

The Blue Book

LIFE AT THE HALCYON



C.C.C. N° 89

<https://thehalcyon.ca/>

1195 Richmond Road, Ottawa, ON, K2B 8E4

Fifth Edition March 25, 2021

Revised August 31, 2023

INDEX

TOPIC	PAGE	TOPIC	PAGE
Absences	9	Condominium Law	4
AGM (see Annual General Meeting)	6	Corridors	15
Airbnb	9	Declaration	15
Amenities	9	Decorations (of the Common Elements)	16
Animals (see Pets)	37	Deliveries and pick-ups (see also Moving In or Out& Service Elevator)	16
Annual General Meeting	6	Demolition Bin	17
Asbestos (see also Appendix 4)	9	Director's Liability	17
Audio/Visual System (see also Appendix 8, Party Room Reservation)	10	Disposal of large, bulky items	17
Balconies	10	Dogs (see Pets)	37
Barbecues (see also Amenities)	11	Doors (see Exit Doors and Unit Doors)	22 & 49
Bath tubs (see Appendix 11)		Door Drops	19
Bicycles	12	Donations and Gifts to the Corporation	18
Board of Directors	6	Elevators (see also Moving & Renovations)	19
Budgets	7	Emergency (see the Red Book, Building Emergency and Medical Emergency)	1
Building Emergencies	1	Energy conservation	20
Bulletin boards	12	Enforcement	21
Cameras- Surveillance (see Surveillance, Video Cameras)	47	Entry Board	21
Cannabis/marijuana (see Smoking)	44	Entrance door (see Unit Doors)	49
Cars	12	Entry into unit (see Right of Entry)	41
Car wash bay	13	Estate Sales	22
Carts (see Shopping Carts)	44	Exclusive use common elements (see Common Elements)	14
Cat litter (see Pets & Plumbing)	37 & 38	Exercise room	22
Cats (see Pets)	37	Exit doors (see also Grounds)	27
Changes (see Renovations & Appendix 11)	41	Fans (see Kitchen Fans)	31
Christmas Trees and Holiday Decorations	13	Fees schedule	2
Clubs (see Social Activities)	45	Finances	7
Committees	6 & 14	Fire (see also the Red Book)	23
Common elements	14	Fire alarm (in units)	23
Complaints (see also Requests)	14	Fire alarm pull stations (in corridors)	23
Conservation (see Energy Conservation)		Fire extinguishers	23
Condominium Act	4 & 15	Fire safety plan	24
Condominium Authority of Ontario	4	Flags (see Balconies)	11
Condominium Fees (see also Appendix 2)	7	Flammable liquid (see Recycling)	40
Condominium Governance	4		

Floods (see also Insurance)	25	Pest Control (see also Appendix 9)	36
Flooring (see also Renovations)	25	Pets (see also Appendix 10)	36
Fridge (see Renovations)	67	Plumbing	36
Garage	25	Pool (see Swimming Pool)	47
Garbage (see also Recycling)	26	Power Failures	38
Grounds	27	Property Managers	38
Guest Suite (see also Appendix 7)	28	Private locker (see Locker & Keys)	32
Holiday decorations (see Christmas Trees and Holiday Decorations)	13	Publication of the Blue Book	3
Harassment Policy	29	Pull stations (see Fire)	23
Hoarding	29	Purpose of the Blue Book	3
Insects (see Pests & Appendix 9)		Recycling (see also Garbage)	40
Insurance (see also Floods)	29	Red Book (see Introduction)	3
Keys (see also Unit Doors & Lockers)	30	Refrigerator (see Appendix 11)	
Kitchen fan	30	Renovations (see also Appendix 11)	40
Kitchen and Grease Fires (see Fire)		Requests (see also Complaints)	40
Kitchen sinks (see also Plumbing)	30	Right of Entry (into Units)	41
Laundry Room	30	Safety & Security	42
Library	31	Saunas	43
Lien upon default	8	Service elevators (see Elevators)	
Lobby	31	Shopping carts	43
Lobby Telephone	31	Short-term rental (see Safety & Security and Tenants)	42 & 48
Lockers	31	Sink (see Plumbing)	37
Mail Box Keys	2	Smoke & Carbon Monoxide Detectors	43
Mail	32	Smoking	44
Maintenance – Inside your Unit	33	Social Activities	44
Management (see also Property Managers)	1 & 39	Soliciting	44
Marijuana/Cannabis (see Smoking)	44	Staff (see also Office and Staff)	2 & 45
Medical Emergencies	1	Standard Unit (see also Appendix 14)	46
Modifications (see Renovations)	41	Surveillance, Video Cameras	46
Moving in or out (see also Elevators)	34	Swimming Pool	46
Multi-Lock	35	Tenants (see also Appendix 15)	47
Noise	35	Toilets (see Plumbing)	37
Office and Staff	2 & 46	Unit doors	48
Outdoor lights (see also Christmas Trees & Balconies)	10 & 13	Visitors' parking (see Cars)	13
Owners Information Form	58	Waste (see Garbage & Recycling)	26 & 40
Parking (see Garage)	25	Web site of the Corporation	3
Party Room (see also Appendix 8)	36	Windows	49
Personal Information	36	Windscreens	50
		Workshop	50

MANAGEMENT¹

Reid Property Management
18-1010 Polytek Street
Ottawa, ON, K1J 9J1
(613) 738-4646
www.reidmanagement.com

PROPERTY MANAGERS

Fran Graf ACCI, FCCI, OLCM, OLCMP
(613) 738-4646 ext. 1
fgraf@reidmanagement.com

Jessica Ansah OLCM-L
(613) 738-4646 ext. 4
jansah@reidmanagement.com

Emma Essien, Assistant
(613) 738-4545 ext. 9

BUILDING EMERGENCY

Fire: call 911

Other emergencies including flood, blocked drain, malfunctioning toilet, no power, etc.

(613) 234-4449 – Answering service will direct your call.

All other maintenance issues should be reported to management or to the Office answering machine at (613) 829-7824.

MEDICAL EMERGENCY

Owners who live alone should provide spare unit keys to a friend in the building. In a medical emergency, call 911 first, and then call your friend and ask them to unlock your door.

¹ See also "Property Managers"

OFFICE AND STAFF

Office telephone: (613) 829-7824 email halcyon1195@gmail.com
 Superintendent: Jim Ladouceur
 Hours of work: Monday to Friday: 8:00a.m. to 5:00 p.m.
 Saturday/Sunday: 8:00a.m. to 12:00 noon

To communicate with the staff, send an email, drop a note or the appropriate form (see appendices) through the mail slot of the office door or leave a voice message on the office telephone answering machine. You can expect a response within one or two business days.

Even though the Superintendent resides in the building, owners are asked to respect his privacy and not knock on his unit door.

The staff works for the Corporation and are not allowed to perform personal tasks for owners while on duty. Owners are asked to respect this directive

FEE SCHEDULE

Commercial Washers/Dryers: \$ 4.00 for each
Guest Suite: \$ 70.00 for the first night, \$35.00 subsequent nights (maximum 3 nights). **This amount is refundable if cancelled at least 5 days prior to the reservation date** (for more details see Appendix7: Guest Suite Policy).
Keys
 Additional FOBs \$ 30.00 non-refundable
 Bicycle room \$ 30.00 refundable
 Common elements Free
 Mailbox² Owner's responsibility
Mailbox lock \$ 70.00 (if you lose all your mailbox keys)³
Party Room: \$50.00 per event. **This amount is refundable if cancelled at least 5 days prior to the reservation date** (for more details see Appendix 8: Party Room Rental form)
Fob/Garage Door Opener: \$ 70.00 purchase or replacement due to other than a technical malfunction. Non-refundable
Fob Batteries: no charge
Workshop Locker: \$ 15.00/ year subject to availability

²Mailbox keys are not available at all hardware stores or all locksmiths. They are available at

(a) First Choice Locksmith, 1163 Wellington St W. Ottawa, ON, K1Y2Y9, 613 729 2929

(b) Canadian Tire, 1660 Carling Ave., Ottawa, ON, K2A 1C5, 613 725 3111.

³Be aware that if you lose all your mailbox keys, you will need to have the lock cylinder replaced by a locksmith at a higher cost than simply having a new key cut.

INTRODUCTION

Purpose of the Blue Book

This information manual is produced by the Board of Directors of Carleton Condominium Corporation #89 (CCC#89). Its purpose is to

- provide owners with information about our condominium and our community;
- inform owners about their privileges and responsibilities as contained in the *Condominium Act, 1998* and CCC #89 Declaration, By-Laws and Rules;
- describe our amenities and facilities and provide guidelines on their use;
- give advice on emergency procedures (but it does not take the place of the Red Book: Fire Standards, Safety Guidelines and Emergency Procedures “); and
- list fees and useful telephone numbers.

Please read it carefully as this will hopefully make the Halcyon a more pleasant, more harmonious and safer place to live in.

NB. This manual does not take the place of the Act and CCC #89 Declaration, By-Laws and Rules. =In case of contradiction or conflicting information between this Blue Book and CCC#89 Declaration, By-Laws and Rules the latter take precedence. Similarly, in case of contradiction or conflicting information between this Blue Book and the Act, the latter also takes precedence.

Publication of the Blue Book

This Blue Book is published only in electronic form which is provided upon closing of a unit purchase and is available on the Corporation website. Paper copies of the Blue Book are available upon request to the Superintendent.

Owners and Residents, Gender and Number

In the Blue Book, the term “owner” refers indiscriminately to owners or residents. “Owner” includes the owner or any person occupying the unit with the owner’s approval, including members of the owner’s family, his tenants and his guests.

The use of the masculine is deemed to refer to the feminine and the use of the singular to the plural and vice-versa whenever the context so requires.

To save space and/or avoid repetition:

- The word “please” is not used throughout this manual but is implied with every request.
- *Fire Code* means the *Ontario Fire Code*.
- The *Act* means the *Condominium Act, 1998* of the Province of Ontario as amended in 2018,
- Corporation (with a capital C”) means Carleton Condominium Corporation #89 (CCC#89).
- “Declaration”, “By-Laws” and “Rules” mean the Declaration, the By-Laws, and the Rules of Carleton Condominium Corporation #89 (the Documentation).

- Office (with a capital “O”) means the office of the Corporation on the ground floor near the mailroom.
- The Red Book means “The Red Book: Fire Standards, Safety Guidelines and Emergency Procedures”.
- P.M. means the Property Manager.
- Staff means the Superintendent and the Assistant Superintendent.

Condominium Governance

Condominium Law

In Ontario, all condominium corporations are subject to the provisions of the *Condominium Act, 1998* as amended. Publication Ontario no longer prints the *Act* or the *Regulations*. An electronic copy is accessible on line through Access Ontario, *elaws* or by going to

<https://www.ontario.ca/laws/statute/98c19>.

The Condominium Authority of Ontario website at

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

is also a valuable resource.

The *Act* was substantially amended under the *Protecting Condominium Owners Act (2015)* legislation which came into force at the end of 2017. The new regulations introduced a number of changes including:

Creation of the *Condominium Authority of Ontario (CAO)* to perform five functions:

1. Establish and maintain registry of Condominium Corporations and their directors;
2. Provide mandatory training for directors and owners;
3. Provide a centralized source of information for owners and condominium corporations;
4. Provide special resources;
5. Administer the online dispute resolution service through the Condominium Authority Tribunal (CAT).

The CAO is funded by fees collected from all condominiums: \$1.00 per unit, per month.

Directors training is available through the website for free. The certificate obtained by completing the training is valid for seven years.

The new legislation also included the *Condominium Management Services Act, 2015 (CMSA)* which requires condominium managers to be licensed. Management licensing brought in a range of new obligations on managers including: mandatory licensing and ongoing training, code of ethics, records management, police checks and other requirements.

Another major part of the legislation is the range of mandatory *information certificates* to owners including:

1. ***Periodic Information Certificates (PIC's)*** which are issued after the first and third quarters of the fiscal year include:
 - General information, contact information;
 - Number of leased units, insurance and deductible information;
 - Financial Status including Reserve Fund balance, and anticipated surplus or deficit in the operating fund if any;
 - Other information required by By-Laws.
2. ***Information Certificate Updates(ICU)*** which includes a list of information and are issued within 30 days of a change such as new insurance policy, change of directors and other matters.
 - Corporation's or Manager's address for service;
 - New Officers or Directors;
 - Insurance deductibles changes or policy termination;
 - An ICU needs to be sent within 5 days of losing board quorum (for CCC#89 the Board quorum is three Directors) –then state number of vacancies, ask potential candidates to notify the Corporation in writing
 - Include any other items required by By-Laws.
3. ***New Owner Information Certificate (NOIC)*** will need to be sent to all new owners within 30 days of notice of the purchase of their unit.
 - Goes to new owners within 30 days of notifying corporation of their ownership;
 - Include most recent PIC and ICU;
 - Include any other materials required by By-Laws.

Other important requirements include a range of mandatory forms such as Pre-Notices and Notices for the Annual General Meeting; proxy forms, and request forms for condominium records.

To limit the cost of printing and handling these documents, owners should request that documents be sent to them by email. A Consent for Electronic Communications (Appendix 1) form is available on request.

Under the provisions of the *Act* and the amendments noted above, CCC No. 89 Declaration and By-Laws which establish the conditions under which the Corporation operates, have been registered and can only be changed by a vote of owners at a duly authorized meeting. The Board of Directors can also enact Rules from time to time to regulate the day-to-day operation of the Corporation. Rules are subject to review by owners⁴.

⁴ See Section 58 of the Act.

Board of Directors

email halcyon.board@gmail.com

Directors. Condominium corporations are governed by Boards of Directors.⁵ CCC#89 Board of Directors comprises five directors,⁶ each elected for a renewable period of three (3) years by the owners at the Corporation Annual General Meeting (AGM) or, in case of vacancy, appointed by the Board until the next AGM⁷. A director must be either an owner, the spouse of an owner, a co-owner, the nominee of a limited company, which is an owner or a co-owner⁸.

Officers. Condominium corporations shall have a president that the directors elect among themselves. Also, they shall have a secretary one or more vice presidents and a treasurer (Declaration page 42) that the directors elect or appoint⁹. Directors may appoint or elect other officers¹⁰ either among themselves or among the owners. With the exception of the President of the Board, who must be a director, officers may or may not be directors. An officer may be appointed to be such as the terms of their engagement calls for or the Board requires of them (Declaration page 44).

Committees. The Board of Directors may also appoint committees and/or assistants, as it deems necessary or desirable. These committees and assistants report to the Board.

Minutes. Paper copies of the minutes of meetings of the Board of Directors are available upon request.

Annual General Meeting (AGM)

The Board must hold a meeting of owners within six months of the end of each fiscal year¹¹. CCC #89 usually holds its AGM in May.

The purpose of the AGM is:

- to present the Auditor's report;
- to elect directors;
- to present reports of the various committees;
- to answer questions from owners.

⁵ Sections 27 to 35 of the *Act*.

⁶ By-Law 1 Article III (6).

⁷ Section 34(2) of the *Act*.

⁸ By-Law I Article III (7) (a).

⁹ Section 36(1) and 36(2) of the *Act*.

¹⁰ Section 36(2)(c) of the *Act*.

¹¹ Section 45 (2) of the *Act*.

Finance

Fiscal Year

The Corporation fiscal year “ends on the last day of December”¹². Consequently, its fiscal year commences on January 1st.

Budgets

*“At least 30 days before the start of each fiscal year of the corporation the Board shall prepare a budget for the ensuing fiscal year that covers the corporation’s general and reserve fund accounts ... ”*¹³

Budgets of condominium corporations comprise three parts:

- Revenues made up of condominium fees paid by each owner and proceeds from rental of the guest suite and the party room, use of commercial washer/dryer, etc.
- Operating expenditures.
- Contribution to the reserve fund.

Budgets serve:

- To forecast and control the corporation operating expenditures, and
- To calculate the condominium fees levied from owners.

