

PCC 122

About Living with us.....

THE CONDO MANUAL

This manual includes excerpts
from the Corporation's Declaration, (15Aug76)
its By-Laws, Schedules, Rules and Regulations
along with Board approved
Rules, Regulations, General Information and Guidelines

subject to change

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PCC 122

BY-LAWS, SCHEDULES, RULES, REGULATIONS, GENERAL INFORMATION & GUIDELINES

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46. Condominium Organizations:

- Condominium Authority of Ontario (CAO)
- Condominium Authority Tribunal (CAT)
- Canadian Condominium Institute (CCI)
 - CCI Toronto CondoConvos
 - CCI Toronto Condovoice Magazine
- Condominium Management Regulatory Authority of Ontario (CMRAO)
- The Association of Condominium Managers of Ontario (ACMO)

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1. Management Office:

Our Site Manager is contracted to work on site 3 hours a day, Monday to Friday, 9:00AM to 12:00PM. The time of day on site for each contractor may vary depending on appointments and workload.

2. Website:

Our website www.pcc122.com has information such as Newsletters, New Releases, Service Contacts, Visitor Parking Information, Notice of Meetings, and more. There's also a "contact us" form that can be completed and submitted to either the Board of Directors or the Site Manager with your comments, questions, suggestions, requests, etc.

3. Contact the Board:

All requests, concerns, questions and complaints about your property, the complex, or the Corporation, that are not emergencies must be submitted in writing to the Site Manager or the Board of Directors and delivered to the mail slot at #91, or sent by email to the Site Manager, or via the "contact us" form on the website. We require a written record of your issue(s) to review and decide a course of action as required. Please do not contact individual Board members at work or home with complaints or problems.

4. Meet with the Board:

Should you require a meeting with the Board to discuss any issues, please contact our Site Manager. The Board will arrange a meeting at the Management Office when it is mutually convenient.

5. Annual General Meeting ("AGM"):

Residents are invited to attend the AGM held each spring in Unit #91. It is a good opportunity to meet the Board and management team and the Corporation's auditor, as well as be informed of the projects and plans that have been completed and those that are ongoing for the complex. A Notice of Meeting Information Package is delivered to each unit in advance of the meeting and owners are requested to review this information and contact the Management Office prior to the meeting with any questions or comments related to the information provided.

The AGM is a business meeting designed to fulfil the legal requirements of the Corporation, to be an informative and positive experience and to meet and greet those in our community. This meeting is not a forum to raise issues about your property that require written communication to the Site Manager and/or the Board. Such issues unnecessarily prolong the meeting and should be addressed outside of the AGM. Please ensure a proxy represents you should you be unable to attend the meeting.

6. The Corporation's Declaration, By-Laws, Schedules, Rules and Regulations:

This manual has been reprinted and a hard copy is available from the Management Office for a fee of \$15.00. It is also posted on our website. We recommend that every resident/family reads this manual to avoid any misunderstanding of our By-Laws, Schedules, Rules and Regulations from lack of knowledge.

7. Become a Volunteer on the Board of Directors:

It is very important to have homeowners join the Board to continue the direct-management of our complex which benefits us all in the following ways:

- monthly maintenance fees for our type of property are among the lowest in the GTA
- due to effective budget management, no special assessments have been levied
- on-site management provides knowledgeable service and ongoing surveillance of the complex
- prompt and cost effective repair and maintenance services are provided
- legal, financial, administrative, IT and communications requirements are well managed

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- most importantly, the Board provides **free** property management services, resulting in our ability to keep maintenance fees as low as possible
- Microsoft Office (Word/Excel) and email is required. Business experience in the field of IT and construction is an asset. Please contact us if you are interested

8. **Meeting Hall Rental Contract, Terms & Conditions:**

The Meeting Hall at Unit #91 is available for rent by residents subject to availability and signing of the contract. Please read and be familiar with the contract and the Terms and Conditions on our website at www.pcc122.com. Contact the Management Office to book the Meeting Hall.

9. **Roadway Parking, Fire Route and Safety Regulations:**

The roadway within our complex is a designated **FIRE ROUTE**. Parking on the road is strictly prohibited at all times. No one shall park or leave any vehicle on the fire route.

- The City of Mississauga can issue a fine for anyone parking in a fire route
- Exemptions are made for ambulances, police, fire or other emergency vehicles for stopping or parking on the roadway
- If a vehicle must stop on the roadway to disembark a disabled passenger (no longer than 5 minutes), make sure that the vehicle is well to the side of the roadway and that the hazard lights are flashing
- Use the parking available on the south side of Copenhagen Road
- The Mississauga Parking Authority can be contacted via 311

Sports and all recreation activities are prohibited on the roadway! Road hockey, skateboards, in-line skates, biking, playing catch, and children riding tricycles or bicycles along with other related activities are not permitted on the interior fire route roadway. Please use the park behind our complex for sports and recreation.

Speeding violators slow down! There is no need for anyone to speed around our relatively quiet and peaceful community. It doesn't take very long to get from one end to the other. There are adults, children, animals, babies in strollers, etc. on the roadway because there are no sidewalks to use. Speeding vehicles are a hazard in our community and delivery vehicle drivers seem to be constant offenders. The speed limit is set at 15 km/hr. for a reason, which is safety. Let's ensure everyone adheres to it.

Record violator details. When couriers, delivery trucks, mail trucks, contractors or residents, etc., are noticed speeding or parked on the roadway, record the licence number, vehicle number and telephone number if provided, description of the vehicle, the infraction and the time and date. Report the details directly to the company that owns the vehicle and/or the Management Office.

