfort and repose of others.
- No resident shall engage in any activity causing, making or maintaining disturbing noises.
- Disturbing Noise Factors: Included among the factors which may be considered in determining whether any sound is unreasonably disturbing, but not limited to are: time of day; whether the day is a weekday, Sunday or holiday; nature and character of the sound; volume of the sound; duration of the sound; frequency or continuity of the sound; and degree of necessity of the sound in relation to the activity producing or generating it.

Specific Noises Prohibited:

The following sounds are determined to be disturbing noises in violation of this section, the list, however, is not exclusive:

- Yelling, shouting or hooting so as to create unreasonable disturbance or interference with the peace, comfort and repose of others.
- Sounds from musical instruments, audio sound systems, television sounds, or social gatherings that are loud enough to be heard outside of the originating Unit.
- Sounds from portable audio equipment that is plainly audible. Plainly audible means a sound easily understood or identified.
- Any excessive barking, crying or scratching which unreasonably disturbs or interferes with the peace, comfort and repose of others.

Note:

Non-compliance to Noise regulations could result in a \$100 fine being applied and charged to the Unit Owner's account.

Please remember that you are living in a building with other people. Bumping, banging, or drilling on walls or floors (especially non-carpeted floors) will inconvenience your neighbours. It is always best to let your neighbours know ahead of time, if work is going to be performed in your unit.

- B. IN-SUITE RENOVATIONS, ALTERATIONS AND ADDITIONS** - An owner must not make any structural change, alterations or additions to the interior of their unit or alter any installation (such as electrical, plumbing, heating, ventilation, air conditioning or utility connections) within their unit that also serves one or more other Units, without first having the specifications of such changes, alterations or additions approved in writing by the Board of Directors. Any alteration or

addition made by an owner without such Board approval may be restored or removed by the Board or its representative and the owner shall pay any costs incurred by the Corporation to the Corporation. A letter of application for alterations shall be completed and presented to the Property Manager for Board approval.

There shall be no modifications of any sort to the exterior of the building.

Please refer to Renovation Application Approval form.

- **Permitted Hours Of Work** - Condominium Policy as established by the Board of Directors, dictates that unit owners are only permitted to carry out authorized renovations within their unit during the hours of:
8:30 AM to 6:00 PM Monday to Friday,
10:00 AM to 6:00 PM Saturdays, Sundays and Holidays
- **Flooring Preparation** - When solid surface flooring is being installed (tile, laminate, hardwood, etc.) Owners must provide information to the Property Manager for Board approval prior to installation. Appropriate sound deadening material must be used to reduce sound transference from unit to unit and floor to floor.

C. REALTOR LOCK BOXES, SIGNS & OPEN HOUSES - Please advise your Realtor that "Lock boxes" are to be placed on the Gate / Chain fence, "For Sale" signs can only be placed at the designated area at the end of the fire lane between buildings #138 and #134. Remember that door security must be maintained at all times, even during an Open House. Agents/Owners must meet their clients/guests etc. at the door and accompany them to the unit. Clients/guest must not be allowed to tour the building unattended.

Note: "For Rent" signs cannot be placed on any common or exclusive use area of the Corporation.

D. INSURANCE AND DEDUCTIBLE - The Corporation carries Public Liability and Property insurance on the common property, common facilities, and the units **except for:** Unit improvements or betterments (upgrades) and the owner's contents or personal belongings.

It is advisable that all owners obtain insurance coverage to cover their contents, unit betterments/improvements and personal belongings. A personal liability policy in an amount you consider appropriate would also be advisable because such a policy provides for legal liability and property damage caused by you, your family or guests.

Please note: Unit owners are responsible for maintaining an accurate list of improvements made to their unit since its origin.

The Corporation will not be responsible for the unit owners' portion of the deductible for damage caused by vandalism or negligence. Therefore, it is advisable to add liability coverage in case of water or fire damage when the owner or tenant may be at fault.

E. CHANGE OF ADDRESS RECOMMENDATIONS - Fill out a Canada Post "Change of Address" form at any postal outlet.

As a reminder, we have included a list of several places that you should notify of your address change to ensure proper continuation of services:

- Banks/RRSPs/Loans, etc. Contact customer service at your bank and/or financial institution to notify them of your change of address for all your accounts.
- Driver's License, Auto Pac - Motor Vehicles Branch Stop by any M.V.B. to notify them of your change of address.
- Home/Life Insurance Contact your policy holder(s) to notify them of your change of address.
- Physician/Dentist Office Contact your doctor(s) and dentist to ensure proper notification of regular visits.
- Credit/Gas Cards Contact all your credit card accounts and advise them of your address.
- Internet/Phone/TV Contact your provider of choice, to change or activate your services,
- Manitoba Health, Revenue Canada, and as applicable
- CPP, OAS, Employer (T4) which should include Employee Benefits, Past employer, if you changed employment during the calendar year, and any Memberships you may have.