Preparation and approval. For CCC#89, starting in September, the Treasurer and the P.M. prepare a budget to be approved by the Board. The Board usually approves the proposed budget in late October. Once approved, within 15 days¹⁴, “the Board shall provide a notice to the owners ... containing a copy of the budget”.

Budget Meeting. Once the budget has been approved by the Board and a copy has been distributed to the owners, the Board calls a meeting of owners to present it and answer questions about the budget.

Note that the *Act* does not require condominium boards to obtain the approval of the budget by the owners.

Condominium Fees¹⁵

The percentage of contribution to the common expenses used to calculate the fees is specified in Schedule D of CCC #89 Declaration. To each unit with an additional parking space 0.0525% is added to the contribution.

Condominium fees are payable in two ways:

¹²By-Law Number 1, Article II (3).

¹³Section 83.1 (4) of the *Act*.

¹⁴Section 83.1 (5) of the *Act*.

¹⁵Section 84 of the *Act*.

- twelve post-dated cheques, or
- automatic withdrawal from your bank account (see Pre-Approved Payment Plan form, Appendix2).

Lien upon default¹⁶

The Corporation has a lien on any unit in arrears and all legal costs ensuing from default will be borne by the owner of the unit.

A

Absences

Should you be absent from your unit for several days, ask someone to check it while you are away. Failure to do this can result in your home insurance becoming void. Check your insurance policy or contact your broker to find out exactly what steps are required to maintain your coverage during your absence; the rules that regulate this obligation can vary between companies.

In addition, fill out the Keeping in Touch form (Appendix3) and give it to the Superintendent.

Airbnb (see Tenant Occupied Units)

Amenities

The following is a list of amenities available for the enjoyment, comfort and convenience of owners:

- **Barbecues.** Barbecue (propane) on swimming pool deck. A second barbecue is available outside the Party Room for use with a Party Room rental.
- **Bicycle Room** (locked) for bicycle storage.
- **Car Wash Bay.**
- **Card Room.**
- **Exercise Room.**
- **Garage** (heated).
- **Gardens.** Large gardens with tree shade, flower beds, herb garden, patio and garden furniture.
- **Guest Suite** with fully equipped kitchen.
- **Laundry Room** with a large commercial washer and dryer.
- **Lockers** (one per unit) for storage in the basement.
- **Lounge/Library** with electric fireplace.
- **Meeting Room** – when not used by the Board.
- **Party Room.** Banquet size party room with fully equipped kitchen, AV system with pull-down screen, projector and surround sound.

¹⁶Section 85 of the *Act*.

- **Saunas.** Ladies and men's saunas with washrooms and showers.
- **Swimming Pool.** Heated outdoor swimming pool with sun deck and lounge chairs and patio table.
- **Workshop** with power tools and tool lockers.

See the section pertaining to each amenity for the rules regulating the use of these amenities.

Asbestos (see Renovations)

At the Board's request, In Air Environmental Ltd. carried out an investigation about the presence of asbestos in our building. In January 2015, as a result of this investigation, InAir Environmental Ltd. wrote a report entitled Designated Substance Survey (DSS) and an Asbestos Management Plan (AMP). Upon reasonable notice to the Board or the Property Manager and upon payment of a small copying charge, owners can request a copy of both reports.

In summary, InAir Environmental Ltd. advised that the asbestos does not represent a health risk as long as they remain in good condition and are not disturbed. However, if the areas containing asbestos will be disturbed (for instance during repair, maintenance work or renovations), owners must respect the Rule passed by the Board on November 12, 2015 (see Appendix 4).

Audio Visual (AV) system

The system includes a projector, surround sound and a pull-down screen. It is available during official functions and functions organised by the Social Committee and by Owners who rent the Party Room provided arrangements are made with the Superintendent.

B

Balconies (see also Common Elements)

The balconies are part of the common elements for which you have "exclusive use",¹⁷ the Board of Directors is therefore responsible for regulating balcony use, maintenance and repairs. In general, no additions or modifications to any part of the balconies - except those already specified in this section - are allowed without prior approval from the Board. Failure to respect these regulations may result in owner having to remove the additions or modifications.

- **Animals.** Do not feed pigeons, other birds or squirrels; they leave a mess behind and are a health hazard. Squirrels visit Halcyon balconies but quickly leave when no food is found. If you have a persistent problem with squirrels or pigeons on your balcony, advise the Superintendent who will contact our pest control contractor to correct the problem.
- **Antennae.** You must not install an antenna, satellite dish or similar structure without the written consent of the Board¹⁸.

¹⁷ Declaration, Part III, Section 2 (a).

¹⁸ Rules and Regulations, Section B (7).

- **Awnings.** No awnings are permitted on balconies¹⁹.
- **Barbecue (propane).** The use of propane barbecues on balconies is strictly prohibited by the *Fire Code*.
- **Barbecue (electric).** The use of electric barbecues is permitted on balconies.
- **Ceiling.** The balcony ceiling must remain unchanged and painted white.
- **Chimes.** No wind chimes or other noise-making devices are permitted (see Noise).
- **Christmas lights** must be securely installed and are permitted from Dec. 1st to Jan. 15th.²⁰
- **Cleaning.** The balcony MUST NOT be cleaned with liquids that will drip onto the lower level balconies. Balconies may be cleaned using a biodegradable soap with water and manually scrubbing the surface using a brush. A green product called *Nature Clean* floor cleaner does not require rinsing and is available in many area big box stores.
- **Drilling.** You are not allowed to drill into the concrete (ceiling, walls and floor).
- **Flags.** Canada Day celebrations: owners are permitted to have Canadian flags on their balcony from June 25th through to and including July 3rd.
- **Floor.** You must consult with the Board of Directors and receive approval before gluing-down any material (carpet, wood, tiles, etc.) on the balcony floor or walls. The reason for this is avoid damaging the membrane that protects the cement floor. Owners who damage this membrane will be required to pay for the repairs.
- **Fuel.** The storage of gases or fuel (propane, gasoline, etc.) is strictly prohibited by the *Fire Code*.
- **Furniture.** Patio furniture, plants and small gardening tools can be stored or kept on balconies.
- **Objects.** No items (laundry, towels, planters, etc.) are to be placed on top of or projecting beyond the balcony railing or are permitted to exceed the level of the balcony railing (e.g. storage shed); patio umbrellas are the exception. Secure lightweight or loose items including Christmas lights (see Christmas Trees and Holiday Decorations).
- **Painting your balcony.** You may paint your balcony concrete walls, only in a permitted colour range. Sample colours are beside the mailboxes. If you wish to paint the metal parts of the balcony (i.e. railings, window frames and wall panels), the colour must remain dark brown. A sample is beside the mailboxes.
- **Plants.** Use caution when watering plants so that no water drips on the lower-level balconies.
- **Screens.** Glass windcreens that meet with the building's specifications were permitted at one time. Based on engineer's recommendation, effective January 1, 2023, these are no longer permitted. The units with a existing windscreen are grandfathered and do not have to be removed. Privacy screens are permitted only on balconies of second and third floor units.
- **Signs.** No sign, advertisement, notice, or decoration is permitted on balconies or on the

¹⁹Rules and Regulations, Section B (3).

²⁰see Christmas Trees and Holiday Decorations.

windows without the prior written consent of the Board²¹.

- **Storage.** The balcony must not be used as a storage place for items such as bicycle, boxes, storage sheds, tires, etc.
- **Walls** (see floor).

Barbecues

- **Electric Barbecues.** The use of electric barbecues is permitted on balconies.
- **Propane Barbecues.** The use of propane barbecues on balconies is strictly prohibited by the *Fire Code*.
- **Condominium Barbecues.** Owners can use the condominium propane barbecue located on the swimming pool deck. A second propane barbecue is located outside the Party Room for use when renting the Party Room.
- **Cleaning.** The staff are not responsible for cleaning the barbecues. A barbecue brush is provided and must be used to clean the barbecue after each use. Use only a non-metal brush.
- Ensure the gas is turned off after each use.
- Advise staff if the gas is running low or has run out.

Bicycles

A locked bicycle room with bicycle racks is located on the B1 level. The key to the bike room does not open in any other door.

- Each bicycle rack is allocated to one bicycle owner. Store your bicycle on the rack allocated to you.
- See the Superintendent if you need a rack and a key to this room. A refundable deposit²² is required for each key.

An additional multi-bicycle rack is provided at the far end of the B2 garage. Bicycles may also be stored in your garage parking space but must not be secured to any pillars, pipes, etc. Bicycles, including fold-up or collapsible bicycles, are not permitted in the lobby, in the elevators, on your balconies or the corridors except for the B1 corridor. Visitor bicycle racks are also located on the sidewalk in front of the building. They may be used by owners only for a short period. The Corporation assumes no responsibility for loss or damage to bicycles.

Bulletin Boards

There are three locked bulletin boards located beside the elevators on B1 and B2 and in front of the Office on the main floor. These are for the use of the Board of Directors and Management, and for notices and announcements from the Social Committee.

Owners can post notices on the community bulletin board located beside the Office. These notices must be dated and removed after two weeks. Notices that are not dated will be removed. Business

²¹ Rules and Regulations, Section B (2).

²² see the Fee Schedule at the front of this manual.

cards of companies you recommend can be posted on the smaller board.

C

Cars

- **Lock your car** when it is parked.
- **Fob/Garage Door Opener:** Do not leave your fob/garage door opener in your car, this facilitates theft or vandalism.
- **Vehicles parked in the garage must be movable** upon reasonable notice.
- **Fire lanes:** The two lanes at the front of the entrance door under the canopy are fire lanes. Do not leave any vehicle unattended in these lanes. Parking in this area with the engine turned off and the driver at the wheel is permitted for very brief periods only.
- **Visitors Parking (outdoors):**
 - Owners must not park in the visitor parking except for a short period of time (two hours maximum).
 - Owners must not park overnight in the visitor parking.
 - Visitors must park their vehicles in the visitor parking only unless the owner they are visiting has an empty spot in the garage (see also Guest Suite Policy at Appendix 7).
 - Visitor parking is monitored 24/7 by Carleton Parking. Cars parked overnight must be registered as set out in the signage; if not, they will be ticketed. Tickets may also be issued for incorrect parking (i.e. parking outside the yellow lines).
 - Living in RVs - even temporarily - in the visitor parking area is not permitted.
- **Violations:** Vehicles violating these rules may be ticketed and/or towed at the owner's risk and expense.

Car Wash Bay

A car wash bay, with hot and cold water, is located in the B1 garage. The bay is for the use of owners only.

- **Repairs.** The bay must not be used for vehicle repairs²³.
- **Hot water** must not be used to wash or rinse a vehicle; the hot water is provided only to mix soap and hot water in a bucket.
- **Leave the area clean** for the next user. Sweep and wash down the floor towards the drain when finished.
- **Shut the water off**, release pressure in the hose by opening the nozzle and coil the hose neatly.
- **Trash barrel.** Place debris in the trash barrel provided.
- **Turn off the lights** when you leave.

²³ CCC#89 Rules and Regulations, Section B (6).

- **Unattended car.** A car may be left unattended in the bay for only a short time (e.g. to get washing implements).
- **Parking in the bay** is prohibited. Any car parked in the bay may be towed away at the owner's risk and expense.

Christmas Trees and Holiday Decorations (see also Decorating, the Red Book and Energy Conservation)

- For fire safety reasons, no natural Christmas trees are permitted in the building.
- Decorations that are plugged-in (including trees and wreaths) should bear the approval labels of CSA (Canadian Standards Association) or ULC (Underwriters Laboratories of Canada).
- Balcony Christmas lights may be installed and turned on no earlier than December 1st and must be removed by January 15th.
- We recommend that you use LED lights.
- Balcony Christmas lights must be securely installed.
- Turn Christmas tree lights off when retiring for the night or leaving your unit.
- Trees should never be placed near or obstructing a doorway which might be needed as an emergency exit route.
- Decorations made of combustibles such as cotton, paper, untreated cotton balls, etc. burn intensely and must never be used; instead, use non-flammable decorations made of metal, glass or fire-retardant materials.
- Open flame objects should be used with extreme caution and only when the room is occupied.
- Door wreaths must be fire retardant. No natural wreaths are permitted.

Committees

The following committees assist the Board of Directors in the running of the Corporation:

- Garden Committee
- Library Committee
- Recycle Committee
- Social Committee.
- Welcoming Committee.
- Workshop Committee.

Owners are encouraged to join a committee thus contributing to the good operation of the property and the social life of our community. If you are interested in joining a committee, contact a Director or the committee chair.

Common Elements²⁴

Common elements are all parts of the property other than the units²⁵. They are those parts of property held in undivided co-ownership by all owners. Examples of common elements are:

- the corridors, the garage, the swimming pool, the elevators, the grounds, etc.;
- all the cables, conduits, pipes, machinery, electrical and security systems, hot water system, boilers, etc. that serve more than one unit.

Exclusive-use common elements are those parts of the property only the owner of a unit may use or may access. The most obvious are balconies, windows, front door, lockers and parking spaces.

Maintenance, repairs and replacement of the exclusive-use common elements are the responsibility of the Corporation and the cost is paid by your condo fees. Exclusive-use common elements may not be repaired, replaced, or tampered with by owners.

Complaints

Make your complaint in writing on the Questions/Suggestions to the Board form at Appendix 5 or on normal sized paper (small notes can be misplaced) and deposit into the Office mail slot.

Complaints to the attention of the Superintendent may be left on the office answering machine.

- If the matter is urgent, call the P.M. or the emergency phone numbers. All are listed at the beginning of this Blue Book.
- Do not call or email a director. It is the P.M.'s duty to respond to complaints.
- If you do not receive a reply after a reasonable time, you may address your complaint to: The President, Board of Directors, CCC#89 and deposit it into the Office mail slot.

Condominium Act of Ontario, 1998

The current *Condominium Act, 1998* came into force on May 5, 2001 and was extensively amended in 2015. It regulates the development, registration and running of condominium corporations within the Province. The *Act* and the associated *Regulations* can be found at

<https://www.ontario.ca/laws/statute/98c19>

The *Act* and the *Regulations* are no longer available in printed form.

²⁴CCC#89 Declaration, Part I, 4(a)(b), Part III, Part V1(2).

²⁵The *Act*, Part I, section 1.

Corridors

Do not leave carts, shopping bags, shoes, door mats, etc. in the corridors. They could be dangerous impediments to owners trying to evacuate the building in case of fire and, for this reason, contravenes the *Fire Code*. They also pose a hazard to visually impaired owners.

D

Declaration²⁶

The Declaration of a condominium corporation is comparable to the constitution of a country or a state; it is a set of fundamental principles and rules according to which a condominium corporation is governed. It is based on the *Act* and, for example, provides information regarding unit boundaries, what constitutes common expenses, the share of common expenses for each unit, the respective responsibility of the corporation and the owners for maintenance and repairs, the role and responsibility of the Board of Directors, which common elements are “exclusive-use common elements” and how recreational facilities are to be used, etc.

Our Declaration is specific to CCC#89 and was written in 1976 by Urbandale’s legal counsel.

Therefore, it was Urbandale that, for instance, decided what are “exclusive-use common elements”, what is the “standard unit”, the share of common expenses for each unit, etc.

The *Act* makes it extremely difficult to change the Declaration; depending on the issue, 80% or 90% of all owners must consent to the change in writing.²⁷

Decorations (of the Common Elements)

Decisions on how, when, where and what materials are used for decorations of the common elements falls under the sole discretion of the Social Committee, as delegated by the Board of Directors. Your ideas or suggestions should be directed to that committee.

Deliveries and Pick-ups²⁸ (see also Elevators-Service and Moving in or out)

Deliveries of large items²⁹ (furniture, appliances, rugs, mattresses, etc.) as well as any construction materials MUST be made through the B1 garage level.

- Moving and deliveries of large items through the front door is strictly prohibited as it may damage the doors³⁰.
- Do not commit to a date and time until you check with the Office at least 48 hours in advance. If it is already booked by another owner or contractor or if staff have other

²⁶See section 7 of the *Act* for further information on the Declaration.