Obey the bylaws and roadway signs that indicate No Stopping, No Parking and the Speed Limit of 15 Km/hr throughout our complex. We receive many complaints about violators. The No Stopping, No Parking sign in front of the units near the entrance/exit to our complex **MUST** be obeyed as violators on that stretch of roadway cause gridlock with traffic backed-up onto Copenhagen Road, along with fire route violations, by-law violations, and road-rage which are safety hazards. There are no exceptions to this rule.

Vehicle Size Parking Restrictions: No motor vehicle other than a private passenger automobile, station wagon or commercial vehicle other than a one-half ton pickup truck with uncovered rear end and sills not exceeding four feet in height shall be parked on any part of the common elements, nor shall any repairs be made to such motor vehicle on the common elements.

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10. **Visitor Parking Regulations, Vehicle Registration Instructions and Visitor Designated Parking Areas:**

Resident – A resident is any person or persons who owns, rents or boards at any unit at 7080 Copenhagen Road. In addition, any person or persons visiting 8 times or more during any 14 day period is deemed to be a resident.

Casual Visitor – A casual visitor is any person or persons visiting a resident of 7080 Copenhagen Road who is not deemed to be a resident.

No one shall park or leave any vehicle in the visitors parking area except a casual visitor, and no one shall park or leave any vehicle in the visitors parking area between the hours of 2.00AM and 7.00AM unless proper parking registration has been completed online or via the Site Manager in advance of 2:00AM.

No one shall park or leave any vehicle in the visitors parking area longer than a five (5) hour continuous period unless proper parking registration has been completed online or via the Site Manager.

No one shall park or leave any vehicle in the visitors parking area so that such vehicle occupies more than one parking space.

All homeowners are responsible for the actions of their family, tenants and guests and all charges will be billed to the offending unit. Notice will be given in the form of Corporation's invoice listing the offence and the fee.

Residents' vehicles are not allowed in the designated visitor parking areas at any time. Visitor parking lots are for the use of guests to 7080 Copenhagen only. All others, including owners' vehicles, found in a visitors parking lot, whether the vehicle is running or not, could be tagged and/or towed at the owner's expense. Additional road parking is available on the south side of Copenhagen Road.

Violations of Visitor Parking Rules: Any person who leaves a vehicle contrary to the provisions provided is responsible for all administration charges incurred during the enforcement of these rules. These charges will become part of the common expenses of the offending unit and collectible as such. These costs may include licence plate registration search fees, parking control enforcement fees along with ticket cancellation administration fees. T.S.D. provides PCC 122 with detailed reports of parking registration times and ticket issuing times.

Visitors Only: Residents are not allowed to register in visitor parking any personal vehicles or the vehicle(s) of any resident who is living within the 7080 Copenhagen complex. Parking privileges will be revoked if any resident is found abusing them.

Visitor Parking Permits: Each unit has an allowance of three twenty-four hour permits per week which reset every Saturday at midnight. T.S.D. Parking Enforcement (*formerly Mobile Support Security Services*) is our parking authority service provider. (Change of name only).

Special Circumstances: Contact the Site Manager to request registration of a visitor's vehicle for more than three nights or for special circumstances.

Visitor Vehicle Registration Instructions:

Online Registration - Smart Permit System (SPS):

- go to www.mobilesupport.ca
- click on the "SPS Click here to register" icon on the screen
- enter your personal PIN and the visitor's licence plate

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- PINs have been provided to all residents by the Site Manager
- Contact the Site Manager if you have lost your PIN
- select the date and time you wish the permit to start and how many 24 hour periods you wish it to be active
- use the 24-hour clock and remember the date changes after midnight
- TSD Parking telephone registration number: 1-877-820-7744

Offline Registration:

- Contact the Site Manager in advance and the vehicle will be registered for you, subject to requirements below.

Information Required by Site Manager to Register Visitor Parking on Behalf of Resident:

Proper notification for overnight parking will be considered given when a resident has supplied to the Site Manager **notice in advance** indicating type of vehicle, licence number, registered owner and full address, the person and unit number being visited, and date and time visitors parking will be used, as follows:

- phone 905-812-2903; or
- letter delivered to the mail slot at #91; or
- email site.manager@pcc122.com; or “contact us” from our website www.pcc122.com

If you must leave a voicemail, provide all the relevant details and **ensure you state the licence plate number clearly**, with references for letters that are similar e.g. M for Mary, N for Nancy, T for Tom, P for Peter, etc., to avoid misunderstanding and a possible parking ticket.

- **Note:** On-time registration by the Site Manager is subject to having a sufficient amount of advance notice and the proper/correct information provided.

11. Garage Door Service Contact Information & Procedures:

Manual garage doors and their mechanisms are the responsibility of the Corporation. Automatic garage door openers are the responsibility of the homeowner. The Corporation will not pay for service on automatic garage door openers.

Emergency or Non-Emergency Service during Management Office business hours (which are weekdays 9:00AM to 12:00PM): Residents must contact the Management Office and provide details of the service required. A Work Order will be issued if the service required is the responsibility of the Corporation.

Emergency Service Only - outside of Management Office business hours (which are weekdays 9:00AM to 12:00PM), residents may contact direct:

- **Dave Banks - 905-828-0054:** Service Representative of McKee-Horrigan Inc.
- McKee-Horrigan Inc. regular business hours are weekdays 8:00AM to 4:30PM

The Corporation is charged a premium when garage door service is called onsite outside of the McKee-Horrigan’s regular business hours (weekdays 8:00AM to 4:30PM), on weekends and holidays. Since the Corporation does not wish to incur unnecessary expenses please ensure the issue is an **EMERGENCY** before calling for service.