²⁷*The Act*, Section 107 (2d) and (2e).

²⁸CCC#89 Rules and Regulations, Section A(3).

²⁹A “large item” is defined as anything that cannot be carried in the arms of a person.

³⁰This has happened before on several occasions. As there are several CCTV cameras in the lobby and near the front entrance it is easy to determine who damaged the door(s). The owner found responsible for the damage will be charged for the cost of repairing it.

commitments, your request may be refused even if the truck is already here.

- Advise the Superintendent of the type of delivery or removal so that he can decide whether he will need to put the # 2 elevator on service and whether the elevator blankets will be required.
- Owners or their representative must meet the delivery people at the B1 garage doors to allow them access into the building.
- Arrange with your supplier to have the delivery made between 8:00 a.m. and 4:00 p.m.³¹ Monday to Friday or between 8:00 a.m. and noon³² on Saturdays. No deliveries or pick-ups of large items are permitted on statutory holidays, on Sundays or on Saturday afternoons (see below).
- An owner may arrange in advance with the Superintendent for deliveries and pick-ups to be made outside of the aforementioned days and time provided they agree to pay staff overtime and other associated costs.
- Owners must inform drivers that trucks are not allowed on the ramp unless authorized by the Superintendent. The reason for this is that some trucks may damage the ramp when backing up. Consequently, it is up to the Superintendent to decide if and how a truck, based on its size, can be driven on the ramp and in which direction, frontwards or backwards. If the Superintendent decides that a truck cannot be driven on the ramp, it must remain on the parking lot.
- A 24-hour security camera system is in place and doors to the building are monitored.
- Do not leave an open building door (including garage doors) unattended.
- If these rules are not followed:
 - unscheduled deliveries or pick up of large items may be refused;
 - any damage to the ramp, the doors, the elevators, etc. will be charged to the responsible owner;
 - overtime staff hours will also be charged to the responsible owner.

Demolition Bin, Large Dolly and Contractors Shopping Carts

A locked demolition bin and a locked large dolly as well as locked shopping carts are available to contractors for moving equipment, construction material and debris between their vehicle and the unit they are working in or to remove these items back to their vehicle. They must not be removed from the property. Contact the Superintendent to get the bin or the dolly unlocked. The shopping carts can be unlocked with your common element key.

Other shopping carts in B1 and B2 are for the exclusive use of owners and are not to be used for moving construction material, tools and debris.

Director's Liability

Directors and Officers of the Board cannot be found liable for a breach of duty in making decisions if they, honestly and in good faith, relied upon the report or opinion provided by a

³¹ Deliveries must be finished at 4:00 p.m.

³² Deliveries must be finished at noon.

professional (auditor, accountant, property manager, lawyer, engineer, appraiser, etc.) whose profession lends credibility to the report or opinion³³. Therefore, well-meaning advice or opinion from owners cannot always be accepted by Board members without the risk of being held personally liable.

Disposal of Large, Bulky Items (see also Elevators – Service)

Disposal of large, bulky items such as sofas, mattresses, box springs, carpets, furniture, lamps, appliances, construction material, etc. is the responsibility of the owner. These items must not be left at the door of the garbage rooms, either the garbage rooms located on each floor or on the B1 level. They must not be left in the recycling area either.

- Do not ask the Superintendent or Assistant Superintendent for assistance to dispose of these items as this is not their responsibility. Some items should be dismantled before being disposed of.
- There are however a number of solutions to help you dispose of the large items, some of them are:
 - suppliers of new appliances or furniture will usually take back the old items. However, if significant or complicated work is required to remove an item (such as a washer/drier), the owner may need to hire a company that specializes in this kind of work;
 - if you are renovating, make sure your contract includes the removal of construction material;
 - do not permit a contractor to dispose of construction material anywhere on the property including the condominium garbage bins, garbage rooms, garbage chutes or recycling bins;
 - make sure your contractor uses the demolition bin and not the shopping carts to bring and remove tools and material (see Demolition Bin and Shopping Carts);
 - if you are doing the work yourself, it is your responsibility to dispose of the construction waste (see Demolition Bin and Shopping Carts). Do not dispose of construction material anywhere on the property including the condominium garbage bins, garbage rooms, garbage chutes or recycling bins;
 - you may be able to leave some large, bulky items at the curb to be picked up by the City of Ottawa. Visit <http://ottawa.ca/en/residents/garbage-and-recycling/hazardous-waste-and-special-items/special-items> or phone 311 for more information;
 - a number of organisations will take back some large items or material (e. g. scrap metal, office chairs, hospital beds). Visit “Take it Back!” partners at: http://app06.ottawa.ca/online_services/recycling/items/49_en.html or phone 311 for more information.

IMPORTANT: The responsibility to dispose of these items is yours.

³³ Section 37 of the Act.

Donations and Gifts to the Corporation

There are two kinds of donations: minor and major.

Minor donations are items estimated worth less than \$500 such as small artwork (e.g. paintings, sculptures, figurines), clocks, chairs, decorations, small exercise equipment, small tools, etc.

Although these donations are appreciated, the Board cannot guarantee they will be used and will decide at their discretion to use them or not. If the Board decide not to use such a gift, they may place them on give-and-take-table in B1. Please do not ask what happened to your donation.

Major donations are gifts estimated worth more than \$500 that would add interesting and attractive features to the property and/or commemorate deceased owners. Such gifts might be tables, benches, water fountains, bird baths, trees, shrubs, large artwork, large exercise equipment, large tool for the workshop, etc.

The prospective donor of such a gift is requested to comply with the following guidelines:

- the gift shall be in good taste, in working order, be appropriate to its proposed surroundings, not constitute a safety hazard and require maintenance at a reasonable cost.

If the gift is a commemorative one:

- the person being commemorated must have been a Halcyon owner;
- if desired, the donor may include an identifying plaque to be affixed to the gift, or adjacent to the gift, on which the person being commemorated is named. The plaque may also include a tasteful message which has been composed or chosen by the donor;
- the prospective donor of a commemorative gift shall first submit to the Board of Directors for its approval:
 - a description of the proposed gift,
 - the proposed wording of the plaque if one is to be included, and
 - the donor's suggested location for the gift.

The Board may request additional information about the proposed gift, may refer the proposal to a member of the Board or to a committee for further study and recommendations. It may, at its sole discretion, accept the proposal, approve the proposal with conditions, or reject the proposed gift.

Upon delivery of any gift which has been approved by the Board of Directors, the donor shall be deemed to have acknowledged that ownership in the gift has passed immediately and irrevocably to CCC#89. The Corporation shall take reasonable steps to maintain the gift, but is not obligated to replace it in the event of loss or repair it if damaged.

Door drops

No door drops or notices shall be taped to any unit door or left on the threshold, except those authorised by management or the Board. This does not include greetings cards, a personal note to the owner or gifts.

No notices shall be posted on any part of the common elements, bulletin board or elevators, except by persons authorised by the Board to do so.

E

Elevators

General

- Our elevators are usually quite busy. Do not hold them up unnecessarily.
- Do not leave shopping carts in the corridors or the elevators as they pose a tripping hazard and contravene the *Fire Code*. (see also Shopping Carts).
- If you have an emergency in the elevator and get stuck, press the emergency help button, not the telephone button. You will be connected to an operator who will ask
 - your address (1195 Richmond Road),
 - what your problem is, and
 - whether you are in elevator number 1 or 2 (the number is visible below the firefighter access panel in the elevator cab).

Service Elevator

- Number 2 elevator is the service elevator; it has a larger door, a larger cabin and a higher ceiling than elevator number 1. It is therefore the only elevator that can be used for transporting large items.
- The smaller number 1 elevator must not be used to transport large items as they may scratch and damage the interior.
- If you are moving, having something delivered or removed, do not commit to a date and time until you check with the Office at least 48 hours in advance – not on the same day. If it is already booked by another owner or contractor or if staff have other commitments, your request may be refused even if the truck is already here.
- The Superintendent will also need to determine whether the elevator blankets will be required to prevent damage.
- If the elevator has been placed on service for you, notify the Superintendent immediately after it is no longer required so he can place it back on regular service.
- Reservation of the service elevator is on a first-come basis.

Energy Conservation

Utility costs are approximately 50% of our operating budget; it is by far our greatest single expenditure. Cooperate with other owners in conserving water and energy, thus keeping our condo fees as low as possible. Here are some suggestions:

- Install a low flow toilet – 4.8 litres to 6 litres maximum. Ensure your supplier is aware that the model you purchase must conform to the requirements of a high-rise.

- Clean the lint filter in your dryer after every load. This cuts drying costs by up to 30%. It is also a fire hazard to not keep these filters clean.
- Change your air conditioner filter on a regular basis and follow the maintenance guidelines for your air conditioning unit to promote trouble-free and efficient operation.
- Use the self-cleaning feature of your oven only for major cleaning jobs. Start the self-cleaning immediately after cooking while the oven is still hot.
- Use or switch your light bulbs and fluorescent tubes to energy efficient ones, such as LEDs.
- Keep lamps and light bulbs clean since dirt can absorb much of the light output.
- Clean your electric baseboard heater interiors with a vacuum at least once per year.
- Use only “Energy Star” appliances.
- Do not leave windows open when heat or air conditioning is on. This is especially important in the winter when pipes can freeze. The owner’s cost to repair this damage can be very high.
- Conserve water, particularly hot water. Preferably use cold water to do your laundry. Do not leave taps running unnecessarily.
- Repair leaking faucets or toilets as soon as possible.
- Turn off lights, appliances, cell phone chargers, fans, taps, etc. in your unit or the common elements such as the laundry room, exercise room, locker storage areas, etc. when not needed or not in use.
- Use LED lights for Christmas decorations, including on the balcony.
- Balcony Christmas lights are permitted no earlier than December 1st and must be removed no later than January 15th.

Enforcement³⁴

The Board hopes all owners will respect the policies, rules and regulations as they are designed to ensure that we can all live in harmony. When you become a condo owner, living in a small community, you voluntarily limit some freedoms you once enjoyed and increase your responsibilities to others.

- Owners must not do anything, permit anything or keep anything that conflicts with the corporation’s insurance,³⁵ the rules or ordinances of the Health authorities or with any federal or provincial statute or municipal by-law³⁶ and the laws relating to fire or with the regulations of the fire department³⁷
- The interpretation, meaning or application of policies, rules and regulations shall be determined by the Board.
- If, in the opinion of the Board, an owner contravenes any policy, rule or regulation such owner may be directed to take remedial action.

³⁴ CCC#89 Rules and Regulations, Section F.

³⁵ CCC#89 Rules and Regulations, Part A, 1(b).

³⁶ CCC#89 Rules and Regulations, Part A, 1(c).

³⁷ CCC#89 Rules and Regulations, Part C, 1.

- The Board has the means to enforce the rules: if, after communications from the Board or the Manager, the owner still does not comply, the Board may ask the Corporation's lawyer to send him a "Cease and Desist" letter. In this case, the legal costs will be charged to the offending owner.
- Any loss, costs or damages incurred by the Corporation by reason of a breach of the policies, rules or regulations by an owner, his family, guests, tenants, agents or occupants of the unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.³⁸
- In extreme cases, the Corporation may take the owner to court.

Entry Board System

The Entry Board provides building entrance communication and entry control. You may use your either your landline or your cell phone (no more than 10 digits) to connect to the Entry Board. The Superintendent enters the applicable phone number and can make any changes requested; i.e. change from home phone to cell phone number.

When a caller places a call from the vestibule to you, your telephone will ring. Just pick up your phone and talk to the caller. To let the visitor in, press the digit "6" on your phone and then hang up. The entrance door will automatically open so your visitor can enter. To refuse entry, simply hang up.

Even when expecting a visitor, be sure you ask the person who he is and make sure you recognize their voice before letting them in. Many petty thieves and vandals will ring several units and then use a familiar response such as "It's me" when an owner answers until somebody lets them in. Don't be this person.

Estate Sales

Owners or their agents may hold estate sales in their units.

- The owner or agent who holds such a sale shall not advertise the sale in the common areas of the building other than by way of the community bulletin board in the mail room area (see Bulletin Boards).
- For security reasons, all non-residents who attend the sale must be accompanied by the owner or agent holding the sale when they are in the common areas of the building.
- All large items³⁹ sold at the estate sale (such as furniture, appliances, rugs, mattresses, etc.) shall be removed from the building through the B1 garage level, never through the lobby. Removal must be between 8:00 a.m. to 4:00 p.m. Monday to Friday or 8:00 a.m. to noon on Saturday.
- These large items may only be removed after booking number 2 elevator with the Superintendent (see Elevators).

³⁸ CCC#89 Rules and Regulations, Section F (3).

³⁹A large item is defined as anything that cannot be carried in the arms of one person.

Exercise Room

The exercise room is located on the ground floor.

- A variety of equipment is available including a treadmill, universal type gym, recumbent bikes, rowing machine, balance balls and free weights.
- The equipment is professionally maintained so do your part to help by using it with care and cleaning up after yourself using the supplied antibacterial products and paper towels.
- Report any damage or wear and tear to the Superintendent.
- If alone or the last person to leave the exercise room, it is your responsibility to shut and lock the window and turn off the lights. (See also Security).
- The use of this room and the equipment is at your own risk. The Corporation is not liable for any injury.

Exit Doors

Exit doors are not alarmed. When entering or exiting the building, ensure the door is tightly closed and do not permit anyone to enter the building with or after you.

F

Fire

Refer to the Red Book for full fire emergency instructions.

Fire Alarm (in units)

A fire alarm signalling device is installed in each unit. This device will alert the occupants when there is a fire alarm in the building. It is also activated once a month to test the building fire alarm system.

- **Warning.** This device does NOT detect smoke, fire or carbon monoxide.
- **Indicator.** When the indicator is green, the device is operating normally. If it turns amber, the device has detected a minor system fault. If the condition persists, contact the Superintendent or the P.M.
- **Indicator/Buzzer/Strobe.** The indicator will turn red, the buzzer will sound, and the strobe will flash if there is a fire alarm in the building or if the building fire alarm system is being tested.
- **Testing the device.** Test the device once a month by pressing the red test button. If, when you do, the buzzer does not sound and the strobe does not flash, report the condition immediately to the Superintendent or the P.M.
- **How to silence the buzzer temporarily during an alarm or a test.** If you press the red test button when the device is in fire alarm, the buzzer will stop buzzing for 10 minutes. However, the strobe will continue flashing.
- **Do not remove, alter, or tamper with this device.** This device is constantly monitored by

building the fire alarm system. If it is removed, altered, or tampered with, the building fire alarm system will be automatically notified, thereby notifying the monitoring company. If you need to relocate the device, it may be unplugged from the electrical outlet for up to 30 seconds before the building fire alarm system is automatically notified. If it cannot be relocated to another outlet within 30 seconds, please contact the Superintendent or the P.M.

Fire Alarm Pull Stations (in corridors)

Each corridor has two pull stations; one outside of the 01 units on the south side of the corridors (staircase B) and the other outside of the 05 units on the north side of the corridors (staircase A). Refer to the Red Book for the locations of other pull stations throughout the building.

Fire Extinguishers

Owners should have at least one medium size fire extinguisher with ABC ratings in their unit.

- There are two large fire extinguishers at both ends in each of the hallways in the glass cabinets.
- For your safety, use fire extinguishers in your unit only if the fire is small and localized.

Kitchen fires or grease fires.

Water should never be used to extinguish grease fires because the water sinks under the oil or the fat and vaporizes instantly, ejecting burning grease into the air causing it to scatter thus spreading the flames.

If grease catches on fire in your kitchen, try to stay calm and do the following:

- **Turn the heat off.** Do not move the pot as you might splash yourself or your kitchen with burning grease.
- **Cover the pot with a metal lid** (not a glass lid as glass will shatter). Fire cannot exist in the absence of oxygen. With the lid on, the fire should quickly consume all the oxygen and put itself out.
- **Pour on baking soda.** Baking soda will extinguish grease fires, but only if they are small. It takes a lot of baking soda to do the job.
- **Spray the pot with a class B fire extinguisher.** This is your last resort, as the chemical in the extinguisher will contaminate your kitchen.
- **Get out.** If the fire gets out of control, get out, close your unit door, **call 911**, yell “fire” and pull on one of the fire alarms located in the corridors.

This said the best safety is prevention.

- Whenever you are heating grease for pan-frying or deep-fat frying, stay in the kitchen. Use a heavy pot with a metal lid and, if you are deep-fat frying, clip a thermometer to the side so you know the temperature of the oil (depending on the oil, the auto-ignition point is between 750°F and 815°F or 400°C and 435°C. Keep an eye on the oil as it is heating. If you see wisps of smoke or smell something acrid, immediately turn off the heat and remove the pot from the burner. The oil will not immediately catch fire once it starts

smoking, but smoke is a danger sign (again, depending on the oil, the smoking point is between 410°F and 450°F or 210°C and 230°C).

- Wear tight-fitting or rolled up sleeves when using the stove. Loose, dangling clothing can easily catch fire. If your clothing catches fire, **stop, do not run, drop to the ground and roll over and over** to put out the fire.
- Keep combustible items such as dishcloths, paper towels and potholders a safe distance from the stove.
- Do not leave coffee makers, irons or other heat producing appliances on for prolonged periods of time.

Fire Safety Plan

This locked red and white metal box is in the lobby and is for the use of emergency responders, it contains all the building's schematics they need. It also contains the list of owners who have completed the Owners Information form (Appendix 6) and cannot, due to a disability, evacuate the building using the stairs in an emergency (mobility, hearing, sight, breathing, etc.).

Floods (see also Insurance)

In case of a flood due to overflowing sinks, tubs, toilets or from broken pipes and hoses, call the property management emergency number **(613) 234-4449**. **DO NOT** contact a Board member.

- If a flood originates in your unit turn off the faucets and/or the valves.
- Soak up as much water as possible with mops, newspapers towels, etc.
- The Superintendent will clean it if he judges it can be done in less than an hour, if not, he will call a flood restoration company.
- Contact your insurance company if you cause or are affected by a flood⁴⁰.

IMPORTANT: Know where your valves are located. Depending on your unit, they are under the sinks, behind the stove, behind the toilets, in the bathroom vanity, or on top of the washer/dryer. If you cannot find them, ask the Superintendent to show you where they are.

Flooring (see also Renovations)

Many owners replace carpet with laminate, hardwood or tile flooring.

- Before proceeding, all requests must be submitted in writing to the Board.
- Flooring installed in a unit must have a proper underlay to ensure soundproofing for the unit below. To ensure the proper underlay is purchased, advise your supplier that you live in a high-rise building; that the installation is covering a concrete slab separating the units and that, once installed, the flooring, the underlay and the concrete slab should have a minimum Field Sound Transmission Class (FSTC)⁴¹ rating of at least 60 and a Field Impact

⁴⁰ See Insurance and Standard Unit.

⁴¹ Airborne noises such as talking, playing music or radio and television.

Insulation Class (FIIC)⁴² rating of at least 55.

G

Garage

IMPORTANT: Many owners in the Halcyon walk slowly and with difficulty and are sight and/or hearing impaired. Drive carefully and respect the 10 km/h speed limit.

- **Right-of-way:** Extend right-of-way courtesy to pedestrians.
- **Horn:** Avoid using your horn in the garage.
- **Garage doors:** When driving in or out of the garage, make sure nobody enters the garage behind you and that the door has closed, especially after regular working hours. If you see a stranger entering the garage, alert the staff immediately either in person or by calling the emergency numbers listed at the front of this manual.
- **Garage door does not close.** Immediately inform the Superintendent. If this is after working hours, call the emergency phone number.
- **Fob/Garage Door Opener.** Do not use your fob/garage door opener to open a descending door; wait until the door is fully closed to open it again. Reversing a descending door can damage the mechanism.
- **Garage Door Clearance:** The garage overhead doors have a maximum clearance of 1.85m (73 inches or just one inch over 6 feet). Some vans and sport utility vehicles (SUV) may not be able to enter the garage.
- **Car Leaks:** If your car leaks oil, anti-freeze, etc., you must remove your car from the property and make repairs. These substances will damage the garage floor or the membrane and the owner will be held responsible for any damage. It is not the responsibility of the staff to clean an owner's parking spot due to an oil leak. The owners of vehicles violating this rule will first receive a letter from the P.M. If the leak continues, their car may be towed at their risk and expense.
- **Moving:** It is not permitted to park a vehicle at the B1 entry doors into the building during moves either in or out, EXCEPT FOR A SHORT TIME (5-10 MINS) Items may be brought and put together IN the vestibule between the garage and the elevators and transported either into the elevator or to the truck outside the building.
- **Repairs:** Repair to any vehicle is prohibited in the garage,⁴³ with the exception changing a flat tire and service to start stalled vehicles.
- **Rental:** An owner may rent their parking spot only to another owner.
- **Storage:** Parking spaces are for vehicles. Only items that can be moved easily on a trailer (such as boat, snow mobile, four-wheeler, etc.), a bicycle, your personal shopping cart, a

⁴² Impact noises caused by shocks or vibrations such as footsteps, moving furniture or an object falling on the floor.

⁴³ CCC#89 Rules and Regulations, Section B(6).

pet transportation device on wheels or a small waterproof container for automotive care items (no cardboard boxes), that can be lifted easily may be parked or stored in a parking spot. Seasonal tires, and any items that are considered a fire hazard, or that constitute a nuisance or that impedes washing of the garage is not permitted.⁴⁴ The decision on what constitutes a nuisance will be determined by the Board after consultation with staff or owners.

Garbage (see also Recycling and Disposal of Large, Bulky items)

- Garbage rooms with access to the garbage chute are located on each floor next to the elevators.
- Be considerate to your neighbours:
 - be as quiet as possible (do not let the fire prevention flap slam against the wall),
 - do not deposit garbage in the chute between 10:00 p.m. and 8:00 a.m.
- All garbage must be securely contained and tightly wrapped before being deposited in the chute.⁴⁵
- If you detect smoke in the chute, call 911 immediately.
- Do not put matches or matchboxes or burning materials such as cigarettes and ashes in the garbage chute.
- Do not dispose of flammable liquids, aerosol cans, paint and oily or greasy rags in the garbage chute. There are separate bins in the B1 parking garage near parking space 169 to dispose of such items.
- Do not force cartons, coat hangers, etc., into the garbage chute; doing so may cause a blockage.
- Household garbage in bags or boxes too large to be deposited in the chute should be placed outside the main garbage room located in the B1 parking garage.
- If you find the garbage chute blocked, call the Superintendent or the P.M. immediately. If after working hours, call the emergency phone number.
- Newspapers, tins, glass and plastic bottles and containers, aerosol cans, batteries, etc. should be placed in the designated recycling containers located in the B1 parking garage. (see Recycling).
- Do not leave any garbage or objects in garbage chute rooms.⁴⁶
- Turn off the light when you leave the room.

Grounds

The Halcyon is fortunate to have a large expanse of land surrounding the building. This land is part of the common elements and is available to all owners for their enjoyment. The east side of the property is mostly used as parking for visitors although there are several flower beds located there.

⁴⁴ CCC#89 Declaration, Part V1,1f

⁴⁵ CCC#89 Rules and Regulations, Section D(2).

⁴⁶ CCC#89 Rules and Regulations, section D(1).

Our swimming pool and a sundeck occupy most of the north side. A large patio with flower and herb beds and a lawn are located on the west side adjacent to the Sir John A. Macdonald Parkway. The patio has benches and chairs where owners can enjoy the fresh air, tree shade, and the antics of squirrels and songs of birds. The ramp that gives access to the garage and the roof of the electrical vault occupy most of the south side (the side facing Richmond Road) but a small lawn is located between the ramp and the building. The Board of Directors in cooperation with the Garden Committee intends to continue ongoing improvements to our grounds.

Six doors give access to the grounds:

- the main entrance door in the lobby;
- two in the party room: one on the east side faces the parking lot, and one on the west side faces the lawn;
- one door in the card room gives access to the parking lot and is occasionally used as a substitute entrance to the Party Room;
- one door at the Ground Floor level of the B stairwell gives access to the west lawn), the patio and the swimming pool, and
- one door, on the north side of the building accessible from the B1 level, gives access to the swimming pool.

Other exit doors (Exercise Room to West lawn, B1 garage to stairwell at North end of parking lot and A1 ground floor stairwell to North side lawn) are used mostly in case the building needs to be evacuated.

Dogs are not permitted to be walked on the grounds except on the garage ramp and the area outside the front lobby and only to exit or enter the property (see Pets).

Guest Suite

Refer to Appendix 7 for the full guest suite policy. See the Superintendent to rent the Guest Suite and fill out the “Guest Suite Agreement”. If a tenant wishes to rent the Guest Suite, this agreement must be signed by the unit owner. Highlights include the following:

- A charge for the use of the suite applies (see fee schedule).
- No smoking.
- No pets.
- Maximum of 3 nights in a row may be reserved, with some exceptions.
- The telephone number for the Guest Suite is (613-829-1745).

H

Harassment Policy

The Corporation is committed to the prevention of violence and harassment in the workplace. It is also committed to providing a collegial environment in which all individuals in the workplace are treated with dignity and respect. The Corporation does not condone and will not tolerate

harassment or acts of violence against or by any of our personnel and will take whatever steps are reasonable and practical to provide a harassment-free workplace and to protect our personnel from acts of violence from all sources.

Applicability

This Policy applies to any person providing services to the Corporation for compensation, including remunerated officers of the Corporation, employees, consultants, and independent contractors (all of whom are “workers” for the purposes of this Policy) and to all activities that occur while on the condominium property or while engaging in activities or social events related to the Corporation.

This Policy also protects workers from workplace violence and harassment by other individuals with whom they may have contact in the course of their duties, including owners and tenants. It also applies to the following non-workers: The Board of Directors, all uncompensated officers or agents of the corporation and owners and occupants of the units, and their guests (while the owner, occupant or guest is on the common elements).

Everyone is expected to uphold this Policy and to work together to prevent workplace violence and harassment.

Hoarders

Hoarding can be defined as the acquisition of, or the failure to, discard a large number of possessions that appear to be useless or of limited value. These items can include such things as flyers, newspapers, and empty containers etc. Compulsive hoarding can quickly become a dangerous situation in a condominium. Excessive amounts of paper, plastics and liquids often become a fire hazard which burns much hotter than regular fires and are more dangerous for firefighters to extinguish and can cause structural damage to the building. Hoarder’s units also have a much higher risk of mould and rodent and insect infestations.

Section 117 of the Act provides that no person shall permit a condition to exist or carry on an activity in a unit or in the common elements if the condition or the activity is likely to damage the property or cause injury to an individual. Compulsive hoarding is also a contravention of the City of Ottawa Property Standards By-Law and the Act⁴⁷. If you become aware of hoarding in a unit, alert the P.M.

I

Insurance

Regarding property insurance the owner of a condominium unit has to take two separate kinds of insurance into consideration: (1) the Corporation’s insurance and (2) their own insurance.

⁴⁷Property Standards By-Law No. 2013-416.

- The corporation's insurance. By law,⁴⁸ a condominium corporation must insure the property for damage to the units and the common elements. However, when referring to damage to units, the corporation's insurance covers only the Standard Unit⁴⁹ (see Standard Unit, Appendix 14). The Standard Unit clearly and precisely defines what is covered by the Corporation's insurance. Anything not included in the standard unit description is considered a "betterment and improvement" and is not insured by the Corporation's insurance. Also, the corporation's insurance has a high deductible.⁵⁰
- The owner's insurance. The owner of a condominium unit should insure their personal property and any "betterment and improvement" made to their units. In addition, most personal condominium insurance policies have a "deductible assessment clause" that provides for the payment of the Corporation's deductible⁵¹ should an owner be responsible for paying this deductible. While the owner's personal insurance also has a deductible (usually \$500 or \$1000), this deductible is usually significantly less than the Corporation's deductible. Consequently, in the case of damage to a unit, the owner whose insurance policy contains this clause will only have to pay their own deductible.

K

Keys (see also Multibolt / Mul-T-Lock)

In accordance with the *Act*⁵² and related jurisprudence⁵³, all owners must provide the Corporation with a spare set of keys to their unit door and to their locker door if it is a private locker. This is to allow entry in case of an emergency, to conduct inspections and make repairs to the common elements. These keys are coded and kept in a secure location accessible only by the Superintendent, the Assistant-Superintendent, the P.M. and the Directors and will only be used in case of emergency or with the prior consent of the owner.

Locks of unit and of private locker doors cannot be changed without the approval of the Board.⁵⁴

Unit Door Keys:

- You should provide a spare set of keys to a friend or neighbour in the event you lose your copy and are locked out. The Superintendent is not required to open your locked unit door, except in an emergency.
- If you have installed keyless entry (see Unit Doors) your friend or neighbour should have the

⁴⁸ The *Act*, section 99(1).

⁴⁹ CCC#89 By-Law #6.

⁵⁰ For CCC#89 the current deductible (2019) is \$10,000.00 but could increase significantly depending on insurance claims made by the corporation. The deductible of some condo corporations can be as high as \$25,000 or more. See also By-Law #7.

⁵¹ Owners should ensure their insurance includes this clause.

⁵² The *Act*, section 19.

⁵³ MTCC 1250 v. Mastercraft Group Inc. Feb. 20, 2007 and YCC 336 v. Kan, March 10, 1986.

⁵⁴ CCC#89 Declaration, Part IV, 1(h).

necessary code and/or keys.

- Should a unit door or the locks have to be forced open in case of an emergency, or by court order, if there are no spare keys, the owner will be responsible for the cost of any repairs required.

Private Locker Keys:

- See Lockers.

Key fobs (Garage Door Opener):

- These keys are magnetically encoded.
- Each owner has been issued with one fob per vehicle to access the garage. If you sell your unit, ensure that you give the fob(s) to the new owner.
- If your fob needs to be replaced, for reasons other than a technical malfunction, a fee will apply.
- Replacement batteries must be installed by staff to prevent any damage to the internal mechanism.
- Do not leave your fob in your car and always lock your car to prevent theft and vandalism.

Front Door and Common Element Keys:

- Effective August 15, 2023, all exterior doors were converted from a Medico key to a FOB system. Each owner was provided with three (3) fobs at no charge. Additional fobs can be purchased for \$30.00. There is a serial number on every fob and a master list of who has them.
- If a fob is lost, under any circumstances, the superintendent must be informed as soon as possible, and the fob will be deactivated.
- You should receive the fobs from the previous owner when you purchased your unit.
- The key to access the common elements (i.e. library, workshop, storage locker room, exercise room) is free of charge.

Kitchen Fans

To reduce the flow of cooking smells into the corridors, owners are asked to use their stove fan when cooking.

Kitchen and Grease Fires (See Fire)

Kitchen Sinks and Toilets

Do not create costly plumbing problems by using sinks and toilets to dispose of waste. See Plumbing.

L

Laundry Room

A commercial sized washer and dryer are located in a locked room inside the Exercise Room to wash and dry large items (i.e. bedspreads, blankets, curtains) to a maximum of 22 lbs./10 kg.

- A fee of \$4.00 applies to both the washer and the dryer. Instructions are posted in the Laundry Room.
- The machines are available on a first-come basis.
- Laundry soap is provided to ensure only “HE” (high efficiency) soap is used to prevent damage to the motor.
- Owners must supply their own fabric softener, which can be either liquid for the washing machine or dryer sheets for the dryer.

Library (Lounge)

You may borrow books at any time at no cost and return them to the bins provided. Do not return them to the shelves. Donations of books to the Halcyon Library are welcome, paper backed books are preferred.

Lobby

Many references throughout this Blue Book refer to prohibitions on the use of the lobby entrance. These include moving, deliveries, removal of large items etc. This is to avoid any damage to doors and windows in the vestibule and lobby. Also, this area is intended to provide a welcoming space for owners, potential new owners and visitors alike. These rules and policies reinforce that intention.