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For all **NON-EMERGENCY** issues residents must first contact the Management Office and provide details of the service required. If it is outside of office business hours (weekdays 9:00AM to 12:00PM), please leave a voicemail, send an email, or drop a note at #91. A Work Order will be issued for the repair to be performed during business hours if the service required is the responsibility of the Corporation.

12. Watermains – City and Households and Water Smart Information:

For city watermain supply units and household watermain tap units see important detailed information and instructions in News Release #3-2015, published on 20Oct15. It is posted on our website and is included in our welcome package for new homeowners. Please contact the Management Office should you require a copy.

A watermain is an underground pipe that provides clean city water to consumers. In our complex, from the city's water supply line pipes travel to each of our ten (10) City Watermain Supply Units (townhouses) where water meters for each block are located. A chart identifying the City Watermain Supply Unit in each block is found in News Release #3-2015. From each City Watermain Supply Unit, pipes travel to each townhouse watermain tap in that block providing one main pipe connection to each unit. This pipe then connects to all the smaller plumbing pipes that distribute water throughout each individual townhouse.

The primary reason to shut off the tap in any one of our ten City Watermain Supply Units that supplies water to that entire block of townhouses is when a leak is discovered in one of the townhouse watermain taps in that block. If the leak is relatively slow and the water can be captured in a container for a period of time, use discretion before declaring it an emergency. If it is not considered an emergency and it is outside of office business hours, determine if the repair can wait until our staff is in the office. Shutting off the City Watermain Supply tap for repair of a leaking watermain tap in a block will shut off the water to that entire block of townhouses and those residents need to be notified.

Emergency water leak contacts for city and household watermain tap and pipe issues only, outside of Management Office business hours (*which are weekdays: 9:00 AM to 12:00 PM*) on weekends and holidays are:

- On Site Primary Contact for Watermain Issues: 416-819-3479, Greg Jonas, Unit #3
- Plumber Contact: 24/7 Service: 905-278-4200 or 905-817-0210, Mr. Rooter Plumbing
<http://mrrooter.ca/mississauga>

All inquiries/requests for service relating to the water supply must be submitted to the Management Office.

Only Corporate Representatives are authorized to perform shut off and turn on services in the City Watermain Supply Units unless there are serious extenuating, time-sensitive, emergency circumstances. In such cases, a resident, plumber, police or fire department personnel can do so.

If you suspect that your household watermain tap needs an inspection to assess its integrity, please contact the Management Office.

To shut off the water supply throughout an entire individual townhouse - turn off the household watermain tap to shut off the cold water, and turn off the valve on the hot water tank to shut off the hot water. Then open the sink/bathtub taps on all floors, especially the laundry tub taps in the basement to

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drain water from all the pipes before starting work. Be sure to turn off all the sink/bathtub/laundry taps before turning on the cold water supply tap and hot water supply valve after work is completed.

Be “Water-Smart”. Water leaks are costly and waste our money. Please check all your inside and outside taps (front and back) and toilets for leaks and get them fixed. The cost of water in our complex continues to rise and each and every one of us must manage and conserve water wisely as we ALL pay the water bill. Check out how to be “Water Smart” at this website:

<http://www.peelregion.ca/watersmartpeel/residents/>.

Peel Water Status and Information: For information and a status update when water is shut off by the city for general maintenance or emergency situations such as a broken water main, etc., contact:

Peel Water & Wastewater: Tel: **905-791-7800** Monday to Friday 8:30AM to 4:30PM

Website: <http://www.peelregion.ca/watersmartpeel/contact.htm>

13. Garbage and Recycling Bags, Green Bins – Regulations and Information:

Collection is every Tuesday, but is on Wednesday if there is a holiday prior to Tuesday.

For all waste management programs or services, contact the Region of Peel Public Works, Waste Management, 905-791-9499 or see their website: <http://www.peelregion.ca/waste>.

The regulations are to place garbage at the curb no earlier than the evening before scheduled pickup. However, to stop animals from making a mess of the garbage overnight, we suggest setting out garbage bags, recycling bags and green bins the morning of pickup before 7:00AM. This avoids the nightly raids.

Animals are attracted to the smell of waste from the bags and bins. Yards must be kept clear of debris and garbage to discourage animals from inhabiting our property. Pest Control will not trap and remove these animals so the raiding of garbage that is set out overnight will continue. It is our responsibility to mitigate unwanted animal activities. Contact the office with any pest concerns.

All garbage bags, recycling bags and green bins are prohibited from being stored or left outside for any period of time. They must be stored in the garage and the green bin **MUST** be returned to the garage as soon as possible after pickup.

Residents are responsible to immediately clean up any mess of their garbage caused by animals or other circumstances.

Do not leave toxic materials on site. Check the Peel regional website <http://peelregion.ca/waste/other-collection-services> for information on proper disposal of toxic and chemical items (batteries, paint etc.).

Our community was not included in the new cart-based waste collection program effective January 4, 2016. We continue to use bags for garbage and recycling rather than switching to carts as typically condos have no room to store the large bins. We received the new critter-resistant organics green bins that are collected every week but we alternate setting out garbage one week and recycling the following week. See your flyers for full details. Visit the Peel regional website <http://peelregion.ca/waste-scripts/when-does-it-go/> to find out when to put out garbage and when to put out recycling and yard waste.