Lobby Telephone

There is a telephone in the lobby across from the elevators which allows you to make local calls only. Since you are in a public space, keep your calls short. Intended uses include:

- Calling for taxis or to call expected taxis.
- To call your unit or another owner.
- To make an emergency call to 911.

Lockers - Basement (see Workshop for Workshop Lockers)

Each owner of a unit has the exclusive use of one locker which is part of the common elements.⁵⁵ The owner is responsible to keep it clean and free of any conditions or contents that might constitute a nuisance or cause the rate of the Condominium fire insurance to be increased.⁵⁶

⁵⁵ CCC#89 Declaration, Part III,2(c).

⁵⁶ CCC#89 Declaration, Part V1,1(f).

- According to the *Fire Code* there must be an 18-inch (46 cm) clearance between sprinkler heads and any object stored in locker rooms. This is to allow an effective flow of water from the sprinkler in case of fire. To satisfy this rule, measure the distance between the ceiling and the bottom of the nearest sprinkler head and add 18 inches, this then is the minimum distance you must have between the ceiling and the top of any article stored in your locker. Note that this rule applies regardless of the location of the nearest sprinkler head whether it is in your locker, in a nearby locker or in the pathway between lockers.
- The storage of flammable liquids in lockers, including propane and/or gasoline tanks, naphtha, etc. is strictly prohibited by the *Fire Code*. Cottagers and campers, take note.
- Do not hang anything from any pipes inside your locker. This is a violation of the *Fire Code*.
- Most locker rooms are shared between several owners; in that case the door of the rooms is unlocked with the common element key. However, some owners have a private locker (not shared) that cannot be opened with the common element key. In this case they must provide a spare key to the Corporation to allow the staff to enter the room in case of emergency (e.g. fire, flood).

M

Mail

The mailboxes are the property of Canada Post and the mailperson has been provided with a fob specifically programmed for the front door only. The Board of Directors and Management may use them to communicate official business with owners. No other individual may insert information into the mail slots. Such communications must be mailed.

a) Canada Post (letters, parcels or registered mail)

Small parcels:

Based on the size of the parcel, the Canada Post employee may leave it in your mail box or in one of the storage compartments behind the mailroom. In this case, a key for the compartment will be left in your mailbox. Use the key to pick up the parcel and place the key on the hook on the notice board behind the mail room.

Large Parcels:

The Canada Post employee will leave a card notifying you of the arrival of a parcel indicating when and where the parcel can be picked up.

Registered Letters/Parcels:

If you are unavailable to sign for the delivery, the Canada Post employee will leave a card notifying you of the arrival of a registered product indicating where and when the item can be picked up. ID will be required for pick up. Do not sign for any registered letter/parcel without the specific approval of the addressee.

b) Private Courier

Parcels:

If you, or another owner is unavailable or unwilling to take delivery, they will either:

- leave a notice stuck in the front of your mailbox with instructions (if they can gain entry)
- leave a notice by the Entry Board with instructions.

Parcels or letters that need your signature:

If you are not available to take delivery, they will either:

- leave a notice on the front of your mailbox with instructions (if they can gain entry),
- leave a notice on the Entry Board with instructions,
- contact you by phone or email to advise they attempted delivery and arrange a delivery time or pick up,

Outgoing Mail: While there is a mail slot for outgoing mail, it should not be relied upon, the Canada Post employee may pick up the outgoing mail, but it is not part of their duties.

The “Moved” slot: If you receive mail addressed to your unit belonging to a previous owner, mark “Moved” on the envelope and put it in the “Moved” mail slot.

Disposal of Junk Mail/Flyers: There is a slot at the bottom of the mailboxes on the right where you can place junk mail or flyers. This box is regularly emptied by the staff. However, if your name and address appear on the unwanted mail, you may want to take it home and shred it or tear it into small pieces to prevent identity theft (see Personal Information).

Maintenance – Inside your Unit

Each owner is responsible for maintenance in their unit⁵⁷ and for keeping it clean and sanitary.⁵⁸

- Windows, including sliding doors and screens, the balcony and unit entry doors are common elements for which you have “exclusive use” (see Common Elements and Windows). Repairs for these are the responsibility of the Corporation. Under no circumstances are owners permitted to modify the windows or hire a window repair company. Repairs of common element pipes (pipes that serve more than one unit) located within a unit are the responsibility of Corporation.
- Do not use sub-standard flex hoses on toilets, dishwashers and washing machines. The only acceptable hoses for a high-rise building are braided and labeled or stamped with CSA, ULC or UPC approval. Talk to your plumber. Hardware and “big box” stores usually carry these approved braided hoses.
- **IMPORTANT:** In 2013, the Corporation replaced sub-standard flex hoses to all toilets, laundry units, sinks and dish washers with new acceptable braided ones. Should an owner replace these approved hoses with sub-standard ones and the hose breaks or bursts and causes flooding to their unit and others, this could result in an increase in the Corporation insurance

⁵⁷ CCC#89 Declaration, Part VI, Section 1 (a).

⁵⁸ City of Ottawa By-Law No. 2013-416.

premiums and/or deductibles. (Refer to “Insurance” regarding owner’s liability.

- Check manufacturer’s instructions for the proper installation of icemaker/water dispensing refrigerators. Plastic hosing is not permitted, copper pipe, while more expensive, will reduce the chances of flooding. Your downstairs neighbours will appreciate that.
- Hire only licensed plumbers and electricians, not handymen. This will ensure that the correct material is used, that the work is done properly and meets the codes. It will protect you, your neighbours, and the Corporation.

Moving In or Out⁵⁹ (see also Deliveries)

To facilitate trouble-free moving in to or out of the Halcyon and to minimize disruption and inconvenience to current owners, the new and previous owners must comply with the following rules.

As soon as possible before the moving in or out date, owners must contact the Superintendent with respect to the items listed below:

- To reserve a date and time for the move, as only one move can take place at a time.
- To confirm the size of the moving vehicle you have booked so that parking arrangements can be made. Most moving vehicles are too large to go down the ramp without damaging it.
- To arrange for reserving the service elevator (see Elevator) and to have the protective pads put up.
- Unless arrangements have been made with the Superintendent in advance, and the owner agrees to pay staff overtime, moving in or out is restricted to starting at 8:00 a.m. and must finish before 4:00 p.m. from Monday to Friday and starting at 8:00 a.m. On Saturdays, moves must start at 8:00 a.m. and must finish before noon. No moving in or out is permitted on Sundays or on an Ontario statutory holiday.
- The moving of furniture and furnishings, either by a moving company, delivery personnel or personally by the owner, must be done through the garage. Only items that can be carried in the arms of one person can be moved through the front door (see Lobby).
- Owners must ensure that entry to and exit from the garage for other owners, and to any parking spaces in the garage, is not impeded.
- Owners must also ensure that building security is not compromised by leaving the garage doors opened and unattended.
- Inform your mover of these rules (see Enforcement).

Multi-bolt

IMPORTANT: The door cannot be opened from the outside if the multi-bolt key is left in the lock. Therefore, if you lock your door with the multi-bolt from the inside of your unit, remember to always remove the key from the lock. If you do leave the key in the lock and the door needs to be opened from the outside because of an emergency, it will then have to be broken down and replaced at your expense.

⁵⁹ CCC#89, Rules and Regulations, Section A (3).

The Multi-bolt lock is not part of the common elements and owners are responsible for its upkeep and repair. Many of the multi-bolt locks were installed in the 1970s. It is recommended that you upgrade it as all things break down with age. Call an appropriate locksmith to have new multi-bolt lock installed. Remember that locks of unit doors cannot be changed without the approval of the Board⁶⁰ and that a copy of any new key to the multi-bolt lock must be given to the Corporation (see Keys).

N

Noise (see also Party Room and Renovations)

- Our units are not completely soundproof.
- Do not permit noise levels in your unit or on the common elements to disturb your neighbours. Quiet enjoyment of our homes, especially at night, is mandated by the Rules and Regulations⁶¹.
- If you are hearing impaired, be considerate of your neighbours and purchase headphones or other technology for watching television, listening to the radio or the audio function on computers.
- Keep your voices and the volume of media devices down on the balconies, particularly at night.
- Keep conversations in the hallways to a minimum and at a lowered voice particularly at night. They are easily heard through the unit doors.
- Do not operate your washing machine or dryer prior to 8:00 a.m. or after 9:00 p.m.
- Do not use the garbage chute prior to 8:00 a.m. or after 10:00 p.m. (see Garbage).
- If you have rented the Party Room, refer to the rules of conduct contained in the rental agreement form.
- If you have contractors working in your home – or you are doing the work yourself – all work generating noise or vibration shall be carried out Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m. or on Saturday between 8:00 a.m. to noon, not on Sunday or the statutory holidays applicable to the Province of Ontario. Quiet activities such as painting, caulking, or grouting are permitted at any time. (Renovations & Appendix 11)
- Excessive barking of dogs will not be tolerated at any time.⁶² Take all measures necessary to ensure this does not occur.
- No wind chimes or other noise-making devices are permitted on balconies.
- If you are a power tool hobbyist, use the Workshop where the noise is buffered rather than work in your unit. Power tools make a lot of noise, which travels long distances through a

⁶⁰ CCC#89 Declaration, Part IV, 1(h).

⁶¹ CCC#89 Rules and Regulations, Section A, 1 (a).

⁶² CCC#89 Rules and Regulations, Section E, 4.

high-rise building like the Halcyon.

P

Party Room (see Party Room Reservation form, Appendix 8)

This room is used for corporation meetings and functions. It is also used for social events organized by the Social Committee for owners such as potluck suppers, card games, movie nights etc.

It may be rented by owners for private functions for a fee. If a tenant wishes to rent the Party Room, the “Party Room Agreement” must be signed by the unit owner. Full details about renting the Party Room, the Terms and Conditions and clean up instructions are at the appendix.

Personal Information

It is not safe to recycle paper with your personal information on it in the B1 recycling bin or to dispose of addressed unwanted mail in the recycle slot in the mail room. An identity thief, or someone who is just curious, can learn a lot about you from bank statements (account balances), RSP statements, email addresses, credit card statements, insurance documents, personal letters, etc. Shred or thoroughly tear documents that contain personal information into small pieces before recycling them. Place shredded documents into a paper bag or box prior to recycling. Loose clippings will go airborne when the bins are emptied into the truck, and this creates an outdoor mess.

Pest Control Policy (see Appendix9)

Highlights include:

- first attempt to resolve the insect problem yourself; if unsuccessful, contact the P.M.
- the control of spiders, wasps and bees with chemical spray on balconies requires repeat applications, often during the entire season. The Corporation is not responsible for this.
- the only exception to this policy concerns **bedbugs**. At the very first sign of bedbugs, contact the P.M. immediately. CCC#89 will cover the cost of the exterminator.

Pets (see Appendix10)

CCC#89 Declaration⁶³ and Rules⁶⁴ define how pets must be controlled when anywhere on the property (indoors and outdoors). Report anyone breaking the rules to the Superintendent or the Property Manager.

Cat litter: Do not put cat litter down sinks or toilets. Empty it into a tightly sealed bag and put it in the garbage. The so-called “flushable” cat litter is only appropriate in single family homes where it quickly exits into city pipes. In a high-rise, it gets trapped in the longer drains, expands into a clay-like substance, and blocks the drains. Removing such blockages is expensive. If the culprit cannot be identified, it is paid by all owners through their condo fees. **Use only the “clumping” type of**

⁶³ CCC#89 Declaration, Part IV, 1 f.

⁶⁴ CCC#89 Rules and Regulations, Part E.

litter and dispose of it down the garbage chute.

Plumbing (see Flood Policy, Insurance and Renovations)

- Owners are responsible for fixing plumbing problems that happen in their unit.
- The Corporation will pay for the repair if the problem originates in the common element pipes or drains.⁶⁵
- Hire only licensed plumbers with experience working in high-rise buildings, not handymen. This will protect you, your neighbours and the corporation.
- Owners must ensure all connector hoses to toilets, dishwashers, washing machines, refrigerator icemakers etc. are in good working condition. Hoses all wear out over time. In the spring of 2013, after a severe flood affecting many floors, the Halcyon replaced all toilet hoses with the acceptable braided hoses for high rise buildings which carry CSA, ULC or CUPC approval on the label or stamped into it. This proactive measure was taken by the Board to avoid major inconvenience to several owners and a likely increase to the insurance premium and/or deductible.
- Hardware and “big box” stores carry these approved braided hoses.
- Look for tell-tale signs that the wax or foam seals on toilets have worn out. These include if the toilet is unstable, rocking, or darkening around the base from water leakage. Replace the seal immediately – your downstairs neighbour will appreciate it.
- Other signs that your toilet needs repair include bubbles in the water and the sound of running water. If unsure that your toilets are in good working order, pour a small amount of food colouring or black coffee into the tank. If, after 15 minutes, you see a change of colour in the bowl, your toilet is wasting water and needs to be repaired. Contact the Superintendent.
- CCC No. 89 highly encourages owners to replace their old 13 litre toilets to keep our costs down. If you are replacing a toilet, it is recommended that owners purchase a low-flow model of 4.8 litres or 6 litres at the maximum.
- Keep drains running well by purchasing a once monthly treatment called “Beasties” available for purchase in the Office. Also, every week or so, fill your kitchen sinks and release the plug to push away any built-up deposits in the pipes. You want to see a whirlpool effect or eddy to ensure no problems are developing.
- Never use bleach or Draino or other types of acid applications to unplug a sink. They cause damage to the pipes. If plunging does not unblock the sink, or if the sink is draining slowly, contact the Superintendent.
- Do not use your sinks and toilets as a garbage can:
 - do not dispose of food, oil, grease or coffee grounds in sinks; grease may be liquid when warm but quickly congeals and plugs the pipes. Instead, pour the grease into a jar or wrap it in aluminum foil and throw it in the garbage,

⁶⁵ See CCC#89 Declaration, Schedule “E”, Section 1 (b) (ii).

- scrape off food from plates into the garbage (not in the sink) before you put them in your dishwasher.
- so-called “flushable” cat litter should not be flushed down toilets in high-rise buildings. It hardens and causes blockages. Put it in the garbage (see Pets – Cat Litter).
- so-called “flushable” wipes (baby, adult, facial, hand, household cleaning etc.), also get stuck in high-rise pipes and cause blockages.
- Other examples of items that must not be flushed down the toilet regardless of the manufacturer directions include Q-Tips (swabs), condoms, tampons applicators, sanitary napkins, panty liners, backing strips, wipes of any kind, dental floss, serviettes, incontinence pads, diapers, bandages, razor blades, syringes and needles, colostomy bags, medicines and pills, plastics, chemicals, empty toilet paper rolls, pantyhose, etc. (Return unused prescription or non-prescription drugs to your pharmacy for proper disposal).
- Do not allow your contractor to dispose of concrete, grout, plaster, glue or paint in sinks or toilets as these materials must be taken off site. Contractors are not permitted to use the Workshop. The resulting blocked pipes and costly repairs are payable by the owner.
- Paint brushes and paint trays must not be cleaned in unit sinks. These must be cleaned only in the Workshop sink that has direct drainage to City pipes.
- If you cause a flood, your private insurance company should be contacted. If, however, the flood causes damage to other units for which the corporation’s insurance applies, you or your insurance will be responsible for paying the deductible which is currently \$10,000.00. (see CCC#89 By-Law 7 Article III).

Power Failures

Refer to “The Red Book, Fire Standards, Safety Guidelines and Emergency Procedures”

- check with a neighbour to find out if the failure affects the entire building or just your unit.
- our generator will restore some power in less than a minute. It will only provide power to
 - one elevator, (the small #1 elevator)
 - the emergency lights in the corridors and garage,
 - the safety systems (i.e.: sprinklers), and
 - the Voice Communication System.
- The generator will allow one garage door to open during a power outage.
- water will be available to the lower floors only, not to the upper floors because the pumps will not be working.

Property Manager (the P.M.)