14. Pet Owners - Rules & Regulations

Responsible pet ownership starts by licensing your cats and dogs with Mississauga Animal Services <http://www.mississauga.ca/portal/residents/animalservices>. Neighbourhood pet licensing patrols are in effect with a fine for no licence.

Stoop and Scoop By-Law: Dog/cat owners and walkers are responsible for cleaning up after their animals and must pick up their pet waste deposited on their own property, their neighbour's property or on the neighbourhood parks and sidewalks. Owners who fail to "Stoop & Scoop" their animal's excrement can be fined. All offences are subject to a fine.

The grounds crew will not enter and maintain yards that are littered with animal excrement. Pet owners must keep their yards clean for lawn maintenance to take place and to prevent the foul smell of excrement from drifting around the neighbourhood.

Pet waste must be put in your own garbage bag, not in the recycling bag or organics container. Do not put your pet waste in the public waste containers in the complex or in the neighbourhood's personal waste containers.

Keep your cats indoors to use the litter box so they don't defecate on our lawns, playground and flowerbeds. This is a serious issue in our complex that can contribute to health problems and cats must be controlled and kept inside the house by their owners.

Dog Barking: Pet owners must control and silence barking dog(s), whether they are inside or outside. Barking dogs are a major noise annoyance to neighbours and many complaints are received. Dogs must be controlled and silenced by their owners. To report, dial 311. Excessive noise caused by a barking dog is contrary to the City of Mississauga Noise By-law 360-79. Call 905-896-5655 for more information.

When to Contact Animal Services: Adoptions, Lost and Found, Pet Surrender, Pet Euthanasia, Pet Cremations, Bite Quarantine, Volunteer, Foster and Educational Programs: Call: 905-896-5864.

To report By-Law infractions (leash, stoop and scoop, dog at large), dog bites, stray or injured animals: Call: 905-896-5858. After hour emergencies: 905-615-3000

15. Supervision – Children Must Be Supervised Outdoors at all Times:

For the protection and safety of our children they must NOT be allowed outdoors unsupervised to play and wander around the complex, the streets and surrounding properties on their own. Children must be closely supervised always.

16. Safety Activities in our Community:

Be on safety watch at all times. Residents are asked to respect and give the right of way to contractor and service vehicles and equipment when they are performing maintenance on site.

At various times, contractors and service agents must temporarily park their vehicles close to where they are working. Therefore, always be aware of their parked or moving cars, trucks, trailers, vans, lawnmowers and any other equipment situated in locations where you don't usually see them in the complex. Proceed around them safely and with caution.

Safety precautions are especially important during the winter months when our grounds contractor is clearing and removing snow and spreading de-icing products. Stop and wait, in your vehicle or on foot, a

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safe distance from the snowplow should you encounter it when it is clearing driveways and parking areas. Do not race to pass behind the vehicle when it is in the process of moving back and forward as the driver may not see you. Proceed after it has finished that area and when it is safe to continue. Do not pass the snowplow, in your vehicle or on foot, while it is clearing the roadway. Be patient and follow at a safe distance or go the opposite direction.

17. Report Suspicious Activities:

We value and appreciate all surveillance and feedback from our residents on questionable activities that occur within the complex, whether it is regarding contractors, service agents, residents, visitors, trespassers, door to door sales people, personal injury, property damage, or other events. Please keep us informed of your concerns by reporting suspicious activities to our Site Manager.

18. Report all Accident Incidents that Occur on our Property to our Site Manager:

Those involved in any vehicle altercation or personal injury on the PCC 122 common area property are requested to record all the details of the incident – date, time, licence plates, type of vehicles, name of drivers, unit numbers, insurance companies, type of accident, type of injury, location, witnesses, cause of accident, etc. – and provide the pertinent details in a report to our Site Manager as soon as possible after the incident. The information will be kept on file for reference should our office be contacted about our insurance coverage.

19. Condominium Renting/Leasing Regulations – Terms & Conditions:

Homeowners renting or leasing or those that are considering renting or leasing their condominium unit or a portion thereof are reminded that they must adhere to the following terms and conditions as they pertain to renters:

(IV) UNITS

(1) Occupation and Use: The occupation and use of the units shall be in accordance with the following restrictions and stipulations:

- (a)** Each unit shall be occupied and used only as a private single family residence and for no other purpose.

(2) Requirements for Leasing:

- (a)** No owner shall rent/lease his unit unless he causes the tenant to deliver to the Corporation an agreement signed by the tenant, to the following effect:

“I (*renter name*), covenant and agree that I, the members of my household and my guests from time to time, will, in using the unit rented by me and the common elements, comply with the Condominium Act, the Declaration and the By-laws, and rules and regulation of the Condominium Corporation, during the term of my tenancy.”

Other Landlord Obligations:

It is the responsibility of the homeowner landlord to personally ensure that each prospective renter is given a copy of the following documents (available at the office or at www.pcc122.com) to read, understand, and accept prior to signing and providing the above agreement (2) (a) to the Corporation:

- (a)** the Corporation’s Declaration, By-Laws, Schedules, Rules and Regulations;
- (b)** the Corporation’s most recent Newsletter; and
- (c)** The Condo Manual

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Potential homeowner landlords must do their due diligence on any prospective renters by thoroughly checking their references and rental history prior to accepting their tenancy to determine if they meet the standards for our community and that the premises will be used in accordance with the Corporations By-Laws, Rules & Regulations. Homeowner landlords must be responsive to any complaints regarding their tenants and must act immediately upon notice to resolve any policy, by-law, rules or regulation violations.

The Landlord/Tenant contract must include a clause whereby the homeowner landlord (or designate) has the right to visit and inspect the premises regularly at his/her discretion to confirm there are no policy violations. The homeowner landlord may at his/her discretion give a reasonable amount of advance notice to the tenant (lead time may be agreed to by both parties) before performing each inspection. The homeowner landlord (or designate) must advise the tenant to take immediate corrective action for any violations and must follow up to ensure they have been enforced. Commercial businesses such as catering along with other high traffic and disruptive business activities are not allowed to be conducted in our complex and will not be tolerated.

Homeowner landlords will be contacted and held accountable to immediately rectify any breach of our policies by their renters. All community complaints will be addressed by the Board.

It is recommended that every resident refreshes their awareness by reading the Corporation's Declaration, By-Laws and Regulations along with The Condo Manual.

Our residents are encouraged to report any ongoing activities that violate our policies and disrupt our community to the Site Manager.

20. Condominium Homeowner & Renter/Leaser Insurance Regulations:

Condominium homeowners are to purchase and have in effect at all times appropriate Condominium Insurance for their condo, which includes coverage for contents.

Renter/Leaser Insurance is carried by those who rent/lease property and only includes coverage for contents. This type of insurance is not sufficient for condominium ownership.

Condominium homeowners who choose to rent/lease their condominium are to purchase and have in effect at all times **Condominium Insurance** for their condo and contents when it is rented or leased as furnished, but may exclude contents when it is rented or leased as not furnished.

For the homeowner's protection, it is their responsibility to ensure the renter/leaser has the appropriate content insurance coverage at all times.

According to our Declaration: X. (3) the following insurance is to be maintained by the homeowner:

- a) Insurance on any additions or improvements made by the owner to his unit and for furnishing, fixtures, equipment, decorating and personal property and chattels of the owner contained within his unit, and his personal property and chattels stored elsewhere on the property, including his automobile or automobiles, and for loss of use and occupancy of his unit in the event of damage, which policy or policies of insurance shall contain waiver of subrogation against the corporation, its manager, agents, employees and servants, and against the other owners and any members of their household, except for vehicle impact, arson and fraud.

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- b) Public liability insurance covering any liability of any owner to the extent not covered by any public liability and property damage insurance obtained and maintained by the corporation.

A copy of the Corporation's Insurance Certificate is included with the Periodic Information Certificate (PIC) that is distributed to homeowners bi-annually. If you still require a copy please contact the Management Office.

21. Condominium Repairs and/or Maintenance:

The Site Manager must be consulted in advance of any work activity to determine whether the Corporation or the homeowner has responsibility for the cost and repair of the work required. If the Corporation is responsible for the cost and repair of a common area element, at the discretion of our Site Manager (as to whether or not the work is deemed necessary) a Work Order will be issued and a Board authorized contractor will be engaged.

When a resident has hired a contractor directly to perform a service and a PCC 122 Work Order has NOT been issued for the job the Corporation accepts no responsibility and will not pay the contractor or reimburse the resident for any cost of the service.

22. Common Area Element Repair and/or Replacement Regulations:

If the components that the unit owner cites as requiring maintenance/repair fall within the common elements, the unit owner is not the arbiter of what requires maintenance and repair of the common elements. Maintenance and repair of the common elements fall to the Condominium to effect. The Condominium has the discretion, acting reasonably, to effect maintenance and repair of the common elements. Just because a unit owner and/or his or her home inspector requests that the common elements be either maintained or repaired, does not mean that the Condominium must abide by such requests without review.

23. Condominium Renovations and/or Installations that Infringe on Common Area Elements:

Residents must contact the Management Office in writing and request approval IN ADVANCE of ANY planned work activity that infringes on ANY of our common area elements such as: converting a wood burning fireplace to gas, which involves contractors working on the roof and chimney; venting to the outside, which involves drilling through walls for a kitchen ventilator or a high efficiency furnace ventilator; drilling through garage or basement concrete floors for any reason: hot tub, satellite disk installations, etc.. Residents are responsible for the cost of ANY and ALL damages or alterations to common area elements caused by them or their contractors. To avoid any misunderstandings and/or repair charges, please contact the Site Manager in advance for guidance on proper procedures.

24. Condominium Internal Structure Renovation Regulations:

Homeowners are prohibited from altering any and all internal structural aspects of their townhouse without first requesting in writing and obtaining approval from the Board of Directors. Examples of changes are: taking out walls, moving laundry facilities from one floor to another or from one location to another, upgrading powder rooms to bathrooms or installing bathrooms and installing vents to the outside.

All change requests must be accompanied by a written and signed document from a qualified contractor that the work will be performed to code along with a diagram of the proposed changes.

25. Electrical Work:

Condominium electrical work requires an ESA permit and certificate of inspection. See the website: <https://www.esasafe.com/consumers/permits-and-inspections/what-you-need-to-know#follow-the-ontario-electrical-safety-code>

If your project involves new electrical wiring or devices, or repairing/replacing old ones, you need to know your obligations under Ontario Law. When hiring someone to do electrical work in a townhouse, they must be a Licensed Electrical Contractor. General handymen and other service providers cannot do electrical work in residences unless they hold a Licence.

The Ontario Electrical Safety Code:

Electrical installation, repair and replacement work needs to be done in compliance with the Ontario Electrical Safety Code. The Code specifies how electrical work must be done. The Code is updated every three years to address emerging technology and improvements in safety practices. Always refer to the current edition of the Code. To confirm whether the Code applies to the work you're planning, call 1-877-372-7233.