The P.M. is an agent of the Corporation who, under the direction of the Board, takes care of the day-to-day management of the property. This includes the supervision, hiring and dismissal of our staff. For instance, if there is an issue with the common elements (i.e., plumbing, electrical systems, pool, ramp, garage, elevators, etc.), the P.M. will arrange for these to be repaired.

- The P.M. is your first point of contact for all issues. Do not contact a Board member.

- The P.M. maintains a 24/7 emergency phone line for deciding how emergencies will be handled e.g., by contacting the Superintendent or other appropriate response (see Superintendent / Staff).
- The P.M. answers inquiries and requests from owners, enforces the Corporation rules and policies, arranges for in-unit common element issues, legal issues, inspections, etc.
- The P.M. oversees, inspects, and approves work done by contractors and service providers for the Corporation.
- The P.M. collects condo fees and other charges to owners. This money is held in a trust account in accordance with the *Act*.
- Cheques issued by the P.M. to suppliers, contractors, etc. are always reviewed for accuracy by a Board member and signed by two Directors.
- The P.M. keeps all necessary records, assists in preparing the budget and ensures adequate insurance is maintained.
- The P.M. provides financial advice and guidance.
- The P.M. is on a contract that may last from one to several years. If the Board is not satisfied with the P.M.'s performance, the contract is subject to early termination or non-renewal.
- The P.M. and Asst. P.M. are in the building regularly. If you wish to meet with them, book an appointment by calling their office and/or sending an email.

R

Recycling

The Halcyon does not have a Green Bin program for organic waste. Therefore, organic waste is deemed to be garbage and disposed of down the garbage chute.

Recyclable items must be clean and placed in the appropriate yellow or grey bins, located on B1, on the opposite end of the car wash bay.

Do not allow your contractor to use our recycle or garbage bins. It is your responsibility to arrange for the removal of this waste. The City of Ottawa will refuse to pick up the bins if they are contaminated with household garbage.

The following is not an exhaustive list. If you have any questions about what materials to recycle, call the City of Ottawa at 311 or visit the website at www.ottawa.ca.

- Plastic:
 - acceptable: jugs, bottles, jars, containers for juice, water, shampoo, lotion, detergent, bleach, fabric softener, mouthwash, margarine, yogurt containers, ice cream tubs, etc.
 - not acceptable: Styrofoam, including fresh meat trays, plastic packaging, plastic bags, waxed paper (including cereal box inserts), plastic planting trays/flats etc. They must be placed in the large circular drum marked "dry garbage" in the recycling area or

down the chute in your regular garbage.

- Paper and cardboard. For your safety, do not recycle documents with personal information in this bin unless it has been shredded or torn into small pieces. Place shredded paper in clear plastic bags to prevent small pieces of paper from being dispersed by the wind when the bins are being loaded in garbage truck. Flatten cardboard boxes to maximize the space. Moving boxes and packing paper must be flattened and folded. See the Superintendent if you have a large amount of paper or boxes to dispose of after a move.
- Glass and metal: Acceptable items are milk and juice bottles, drink boxes, clear and coloured glass bottles and jars, metal food and beverage cans, aluminum containers such as pie plates and roasting pans, metal jar lids, etc.
- Soft drink aluminum cans should be crushed and placed in the appropriate container.
- Wine, liquor, beer cans, and bottles. Should be placed in the boxes in the cart provided for them. Money obtained from the return of these items is placed in a special “Bottle Fund” and used to provide items for the building. So far, these purchases have included a second barbecue, wireless microphones for meetings, a new kitchen oven, the AV system in the party room and a television for the exercise room.
- Paint cans, aerosol cans, fluorescent tubes, and hazardous materials, such as glues, paint cleaners, oil and turpentine must be placed in the appropriate containers in the recycling area. Volunteers will dispose of them under the City’s twice-yearly Hazardous Waste Recycle Program.
- Many other items are being recycled in a green initiative which benefits us all. Small appliances go to the Salvation Army; printer cartridges, small electronics, and batteries (but not car batteries) go to Staples; needles to any pharmacy; eyeglasses and drink tabs go to charities. Note: When recycling 9-volt batteries, place a piece of tape over the terminals so they cannot touch the other batteries. Sufficient heat to start a fire will result.
- Do not recycle used tires and car batteries. It is your responsibility to arrange for the removal of this waste.
- In the recycling area there is also a section known as “The Give and Take Table”. It is for small, new, or gently used items that owners may wish to give away or to take for their own use. They must be in working order and have no cracks or chips. For larger items, to give away or sell, post the details on the public bulletin board outside the Office.

Renovations (see Appendix 11)

Every owner must complete the Renovations to Unit form before you start work on the proposed renovations. This form is not required for the owner to carry out painting and/or decorating work. Refer to By-Law No. 9 of the Corporation’s Declarations with respect to modifications to common elements.

Requests

- Make your request in writing to the P.M. and deposit it into the Office mail slot. Write it out on the Request for Repairs or Service form (Appendix 12) or use normal sized paper – small notes can be misplaced.
- If the matter is urgent, call the P.M. or the emergency phone numbers listed at the beginning of this manual.
- Do not call or email a Director. It is the Property Manager's duty to respond.
- If you do not receive a reply after a reasonable time, you may address your request to: the President, Board of Directors, CCC#89, and deposit it into the Office mail slot.

Right of Entry (into Units)

The Act⁶⁶ permits the entry into units on giving reasonable notice to the owner to carry out the objects and duties of the corporation and, without notice in case of an emergency or other unforeseen circumstance. Non-urgent notice is given for a variety of reasons including plumbing issues, smoke alarm inspections, window inspections, spraying of pests, monthly drain treatments for the upper floors etc. If access to units is required on a non-urgent basis, accommodations can be made at a date and time acceptable to the owner.

S

Safety & Security

Safety and security is everybody's business and it does not take a lot of effort. If you follow the rules posted at the various activity areas such as the exercise room, pool, workshop, etc., you are taking the first steps to remaining safe and accident-free.

Regulations and policies are cited throughout this document to keep us safe. There are some things we need to give more thought to ensure the Halcyon is a safe and secure residence for all. Every person in this building is expected to do their part to achieve the highest possible standard. Where safety and security are concerned, there can be no compromise. The best security system in the world will fail if the people using it do not follow procedures. If you see anyone breaking safety and security rules, report it immediately to the P.M. or the Superintendent. Here are some ways you can assist in our pursuit of Safety and Security:

- Do not let unknown persons in the building. Under no circumstances open the door or let anyone follow you into the building if you do not know for a fact that they live here. This is how vandals and thieves gain entry. While it may seem rude to refuse someone to follow you in, just say *"I'm sorry, I don't know you and I cannot let you in."*
- All owners have keys, and all legitimate visitors can contact their hosts using the Entry Board system. If you receive a call from the Entry Board, even when expecting a visitor, ask who the person is or make sure you recognize their voice before letting them in. Many petty thieves and vandals will ring several units until someone answers and then use a familiar response such as "It's me" to gain entry.

⁶⁶ Section 19 of the Condominium Act

- Call the police: In case of theft, assault, trespass, vandalism, graffiti “artists” or other illegal acts (or attempts) that you may observe or experience, even if the event seems small. Better safe than sorry.
- Investigate suspicious situations: Ask strangers if they need help. For your own safety, do not challenge suspicious persons. Call the police in case of doubt.
- Observe the Rules, Regulations and Policies. Often, life and limb are at stake. All owners and guests are expected to comply with them, and you, in turn, are entitled to expect that others will too.
- The Halcyon does not permit soliciting.⁶⁷ If you notice door-to-door canvassers in our halls and advertising material being left at unit doors, immediately inform the Superintendent or P.M. and/or phone a complaint to the business firm concerned. If you feel comfortable, you can escort the person out of the building but if not, immediately report the incident to the P.M. emergency number.
- Prior to an election, candidates and political party canvassers are an exception, as they are allowed entry in accordance with the *Act*. Any pamphlets they may leave at unit doors are also permitted. Bear in mind that criminals may pose as canvassers. Ask for identification if in doubt. Legitimate canvassers normally wear photo ID around their necks.
- Make sure you get your keys back from any contractors.
- Ensure you have provided a full set of keys and/or keyless entry code to the Corporation to allow entry in case of emergency (see Keys).
- Complete the Owner Information Form (Appendix6) so that:
 - 1) you can be rescued in case of an emergency requiring evacuation of the building, if you have a disability (mobility, hearing, sight, breathing, etc.) which prevents you from using the stairs to exit, and
 - 2) management can reach your contact person in other emergencies.
- Complete the Keeping in Touch form (Appendix3), available at the Office) if you are going to be absent for any length of time and drop it in the Office. This form also includes the name of the person who is checking your unit during your absence so that management knows who is coming into the building and who to contact in case of a fire, flood or other issue inside your unit.
- If you lease your unit, you must notify the P.M. and provide the Corporation with a Summary of Lease or Renewal (Appendix15).
- Units can be occupied or used only as a private single-family residence and for no other purpose.⁶⁸ Therefore, short-term rental of units, for example Airbnb, Expedia etc., is prohibited at the Halcyon due to safety and security concerns with respect to strangers in our building. Such rentals may also cause unreasonable disturbance and interference with

⁶⁷ See Soliciting.

⁶⁸ CCC#89 Declaration, Part IV, Section 1 (a).

the use and enjoyment of the common elements and our homes.⁶⁹ This prohibition was confirmed by the Ontario Superior Court in 2016⁷⁰.

- Fire safety precautions inside your unit: (Refer to the Red Book titled *Fire Standards, Safety Guidelines and Emergency Procedures* for a full description). It is recommended that all owners purchase a fire extinguisher with an ABC rating.
- Hire only licensed plumbers and electricians – not handymen – to protect you, your neighbours and the building and ensure that the correct hoses and connections are used.
- If alone or the last person to leave the exercise room, it is your responsibility to shut and lock the window and turn off the lights.
- If you invite service people into your unit (carpet cleaners, painters, window washers, etc.) you must escort them out of the building. Too often these individuals leave units only to knock on the doors of other owners. (See Soliciting).
- Grandfathered owners who smoke are expected to exercise all precautions for the safety of the building, its contents and occupants against the threat of fire due to careless smoking. As an added safety precaution, wet all smoking materials thoroughly before disposal. Discarding cigarettes, including ashes, from balconies is strictly forbidden as they can land on the balconies below and start a fire, cause damage, and soil the possessions on your neighbour's balcony. See Smoking.

Saunas

Two saunas (women's and men's) are available on B1 and are accessed with your common element key. The sauna areas include washroom facilities and showers. These washrooms are also for the use of owners visiting the pool. The sauna is a popular form of relaxation and health support, but you are cautioned to check first with your physician before using it. Some health conditions, such as hypertension, prohibit saunas because of the heat. The saunas are not supervised and use is at your own risk. Follow all the posted rules.

Shopping Carts (see also Disposal of Large, Bulky Items)

Return shopping carts to the garage level either B1 or B2 locations where they belong immediately after use. Do not leave them in the corridors or abandon them in the elevators – they pose a tripping hazard and obstruction that contravenes the *Fire Code*.

Shopping carts are not to be stored in your unit. They are for the use of all owners. Shopping carts and dollies are provided for owners' use only. Contractors may use the locked shopping carts, with the owner's common elements key, in the B1 garage. As well, contractors may use the demolition bin and large dolly located in the Recycling area. See the Superintendent to unlock them.

⁶⁹ CCC #89, Section 1, Part V, (b).

⁷⁰Ottawa-Carleton Standard Condominium Corporation No. 961 v Menzies, <http://canlii.ca/t/gvzwx>.

Smoke and Carbon Monoxide Detectors

- It is a good habit to check and/or replace the battery your smoke detector each Spring and Fall when the clocks are changed.
- To keep your smoke detector working properly, wash off remove all accumulated dust and cobwebs.
- A smoke detector must never be painted.
- Each smoke detector has an expiry date of approximately 10 years from date of purchase which is clearly printed on its label.⁷¹ Check your expiry date prior to the annual inspection and replace your smoke detector if necessary.
- In 2014, new laws required that Carbon Monoxide alarms be installed in the ground floor units due to their proximity to the underground garage.

Smoking (see Appendix 13)

In April 2018, the Halcyon became a non-smoking building for both marijuana and tobacco products after a majority vote of owners. Medical marijuana is permitted with written proof from a doctor. The full text of the new No Smoking Rule is at the appendix. It includes e-cigarettes (vaping). Highlights include:

- Smoking is not permitted anywhere on the Halcyon grounds outside.
- Approximately 32 units and their guests were grandfathered in 2018 for smoking tobacco products (but not for marijuana which is totally banned) as they had purchased their units prior to the new Rule.
- As the Halcyon transitions to a no-smoking building. As soon as the grandfathered units are sold the no smoking rule is applied to that unit. As of August 2023, only 21 units remain grandfathered.
- For the grandfathered owners and their guests, the City of Ottawa By-Law 302-76 as amended is still in effect that bans smoking in the indoor common elements.
- Grandfathered owners who smoke are expected to exercise all precautions for the safety of the building, its contents, and occupants against the threat of fire due to careless smoking. As an added safety precaution, wet all smoking materials thoroughly before disposal.
- Smoking is also prohibited on balconies.
- Discarding cigarettes, including ashes, from balconies is strictly forbidden as they can land on the balconies below and start a fire, cause damage, and soil the possessions on your neighbour's balcony.

Social Activities

- The Halcyon is a hive of social activity all year long thanks to the dedication of our Social Committee. Participating in these activities is a wonderful way to have fun, meet fellow owners and make new friends.
- Current activities include movie nights, pot-luck dinners, catered dinners, summer barbecues, happy hours, parties, exercise classes and coffee parties. Notices are posted well in advance

⁷¹For further information see <https://canadasafetycouncil.org/smoke-alarms-save-lives/>.

on the bulletin boards.

- Games including euchre, bridge, card bingo and mah-jong require four (4) players per table which are filled on a first-come first-serve basis. Check the bulletin boards for dates and times.

Soliciting

- Soliciting is not allowed in the Halcyon. A sign on our front lobby door clearly states this. If a stranger knocks on your door to sell you something do not listen to them and tell them firmly that soliciting is not allowed in the building. If you feel comfortable you can escort the person out of the building. If you do not wish to do this, immediately call the CMG emergency number to report the incident; identify the building (CCC#89) and give your name, your unit and phone number. The Superintendent will then be contacted to intercept the person.
- This does not apply to candidates (or their paper communications) running for Federal, Provincial, Municipal Offices or School Boards. Their entry is permitted by the *Act*.⁷²
- Finding advertisements or flyers at your door is also a form of soliciting. You can contact the business and lodge a complaint.
- The above also applies to owners who are in a sales profession and to those owners who wish to raise funds for a worthy cause who knock on your door or leave material at your door. The public bulletin board beside the mailroom is to be used for these purposes.
- If you invite service people into your unit (carpet cleaners, painters, window washers, etc.) you must escort them out of the building. Too often these individuals leave units only to knock on or leave material at the doors of other owners. (See also Security.)
- The above also applies to religious groups wishing to proselytize.

Staff (Superintendent and Assistant-Superintendent)

The following section explains the key role of our Superintendent and Assistant Superintendent. It also indicates what these roles do not include.

Many condominium corporations do not have a live-in Superintendent. Our Superintendent lives here for one reason: to respond to emergency calls at night from the Property Manager's emergency operator or from police, paramedics, or fire personnel.

You must not knock on the Superintendent's door at any time. His apartment is his private residence. He is entitled to his privacy, free from being interrupted after he finishes his workday. Under the terms of their employment contracts, our Superintendent and Assistant Superintendent are not permitted to be in your unit during normal working hours unless it is to resolve an issue or emergency related to the common elements.