Permits:

Most electrical work requires a permit from the Electrical Safety Authority. An electrical "permit" (also called an Application for Inspection) needs to be taken out before or within 48 hours of when the electrical work starts. Permits must be taken out by the party who is doing the work. If you're doing the electrical work, you need to take out the permit. If you hire someone, they must take out the permit. Do not take out a permit on behalf of a contractor or anyone else.

Request for Inspection:

Arrangements for an inspection must be made as soon as possible after completion of the electrical installation. Request to schedule an inspection for an existing permit. ESA's expert Inspectors will review the electrical work, sometimes at multiple stages if it's complicated. If the work isn't done in compliance with the Code, he or she will issue a defect notice which outlines what corrections must be made. Once the inspection is complete, whoever took out the permit receives an ESA certificate of inspection. If your contractor took out the permit, request a copy of the certificate for your records. You can also call 1-877-ESA-SAFE (372-7233) for a copy.

26. Smoke and Carbon Monoxide Detectors are Mandatory:

Smoke Detectors:

The Ontario Fire Code requires all single family, semi-detached and townhouses in Ontario, whether owner-occupied or rented, to have a working smoke alarm on every storey of the residence and outside all sleeping areas. Failure to comply with the Ontario Fire Code smoke alarm requirements could result in a ticket of \$235 or a fine of up to \$50,000 for individuals. The Ontario Fire Code specifies that "no person shall intentionally disable a smoke alarm so as to make it inoperable". This includes, but is not limited to, removing the battery. An owner, tenant, or any other person who intentionally disables a smoke alarm is guilty of a provincial offence and may be subject to a fine.

Carbon Monoxide Detectors:

Legislation mandates that all residents in the province have working carbon monoxide detectors in their homes. The Bill amends the *Fire Protection and Prevention Act, 1997* to require owners of residential buildings in which a fuel-burning appliance is installed or a storage garage is located to install carbon monoxide detectors in the buildings and to maintain them in operating condition. The Bill sets out

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installation requirements and requires the detectors to conform to the standards that are prescribed by the regulations made under the Act. **Intentionally disabling a carbon monoxide detector required by the Act is prohibited.** For maximum protection, a carbon monoxide detector should be located outside primary sleeping areas, in sleeping areas and on each level of your home. See information at this address: <http://www.oafc.on.ca/carbon-monoxide>.

27. Nuisance Type Noise By-Law Number 360-79:

No person shall in the City of Mississauga create, cause or permit any unusual noise or noises likely to disturb the inhabitants. For By-law Interpretation and Enforcement call (905) 896-5655. By-laws online: <http://www.mississauga.ca/portal/cityhall/bylaws>.

28. Prevent Identity Fraud:

Shred all personal documents before they are placed in recycling.

29. Corporate Surveillance Cameras:

Surveillance cameras are installed on the property for security purposes. Any and all activity is being recorded and will be used to identify perpetrators. We also encourage residents to inform the office of any individual(s) observed causing damage or destruction to our property.

30. Home Surveillance Camera Installation – Terms & Conditions:

Privacy Policy: Home surveillance cameras must only capture footage of activity on the homeowner's property. Home surveillance cameras must not capture footage of any neighboring property, such as windows, doors, pathways, driveways, garages, front and back yards, parking lots or roadways.

Installation Guidelines: The equipment must be installed on the inside of a condominium by professional service personnel to properly manage the wiring/installation requirements. There shall be no visible wires of any kind on the outside of the condominium. The homeowner may be asked to share captured footage with law enforcement or Corporate Representatives, as required. The Corporation accepts no responsibility whatsoever for these products.

31. Spring & Summer Home and Grounds Maintenance:

Watering: Water plants, trees, flowers and grass on a regular basis, especially newly planted trees, sod and grass seed, even if they aren't on your property but are within reach of your hose. Ensure that any new plantings on common area grounds don't suffer stress and die from lack of water as they may not be replaced. Managing the removal and planting of trees, bushes and plants is an on-going, major and costly project.

We all have a vested interest in every part of the complex. Imposed watering bans due to shortages are targeted towards unnecessary use of water, such as washing cars, driveways, filling pools, etc. Flowers or budding plants can still be watered. Check out how to be outdoor "Water Smart", which is how to water plants/grass effectively without doing damage and wasting water at this website: <http://www.peelregion.ca/watersmartpeel/>.

Flower Beds and Gardens: Our grounds contractor does not maintain flower beds or gardens in the front or back yards of properties. It is the responsibility of each resident to remove all weeds in these areas and to trim and maintain all flowers, plants, and bushes planted by residents and to keep yards looking presentable.

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Over the years homeowners have created their own gardens and flower beds and have planted trees and bushes, etc. These creations are usually inherited by new homeowners who may not have an interest in gardening. As a result, the beds along the driveway retaining walls and other locations on the front lawns fill with weeds and detract from the curb appeal of the whole complex. Should you not wish to use and/or maintain existing beds for flowers or foliage and they grow only weeds, please fill them with mulch or sod to avoid the look of an unsightly, neglected property. A good way to keep up appearances in our complex is to have healthy green lawns and manicured gardens. Each run-down property reflects badly on the rest of the community.

Expense: A significant portion of our money is spent on keeping the common areas in good condition which includes the grass, trees, shrubs, hedges, flowers and flower beds. However, much of that money goes to waste because the kids in the complex trample and damage these areas. Please tell your children not to damage our grass, trees, shrubs and hedges and to stay out of our flower beds and gardens so they don't trample the foliage and scatter the mulch.

Schedule "A" of By-Law No 1, Item 20: No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers or flower beds.

32. Fall & Winter Home and Grounds Maintenance:

Snow and Ice Procedures: Snow plowing begins when a minimum of approximately 2" (5cm) of snow has fallen. Following an overnight snow storm our contractor is to begin to clear the complex roadway and visitor parking areas before 7:00AM. Surplus snow will be piled in visitor parking. Any resident cars found in visitor parking will be tagged and towed. The contractor will return later to clear all walks and driveways to the best of their ability and will salt all cleared areas to provide traction.

Since our driveways slant toward the garages, it is difficult for the plow to clear snow close to the garage and driveway edges after a storm. The plow's wheels can slip and the truck can skew which makes it dangerous, particularly if there's a vehicle in a multiple vehicle driveway.

Have your Own De-icing Supply: During a major winter storm, the contractor will make every effort to keep the complex clear and safe, but we are at the mercy of the weather. It is recommended that, where possible, residents have their own stock of salt or other ice treatment to use as required. The Management Office #91 also has bags of salt in stock for resident use in emergencies.

Move your Vehicle: A Corporate Representative may call or knock on your door to ask that you move your vehicle from the driveway to allow snow removal. As a courtesy to your neighbours and the management, if you are home PLEASE don't ignore the phone or the person at your door in these critical circumstances. For driveways where vehicles are not moved during the first pass, the contractor will return *when time permits* to attempt to clear those driveways.

Snowplows: Deep, heavy snow is very difficult for snowplows to move. Residents have occasionally reported that a snowplow driver was driving fast and recklessly in the process of clearing snow. We are advised that in extremely deep, heavy snow situations the snowplow needs to take a long and fast run at the snow to have enough impact to move it.

Drain all Your Outside Taps Before the Freeze: To prevent pipes bursting during the winter, turn off the water supply to your outside taps – front AND back – and leave the taps open to drain the water out of the pipe. Ruptured pipes cause major inconvenience and expense for the resident.

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33. Balcony Resurfacing Project:

Ongoing. Resurfacing balconies to fix the chronic problem of water leaking into the garages below is a major and very costly undertaking. We budget to do one or two balconies per year.

Owners/residents of newly resurfaced balconies and those with garages under the balcony units must ensure that no work is done on a balcony or in a garage that could compromise the integrity of the water tight membrane that seals the sides and floor of the balcony and prevents water from leaking into the garages below. Permanent and immovable items such as planters that may contain trees, plants, bushes, flowers or vegetable gardens, as well as hot tubs, etc., are prohibited on balconies.

The drilling of holes anywhere in the balcony walls, floor or garage ceilings for gas hook up, water hook up, or any other event that damages the seal is prohibited. The resident will be held financial responsible for any and all damage to the water tight membrane on balconies.

34. Window Replacement Project: Ongoing.

35. Clothes Lines Permitted – Terms & Conditions:

Clothes Lines are permitted in the back yard, but are NOT allowed to be attached to the condominium.

36. Holiday Decorations:

All holiday decorations including Christmas lights must be completely removed within a few weeks of the event. Please cooperate to avoid receiving a written request for removal.

37. Hot Tubs Permitted - Terms & Conditions:

Hot tubs installed in back yards potentially cause safety, maintenance and noise issues. All hot tubs require a cover to be locked down at all times when not in use. Enclosure gate must be self-closing and self-latching with the latches on the tub side of the gate. Water must be properly maintained and sanitized.

Boisterous social activities and the pump/motor noises may create disturbance problems for neighbours. Be considerate of your neighbours. If required, removal of the hot tub and reinstatement of the yard to the unit standard condominium specifications of grass and patio slabs will be subject to management inspection. The costs thereof are the responsibility of the homeowner.

38. Rain Barrels are Not Permitted:

The Corporation has the responsibility for maintenance and repair of the exterior common area elements of each property, which includes the eaves and downspouts. Residents are not authorized to alter the integrity of the eaves and downspouts in any way.

Rain barrels require monitoring and, if neglected, among other things have the potential to overflow and cause flooding into basements. Rain barrels are prohibited. Violators will be held liable for the cost of any and all repairs of damages caused by a rain barrel as well as the cost to restore the eaves and downspouts to their original configuration upon removal of the rain barrel.

39. Satellite Dishes are Permitted – Terms & Conditions:

Residents must contact the Management Office in advance of the installation of a satellite dish and sign an agreement stating that he/she will be responsible for any and all damage caused by the installation or removal of the equipment.

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A Board member or the Site Manager will advise a suitable location for the satellite dish to be mounted. The satellite dish must not be installed on the roof, shingles or chimney, where it can cause leaks, or be placed in the backyard where it could be considered a visible annoyance. Please follow these rules to avoid the inconvenience and/or expense of having the unit repositioned.

40. Sheds in Backyards are Permitted – Terms & Conditions:

One shed is permitted in each backyard. Approved dimensions are: Height-6 ft. x Width-5 ft. x Depth-3 ft. If the homeowner's fence is not high enough to obscure the view of the shed from their neighbours, the homeowner, at their cost, must have lattice installed along the top of the fence to bring the height of the fence up to the height of the shed. The shed must be installed on properly levelled patio slabs and not installed on a deck. Sheds must be properly maintained, kept clean, not house people, animals, chemicals, garbage or fire hazards.