As an owner or tenant, you are expected to live independently. Do not expect our staff – whose salaries are paid through our condominium fees – to spend time dealing with the personal

⁷²The Act, Part VI, Section 118.

requests of owners and tenants. Staff have a set list of duties to attend to during the day, and you should not expect them to deviate from those responsibilities. If you need assistance with something such as a minor repair or service, the staff *may* be willing (but are not required) to help *outside* of their hours of work. These hours are 8:00 a.m. to 5:00 p.m., Monday to Friday and, 8:00 a.m. to 12:00 noon Saturdays and Sundays. Contact staff during these hours to arrange for a service. Expect that they will charge for their time. CCC #89 takes no responsibility for the quality of this service.

Staff are not permitted to recommend plumbers or electricians. If you need plumbing or electrical work, you must hire a qualified plumber or electrician with experience working in a high-rise building. Your friends, neighbours, or relatives may be able to recommend a tradesperson or handyman who can help you.

Staff do not spend much of their time in the office. If you need to contact them, leave a voice-mail message, sent an email or drop a note in the office mailbox. You will receive a response shortly.

Standard Unit⁷³(see By-Law #6, also Insurance & Appendix 14)

- **What is it?**

It is a description of a new unit as built in 1976

- a) which has been unimproved by any owner since that time and
- b) is the same for the entire building.

- **Why do we need it?**

The purpose of the Standard Unit is to assign financial responsibility in case of insurable damage to your own or adjacent units. The Corporation insurance will cover the cost of the repairs of all damages to your unit and adjacent units but only up to the Standard Unit (for example no non-Formica counter-tops or hardwood flooring would be covered). Any improvements to your own or adjacent units are the responsibility of the respective owners. If your unit is the origin of the damage, you will also be responsible for the Corporation deductible. However, if your insurance policy has a “deductible assessment clause”⁷⁴ your insurance policy will cover this deductible. The Corporation insurance will not cover damage to your personal items, for example, furniture, clothing, bedding etc. for which you require separate coverage. See Appendix 14 for the description of the Standard Unit.

Surveillance – Video Cameras

There are sixteen surveillance cameras throughout the property, inside and out, including the swimming pool area. Not only do they deter crime by their presence, they also assist management to replay incidents of vandalism, theft, etc. which enables effective reporting to the police. They also assist management in other matters to identify owners who cause mischief or damage to

⁷³ The Act, Part VI, Section 89 (4).

⁷⁴ The “deductible assessment clause” is usually included in condominium insurance policies but you should check with your insurance broker.

property, so that they are billed for the repairs, instead of all owners having to pay for it through their condo fees.

Swimming Pool

Our swimming pool is a Class B Public Pool subject to Provincial Regulation 565. A Class B Public Pool means it is unsupervised and you use it at your own risk. Regulation 565 also stipulates that users must respect the following 1 to 6 rules.

1. Each bather shall take a **shower** using warm water and soap at the poolside shower and thoroughly rinse off all soap before entering or re-entering the pool (i.e.: Another shower with soap is required before re-entering the pool after sunbathing to remove sweat and/or any skin products that may have been applied after the first shower).
2. No person infected with a **communicable disease** or having an **open sore** on his or her body shall enter the pool.
3. No person shall bring a **glass container** onto the pool deck or into the pool.
4. No person shall pollute the water in the pool in any manner and that **spitting, spouting of water** and **blowing the nose** in the pool or on the deck are prohibited.
5. No person shall engage in **boisterous play** in or about the pool.
6. The maximum number of bathers on the pool deck and in the pool at any time is **ten (10)**.
(The upper and lower east grey-coloured decks have no restrictions as to the number of people permitted).

In addition, CCC#89 requires:

- Guests must be accompanied by an owner.
- Children under 12 years. must be accompanied by an owner, who is at least 18 years old.
- Babies and young children must wear waterproof or swimming diapers.

Finally, note:

- The pool is normally opened on the Victoria Day weekend, depending on the weather and technical considerations. It opens at 10:00 a.m. and closes at 8:00 p.m. It will remain open until the temperature drops below 20°C for 5 consecutive days (usually late September) when the pool will be closed for the season. In extreme weather or if there are mechanical problems, the pool will be closed with limited or no warning. Look for posted notices.
- A large sun deck, with lounge chairs and a patio table and chairs, is provided for your enjoyment.
- The use of plastic containers is permitted on this deck.
- There is a telephone, for emergency use only, outside the entrance to the building. If you need to use the red emergency phone, the instructions for use are posted.

T

Tenant-Occupied Units⁷⁵

Units can be occupied or used only as a private single-family residence and for no other purpose.⁷⁶ Therefore, short-term rental of units, for example Airbnb, Expedia etc., is prohibited at the Halcyon due to safety and security concerns with respect to having strangers in our building, and the risk of causing unreasonable interference with the use and enjoyment of the common elements and our homes.⁷⁷ This prohibition was confirmed by the Ontario Superior Court in 2016⁷⁸.

- The owner of a unit who leases the unit or renews a lease of the unit shall, within 10 days of entering the lease or the renewal, as the case may be,
 - (a) notify the corporation that the unit is leased;
 - (b) provide the corporation with the completed Summary of Lease or Renewal, (Appendix 15).
 - (c) provide the lessee with a copy of the declaration, by-laws and rules of the corporation and this Blue Book.⁷⁹
- The tenant is bound by the same rules and regulations as the owners. If a tenant does not comply with the *Act*, CCC#89 Declaration, By-Laws, Rules and Policies, the Corporation may take legal action against the owner and/or the tenant.
- An owner leasing his unit is not relieved from his obligations with respect to his unit, which is joint and several with his tenant⁸⁰.
- If a lease of a unit is terminated and not renewed, the owner of the unit must notify the Corporation in writing⁸¹.
- The owner and the tenant are both responsible to the Corporation and the tenant can be instructed to pay common expenses for the unit if the owner fails to do so. If the tenant does pay the Corporation, that amount can be deducted from the rent due to the owner.
- In some cases, the *Act* takes precedence over the *Residential Tenancies Act*, 2006.

U

Unit Doors

⁷⁵CCC#89 Declaration, Part IV, Section 2.

⁷⁶ CCC#89 Declaration, Part IV, Section 1 (a).

⁷⁷ CCC #89, Section 1, Part V, (b).

⁷⁸Ottawa-Carleton Standard Condominium Corporation No. 961 v Menzies, <http://canlii.ca/t/gvzwx>.

⁷⁹ The Act, Section 83 (1).

⁸⁰ CCC#89 Declaration, Part IV, Section 2 (c).

⁸¹ The Act, Section 83 (2).

The outer (hallway) surface of unit doors and the surrounding door frames are common elements⁸² subject to the restrictions and stipulations set out in the documentation. Nothing is to be inscribed, painted, permanently affixed, attached by screws or nails, or otherwise installed on the outer surface of a unit door or surrounding door frame, and no holes are to be made in the door or door frame, unless the owner has made written application and obtained the prior written permission of the Board, for example, a door knocker or bell. A Mezuzah may be affixed with double-sided tape.

- All unit doors are fire doors. The *Fire Code* demands that all fire doors in high-rise buildings have a self-closing mechanism. This ensures that a unit door will close automatically in case of a fire in the unit thus preventing the spread of flames and smoke in the corridors. IT IS ILLEGAL TO DISABLE THIS SAFETY MECHANISM. The *Fire Code* also stipulates that no other device (e.g. kick-down stoppers) may be attached to fire doors to prevent the self-closing mechanism from performing its function.
- Weather stripping. Hallways are pressurized to prevent odours from seeping from the units into the hallways. Installing weather stripping on the door frame to prevent the flow of air from the hallways into the unit defeats that purpose and therefore is not permitted. In addition, when the outside temperature falls below 20°C (68°F), the air flowing into the hallways is filtered and heated. The air make-up unit (located on the roof of the building) heats it with natural gas. Allowing the warm air to flow into the unit reduces our hydro consumption which is currently significantly more costly than natural gas.
- No owner shall change the standard door lock on the front door of his unit leading to the common hallway except for a keyless entry as set out below. No owner shall install a multi-bolt lock without the written permission of the Corporation and, in the event that said permission is granted, the owner shall use a type of lock specified by the Corporation. Once installed (including installations by a previous owner), a multi-bolt lock system is deemed an integral part of the unit door and may not be removed⁸³.
- If you choose to install keyless entry for your unit door, please ensure that the following rules are followed:
 - Notification is given to the Corporation that a system will be installed;
 - The unit number cannot be obscured by any such installation; and
 - Any such installation remains the responsibility of the owner of the unit to maintain.
- A door knocker or peephole mechanism currently installed on a unit door are deemed an integral part of that unit door and must remain on the door even if the unit is sold. The owner must obtain the prior approval of the Board before replacing a door knocker or peephole.
- Small, lightweight, fire resistant seasonal or other decorative items may be attached to your knocker or approved door hanger. NOTE: The *Fire Code* prohibits the use of combustible decorations on unit doors, which includes wreaths containing natural substances such as evergreens, dried flowers etc. In the event of a fire, combustible decorations may ignite, produce deadly smoke, and prevent efficient evacuation.

⁸² CCC#89 Declaration, Part I, 4(b)(i).

⁸³ CCC#89 Declaration, Part IV, 1(g).

- All other items are to be removed unless the owner makes written application to the Board and the Board approves the request.
- Owners must leave the unit door key(s) and/or keyless entry code with the P.M. or the Superintendent to permit access in case of an emergency, for regular maintenance of the common elements or inspections.

W

Windows

In 2016, except for the 01 units, all kitchen, dining room, bedroom and their window screens were replaced. These windows have a “limiter” that allows only a four-inch opening, as per the *Building Code*, to prevent accidental falls. You must not disable the limiters – if you do, the Corporation cannot be held responsible. Windows are part of the common elements for which you have “exclusive use”,⁸⁴ the Board of Directors is therefore responsible for regulating window maintenance and repairs. Do not attempt your own repairs or call a window repair company.

- You may paint your inside window frames.
- The Corporation pays for the exterior washing of windows with the exception of those windows that face the balcony, once in the spring and again in the fall.
- You are responsible for cleaning the outside of windows that face the balcony and the balcony door as well as all inside surfaces.

Wind Screens

Clear glass windscreens on balconies are not permitted. Effective January 1, 2023 seven (7) units are grandfathered and their windscreens do not have to be removed..

Workshop

A Workshop is located on B1 across from the elevators.

- The Workshop is for use only by owners. Contractors hired by owners are not allowed to use the Workshop.
- Lockers in the Workshop can be rented for an annual fee.⁸⁵ They should be used to store project tools or materials and are not intended to be used for permanent storage.
- Contact the Superintendent to request a locker rental.
- The Workshop is open 24/7; however, refrain from using power tools between 10:00 p.m. and 8:00 a.m.
- Clean up when you are done to keep the shop neat and tidy to avoid accidents.
- Paint brushes and paint trays must not be cleaned in unit sinks. These must be cleaned

⁸⁴ CCC#89 Declaration, Part IV, 2.

⁸⁵ See Fee Schedule at the beginning of this manual.

only in the Workshop sink that has direct drainage to City pipes.

- Use of this room and equipment is at **YOUR OWN RISK**.
- Power tools make a lot of noise, which travels long distances through a high-rise building like the Halcyon. If you are a power tool hobbyist and when possible, use the Workshop where the noise is buffered rather than work in your unit.

APPENDIX 1



On November 1, 2017, Phase 1 of the amendments to the Condominium Act, 1998 (the Act) and the Condominium Management Services Act, 2015 became law. The amendments to the Act have introduced various changes intended to improve communication between boards, owners and mortgagees. As you can imagine, distribution of these additional correspondence will increase printing and postage costs significantly. In an effort to lessen the impact of these costs on owner's monthly fees, the new Condominium Reform Act allows for electronic communication, requiring permissions as per below.

Agreement to Receive Notices Electronically

Agreement by owner or mortgagee to receive notices from the corporation by electronic delivery

Owner's or Mortgagee's Name

Print Name:

Unit #:

Condominium Corporation's Name

Carleton Condominium Corporation No. 89

Unit Address

In order for your condominium corporation to enter into this agreement, the board of your corporation must have passed a resolution to determine the methods of electronic communication that it will use for serving notices on owners or mortgagees. Before filling out this form, you should consider contacting the corporation to find out what those methods are.

Method the corporation will use to deliver notices to me:

☐ Email

My email address is _____

☐ I agree that I am sufficiently served, as described in section 54 of the *Condominium Act, 1998*, if the corporation uses the method of delivering notices identified in this agreement.

Signature of owner or mortgagee

Date (yyyy/mm/dd)

Signature of individual on behalf of the
condominium corporation, with
authority to bind the corporation

Date (yyyy/mm/dd)

We strongly encourage you to participate.

Please fill out the attached and return to the site office located at 335 Catherine Street, Ottawa, ON, K1R 5T4 or via email at sboots@condogroup.ca or by fax at 613-237-3533.

PRE-APPROVED PAYMENT PLAN – TERMS & CONDITIONS

PLEASE DROP COMPLETED FORM INTO THE OFFICE

I(we) authorize Carleton Condominium Corporation #89 (hereinafter “the Payee”) to debit my(our) account as indicated on this pre-authorized payment authorization under the terms and conditions agreed to by me(us) with the Payee until such time as written notice to the contrary is given.

I(we) understand that common expense payments are always applied to the earliest indebtedness.

I(we) acknowledge that delivery of my(our) authorization to the Payee constitutes delivery by me(us) to the branch of the financial institution at which I(we) maintain an account and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization. Termination of this authorization does/may not terminate the contract for goods and services exchanged.

I(we) will notify the Payee in writing of any changes to the account information or termination of this authorization at least fourteen (14) days prior to the next due date of the pre-authorization debit.

Items changed under any of the following conditions will be reimbursed subject to written notification by me(us) to the branch of account within ninety (90) days:

- a) I(we) never provided authorization to the Payee;
- b) The pre-authorization debit was not drawn in accordance with my(our) authorization;
- c) My(our) authorization was revoked; and
- d) The debit was posted to the wrong account due to invalid/incorrect account information supplied by the Payee.

I(we) warrant that all persons whose signature(s) are requested to sign on this account have signed this agreement.

Please note the Payee cannot accept cheques that are linked to a credit card or line of credit; only chequing or savings accounts. There is a \$37.00 charge for payments returned for any reason.

This form and void cheque must be received at least fourteen (14) days prior to the specified start date to be set up for that month.

Pre-authorized Payment Authorization	
Name:	Name:
Phone #	Cell #
Address:	
Email(s)	
I(we) authorize CCC #89 to process a debit, in paper, electronic or other form, to cover common charges only, from my(our) account on the 1 st day of each month commencing on:	
I(we) acknowledge that I(we) have read and understand all the provisions contained in the terms and conditions of this Pre-Authorized Payment Authorization.	
Signature:	
Date:	
Signature:	
Date:	
PLEASE ATTACH VOID CHEQUE	

KEEPING IN TOUCH FORM**PLEASE DROP COMPLETED FORM INTO THE OFFICE**

NAME: _____

UNIT NO. _____

Will be away from _____

to _____

My **mailing and email addresses** while away where any official notices can be sent will be:_____

Email: _____

In the event of an emergency concerning my unit during my absence, my contact person is:

Name: _____

Telephone Number(s): _____

Have you provided keys to another Halcyon resident to check your unit and pick up your mail during your absence?

If yes, who: Name: _____ Unit # _____If no, who will be checking your unit and picking up your mail:

Name: _____

Telephone number(s) _____

Signature of Resident: _____

If absent from your suite for an extended period (more than 2 weeks), please disconnect all plugged-in electric cords not required to be in use during your absence.

CARLETON CONDOMINIUM CORPORATION NO. 89

("the Corporation")

CONDOMINIUM RULE respecting ASBESTOS (and other hazardous substances)**Date of Board Resolution: November 12, 2015****Introduction**

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

Definitions

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

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

1. Asbestos etc.

- 1.1 All owners are hereby notified that the condominium corporation has received an expert report which has revealed the presence of certain hazardous substances in certain locations on the common elements and in the units. The report is a **Designated Substance Survey ("DSS")** prepared by InAir Environmental Ltd. and dated January 2015.
- 1.2 The hazardous substances revealed by the DSS, and their locations, are noted in the attached executive summary of the DSS.
- 1.3 Because the hazardous substances include asbestos, the corporation's consultant has also prepared an **Asbestos Management Plan ("AMP")** dated April 2015 also prepared by InAir Environmental Ltd.] for our condominium. Any owner may inspect the DSS and AMP upon reasonable notice to the Board or Manager; and any owner may obtain copies

of the DSS and AMP from the Board or the Manager (upon payment of a reasonable copying charge).