41. Complex Appearance Regulations:

No signs of any kind are allowed on the common areas, which include front yards, back yards and balconies. Examples of signs not allowed are: For Sale, Political, Advertising and Home Alarm to name a few. Keep all tarps, tent covers, BBQ covers, hoses, etc. off the fences. Artificial flowers/plants in gardens outside must be removed by Oct 30th.

No extraneous items are to be left on the front step, walkway, yard or driveway of any unit for any period of time. Carpets are not allowed on the front steps or walkway of any unit. The front area of all units must be kept clean and free of clutter by the resident at all times.

The outside of condominiums are common area elements and are maintained only by the Corporation with the exception of gardens and flower beds in front and back yards. Although they are common-area elements, the resident has the responsibility to maintain their gardens and flower beds properly.

Screen doors are the responsibility of the homeowner, not the Corporation. The homeowner must ensure they are kept in proper working order and in good repair.

42. Breach of Rules & Regulations:

By-Law No 1, Schedule "A", Rule #22: Any loss, cost or damages incurred by the Corporation by reason of a breach of any rules and regulations in force from time to time by any owner, his family, guests, servants, agents or occupants of his unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.

43. Quick Reference Guide:

This document provides contact information of Board authorized contractors for emergencies and other services that may be required. Other than certain emergency situations that the Corporation has the responsibility to address, the Corporation is not responsible and accepts no liability for any advice or activities that occur when a resident contacts a contractor directly. The guide is posted on our website.

44. Appliance Pickup by the City for a Fee:

Call (905) 791-9499 one week in advance to have large appliances (washer/dryers, stoves, etc.) picked up. Place the items out the day before the pickup date scheduled by the city.

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45. **NSF Cheques – Handling Procedures:**

When a monthly Maintenance Fee cheque is delivered to PCC 122 as NSF (Non-Sufficient Funds) from an owner's banking institution, the following activities will take place:

Notice#1 - NSF Cheque Received:

PCC 122 will contact the owner(s) advising their cheque has been returned as NSF and will attach the NSF cheque and a PCC 122 invoice for the amount of the overdue maintenance fee owing in addition to a mandatory NSF Administration Fee which includes any NSF bank charges. Payment is due to PCC 122 upon receipt of invoice or, at the latest, prior to the end of that current month, by certified cheque or money order. Cash is not accepted. Failure to do so will result in a notice to you that lien proceedings will be initiated. Should it be necessary to register a lien against the unit all charges, including an additional Lien Administration Fee and substantial legal fees associated with the processing of such lien will be charged to the unit owner(s).

Notice#2 – Potential Lien:

Should payment not be received by the end of the month as stipulated in Notice #1, PCC 122 will contact the owner(s) advising that full payment has not been received by the due date. Therefore, payment must be received by PCC 122 within 10 days or the Corporation will proceed to have our lawyer register a lien against the owner(s)' unit. Once lien proceedings are initiated the cost to the unit owner(s) will include the additional Lien Administration Fee and all expenses and legal fees associated with the processing of such lien will be charged to the unit owner(s).

Notice#3 – Notice of Lien to Owner & Form 14:

Should payment not be received within the 10 days as stipulated in Notice #2, PCC 122 will contact the owner(s) by sending Notice #3 with Form 14 attached advising that full payment has not been received and that our lawyer has been instructed to register a lien against the owner(s)' unit under the Condominium Act, Subsection 85 (4). Payment of all debts and penalties is required by PCC 122 within 10 days after the date on Form 14 or lien registration proceedings will be initiated by our lawyer. Once a lien is registered all communication from the owner is handled by our lawyer. Should the lien not be discharged by the owner(s) our lawyer can take the matter to Power of Sale.

46. **Condominium Organizations:**

The following organizations have been established to improve condominium living by providing services and resources for condo owners, residents, directors, site/property managers and condominium property management companies.

The Condominium Authority of Ontario (CAO):

The Condominium Authority of Ontario is designated under the Condominium Act, 1998. All condos are regulated by the CAO and must adhere to their rules, regulations and requirements.

<https://www.condoauthorityontario.ca/en-US/about-cao/>

The Condominium Authority Tribunal (CAT):

The Condominium Authority Tribunal is an online dispute resolution service.

www.condoauthorityontario.ca/tribunal/

The Canadian Condominium Institute (CCI):

The Canadian Condominium Institute leads the National condominium industry by providing education, information, awareness and access to expertise by and for its members.

<https://ccitoronto.org/>

CCI Toronto Condo Convos: CCI Toronto provides casual video conversations featuring condo experts from various fields speaking about topics of interest to the condominium community. Through the sharing of interesting, thought provoking, yet entertaining information their intention is to spread awareness and to stimulate conversation with the viewer. For more about Condo Convos visit www.condoconvos.ca.

CCI Toronto Condovoice Magazine: Condovoice Magazine is published four times per year – spring, summer, winter, fall, providing education, information, awareness and access to expertise by and for their members. <https://ccitoronto.org/condovoice/condovoice-library>.

The Condominium Management Regulatory Authority of Ontario (CMRAO):

The CMRAO is a regulatory body created through provincial legislation. Their oversight protects consumers, strengthens the profession and gives condo owners the confidence in the people and companies that manage their important investment.

<https://www.cmrao.ca/en-US/licensing/licences/education-requirements/>

The Association of Condominium Managers of Ontario (ACMO):

The Association of Condominium Managers of Ontario was formed in 1977 to represent the collective aims of all condominium managers. ACMO's Mission is to enhance the condominium management profession in Ontario by advancing the quality performance of Condominium property managers and management companies.

<https://www.acmo.org/>

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