- 1.4 The consultant has also advised that the hazardous substances do not represent a health risk as long as they remain in good condition and are not disturbed (for example, during repair or maintenance work in the area in question).
- 1.5 All owners are required to:
 - (a) provide a copy of this Rule, the DSS and the AMP to any worker hired by the owner to carry out any work on the property;
 - (b) ensure that all workers hired by the owner to undertake any work on the property that may disturb Asbestos Containing Materials carry out the work in accordance with the AMP and have received the appropriate training, specified in the AMP.
 - (c) otherwise fulfill all of the owner's obligations under the *Occupational Health and Safety Act* (and Regulations).

QUESTIONS/SUGGESTIONS TO THE BOARD

PLEASE DROP COMPLETED FORM INTO THE OFFICE

NAME: _____ UNIT # _____

PHONE NO. _____ EMAIL: _____

MODE OF REPLY – CHECK ONE: Phone _____ Email _____

In Writing _____ Would you like to attend a Board Meeting _____

MY QUESTION

MY SUGGESTION (A SUGGESTION MAY BE SUBMITTED ANONYMOUSLY)

SIGNATURE _____ DATE _____

**DUE TO PRIVACY LAWS, QUESTIONS THAT WOULD DISCLOSE THE PERSONAL
INFORMATION OF ANOTHER INDIVIDUAL CANNOT BE ANSWERED**

OWNER'S INFORMATION FORM
PLEASE DROP COMPLETED FORM INTO THE OFFICE

Unit #	Move-In Date
PERSONS/PETS RESIDING IN THE UNIT	
1.	2.
3.	4.
Is there a Pet?	Cat _____ Dog _____
Phone Numbers:	Home
Cell	Work
<p>IN THE EVENT OF AN EMERGENCY, the elevators will NOT function, would you require assistance to evacuate the building down to the ground floor via the stairwells?</p> <p>YES _____ NO _____</p>	
<p>If yes, why? (visibility, mobility, etc.) _____</p>	
PERSON(S) TO CONTACT IN CASE OF AN EMERGENCY	
Name	Relationship
Phone Numbers	Home
Cell	Work

NOTE: If you are going to be away more than two (2) weeks, you should complete the **“Keeping in Touch”** form prior to departure.

THIS FORM MUST BE KEPT UP TO DATE. Should circumstances change, please submit a new form to the office.

GUEST SUITE RESERVATION AGREEMENT

Page 1 of 2

NAME of Unit Owner _____ Hereinafter called "the Owner"

UNIT: _____ TELEPHONE No.: _____ FEE _____

NAME OF Unit Tenant if applicable _____

RENTAL FEE \$70.00 for the first night and \$35.00 for each subsequent night

NAME OF GUEST(S): 1) _____

(Maximum of 3) 2) _____

3) _____

NUMBER OF NIGHTS (Maximum of 3nights): _____

DATE OF FIRST NIGHT: _____

DATE OF LAST NIGHT IF MORE THAN ONE: _____

NOTES:

- The key to the Guest Suite will be left in the Owner's mail box by noon of the check-in date. Check-in time is 2:00 p.m. and check-out is at 11:00 a.m. when the key must be returned to the Office.
- Payment by cheque payable to CCC No. 89 is due in full when reserving the Guest Suite.
- The fee for reservations is refundable if cancelled at least **five (5) days** prior to reservation date.
- **NO PETS are allowed in the Guest Suite.** The Owner will be fully responsible for the cost of the clean-up required, as determined by the corporation, to eliminate all stains and allergens and any rental days lost as a result of the clean-up. This could amount to several hundred dollars.
- **Absolutely NO SMOKING is permitted in the Guest Suite.** The Owner will be fully responsible for the cost of the clean-up required, as determined by the Corporation, to eliminate the smell of smoke and any rental days lost as a result of the clean-up. This could amount to several hundred dollars.
- **There is no maid service.** Cleaning arrangements can be made with the Superintendent and may be subject to additional charges. All dishes must be washed, dried and put away before check-out.
- **Lost or stolen items may be charged back to the Owner.**
- Guests using the Visitor's Parking lot must display the unit number of the Owner on their dash board.
- The Owner assumes full responsibility for any loss or damage caused by their guests.
- If infractions to these rules occur, the Board of Directors reserves the right to ban any guest from future rental of the Guest Suite.

FOR THE COMPLETE LIST OF RULES, PLEASE REFER TO THE GUEST SUITE POLICY ON THE BACK OF THIS FORM.

I have read and understand the preceding _____

The Owner's Signature



NO SMOKING _____



NO PETS _____

The Owner to initial both spaces

HALCYON GUEST SUITE POLICY Page 2 of 2

The Guest Suite is provided as a convenience to owners and their guests. If a tenant wishes to rent the room, the Owner should make the arrangements and take responsibility for payment and damages. It is not a hotel suite and should be considered as an extension of an owner's apartment.

The guest suite contains two twin beds and a twin-sized rollaway bed.

This policy was drafted for the following purposes:

- a) to give a fair chance to all owners of the Halcyon to reserve the guest suite when they want to,
- b) to give the staff sufficient time to clean the guest suite,
- c) to ensure that the guest suite is kept in pristine condition.

Reservation Policy

- (a) The guest suite cannot be reserved for more than three (3) consecutive nights. However, if on the last day of the reservation no other owner wants to use it, guest(s) can stay in the suite on a day to day basis until another owner wants it.
- (b) The guest suite cannot be reserved more than 90 days before the first day of the reservation.
- (c) A fully completed "Guest Suite Reservation Agreement" form must be completed in full when booking the room.
- (d) A cheque payable to CCC #89 is due in full when reserving the guest suite along with the fully completed "Reservation Agreement" form. Refer to the fee schedule at the beginning of this book. The fee is non-refundable if the reservation is cancelled less than five (5) days prior to the reservation date.
- (e) An owner cannot reserve the guest suite for more than one of the major holidays (New Year, Easter, Thanksgiving and Christmas) in a single year except if the suite has not yet been reserved five (5) days before the holiday at which time that owner may reserve it.
- (f) An owner who has reserved the guest suite for a major holiday one year cannot reserve it for the same holiday the following year except if the suite has not yet been reserved five (5) days before that holiday at which time that owner may reserve it.

Occupation Policy

- (a) Check-in time is 2:00 p.m., check-out time is 11:00 a.m.; this is the time the keys must be returned to the Office. On rare occasions, the check-in time may be later if previous guests vacated on the same day.
- (b) No more than three persons may occupy the guest suite. If the guest brings a crib, this maximum occupancy policy does not apply to babies.
- (c) **NO PETS** are allowed in the guest suite. The owner who reserved the suite will be responsible for the cost of the clean-up required to eliminate allergens and stains, including dry-cleaning of curtains, bedspreads, carpet, etc. and any rental days lost as a result of the clean-up. This could amount to several hundred dollars.
- (d) Absolutely **NO SMOKING** is permitted in the guest suite. The owner who reserved the suite will be responsible for the cost of the clean-up required to eliminate the smell of smoke including, dry-cleaning of curtains, bedspreads, carpet, etc. and any rental days lost as a result of the clean-up. This could amount to several hundred dollars.
- (e) The owner assumes full responsibility for any loss or damage caused by their guests.
- (f) The owner assumes full responsibility for any unusual amount of time needed by our staff to clean up, launder excessive amounts of linens or remove stains. All dishes are to be washed, dried and properly put away prior to check-out.
- (g) The Board reserves the right to ban any guest from future rental of the suite.
- (h) Long distance telephone calls cannot be made from the guest suite.
- (i) Guests using the visitor's parking lot must display a note on their dash board with the unit number of the host.
- (j) Guests may park their car in the garage provided their host (the owner) has a free parking spot or the permission from another owner to use their parking spot.

I have read and understand the preceding _____ (Owner's initials)

PARTY ROOM RESERVATION APPLICATION

TO RESERVE THE PARTY ROOM, COMPLETE THIS FORM, ATTACH A CHEQUE PAYABLE TO CCC#89 AND DELIVER TO THE OFFICE*

DATE: _____ FEE _____

NAME OF OWNER: _____

[NB: A tenant can only rent the Party Room if the unit owner (the Applicant) agrees to be responsible for any damage and the conduct of the guests/invitees. Therefore, a tenant must obtain the unit owner's signature on this form to rent the Party Room].

UNIT # _____ DATE OF PARTY: _____

TIME TO BE USED FROM: _____ TO: _____

FACILITIES REQUIRED: (Use check mark to indicate)

TABLES _____ CHAIRS _____ COFFEE
URN _____ KETTLE _____ DISHWASHER _____

DISHES/UTENSILS _____ TABLECLOTHS _____ GLASSES _____ AUDIO/VISUAL _____

*The Superintendent will confirm the reservation or not within two (2) working days of receipt.

PARTY ROOM RESERVATION AGREEMENT

The Applicant(s) agree to the following:

1. To pay a rental fee as set out from time to time by the Board when making the reservation. The fee will be refunded only on cancellations given five (5) days or more prior to the date of the reservation.
 2. The number of occupants shall not exceed 131 seated in chairs, 104 seated at tables or 247 standing.⁸⁶
 3. Smoking is not permitted anywhere on the property.
 4. The Applicant is responsible for obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario if alcohol is to be sold (e.g. cash bars) at the party.
 5. The applicant takes full legal responsibility, including appropriate insurance coverage, to ensure guests are not impaired by alcohol or drugs before leaving the premises. A list of taxis to call is beside the telephone in the lobby. The applicant agrees that CCC #89 is not responsible for any litigation that may arise as a result of events that occur during or after the party.
 6. No animals are allowed.
 7. Guests are only permitted to be in the Party Room, Card Room, washrooms and the grounds (except the flower garden, swimming pool and pool decks). They are allowed in the lobby but only to enter and exit the building. Guests are not permitted in the stairwells, hallways, exercise room, library/lounge, mail room and boardroom.
-

8. The party must end by 11:00 pm in accordance with the City By-Law on Noise #2017-255 or later if there is no music or loud voices.
9. The applicant is responsible for the conduct of all guests/invitees while on Halcyon premises.
10. On the day of the party and/or on acceptance of the keys, the applicant will examine the Party Room and Card Room facilities, certify to their quality, and accept full responsibility for their care and for custody of all items.
11. AUDIO/VISUAL EQUIPMENT. Arrangements must be made with the Superintendent (during working hours & day before event) who will set up the equipment and provide necessary instructions.
12. In some cases, limited assistance from staff may be available to set up tables and chairs but only during their normal working hours.

INSTRUCTIONS FOR CLEAN UP OF PARTY ROOM AND CARD ROOM

1. ALL CLEAN UP MUST BE COMPLETED BY 10:00 a.m. THE DAY FOLLOWING THE EVENT.
2. LG DISHWASHER. Follow the instructions (user manual available); don't overload. Ensure all dishes, cutlery, pots, etc. are clean and put away. Pots may require hand washing.
3. The commercial dishwasher is not to be operated by the applicant(s).
4. Arrangements for garbage cans or garbage bags must be made prior to the party. All garbage must be placed outside the Garbage Room and all Recycling deposited in appropriate bins, both on B1.
5. The Party Room and Card Room must be cleaned and the rooms restored to their normal standard of cleanliness and good order. Tables and chairs must be stacked and returned to their original west-side location.
6. Cleaning, including spills, are not the responsibility of CCC No. 89 or the Superintendent. However, the Superintendent will vacuum the floors after the party.
7. All tablecloths and tea towels must be laundered, stains removed, neatly folded and returned.
8. Additional clean-up work, if required, to return the Party Room and Card Room to satisfactory condition, will be charged to the applicant.
9. Any tables and chairs rented by the applicant(s) are to be neatly stacked for pickup by the rental company.

NOTICE: The furnishings and equipment in the Party Room are the property of CCC No. 89. Any loss or damage resulting from or occasioned by the event will be the responsibility of the applicant.

I have read the preceding agreement and the cleaning instructions and will comply with all the provisions contained therein.

Signature of Owner(s) _____ v. 27 March 2022

PEST CONTROL POLICY

CCC#89's policy regarding pest control [except in the case of bedbugs (see below)] is that each homeowner must deal with their own problem first. A product available for purchase at Home Depot has been recommended to us as being very effective: "*Green Earth Homecare – Ant, Roach and Crawling Insect Killer Dust*". It contains boric acid so if you have pets, make sure you read the label carefully. The Superintendent has a supply of this "*Green Earth*" product to loan out temporarily to owners who have a mild infestation. We request that you personally take care of this problem in its mild stage. However, if the "*Green Earth*" product proves ineffective, contact the P.M. and explain what efforts you have made to deal with the situation on your own. If appropriate, arrangements will be made for a professional exterminator to visit your unit at corporation expense.

Spiders, wasps and bees. Many products are available to control and kill spiders, wasps and bees. This is at the owner's expense.

Bedbugs. There is only one exception to this policy and that concerns bedbugs. There are two ways to get bed bugs: migration and hitch hiking. Migration is when bed bugs walk to an adjacent unit through hallways, plumbing, electrical lines, elevators or other means. Hitch hiking is when bed bugs climb into or on bags, clothing, books (including library books), used furniture or other belongings and are relocated by a person. Early detection is extremely important to addressing a bedbug infestation. There is no fast, inexpensive solution and only licensed pest control operators should be used. If the job is not done properly, the bedbugs will come back or continue to spread. The problem will then become more serious and more expensive.

Therefore, at the first sign of a bedbug infestation, call the P.M. immediately. Even though CCC#89 is not legally obligated to pay for the service of a professional exterminator to clean up your unit in the case of bedbugs, the Board has decided that the Corporation should nevertheless pay for this service. In making this decision the Board took the view that it would be to everybody's benefit if a bedbug infestation is dealt with promptly and thoroughly.

For more information on the prevention and control of bedbugs call the Ottawa Public Health Information Line at 613-580-6744 or go to Ottawa.ca/bedbugs.

The Board of Directors
May 2013

PET RULES

In these Rules pets mean any animals.

E. Pets

1. Interior Common Elements.

No pet shall touch any parts of the interior common elements: corridors, elevators, stairwells, lobby, billiard room, library, card room, party room, etc.

Underground parking garage: no pet shall touch the ground with only two exceptions outlined in paragraphs 3(b) (ii) and 4.

No pet, whether held in the owner's arms or in a transportation device, may be present in any other area on the ground floor except the lobby and mailbox area.

2. Exterior Common Elements.

No pet is allowed or shall be "walked" on any lawns, patios, flower beds, pool decks and south or west bricked pathways. Pets are allowed to be walked on the paved exterior common elements: visitor parking area, paved/concrete sidewalks, ramp and paved lanes only for the purpose of immediately exiting and returning to the building entrances. This means owners are not allowed to "walk" (meaning exercise) their pets anywhere on the property.

3. Exiting and entering the building with a pet.

(a) Through the main lobby:

- (i) Pets carried in the arms of the owner can be transported through the lobby and released from the owner's arms only once outdoors.
- (ii) Owners who do not wish to or cannot carry their pet must transport them in a transportation device on wheels. The device must be left near the south side of the main entrance vestibule close to the flower bed and the pet returned to the transportation device prior to entering the building.

(b) Through the basement:

- (i) Pets carried in the arms of the owner can be transported in the basement and released from the owner's arms only once outdoors, and picked up again prior to entering the building.
- (ii) Owners who do not wish to or cannot carry their pet must transport them in a transportation device on wheels. The device may be left in the garage by the pedestrian door beside the exit garage door. The pet cannot be released from the transportation device until reaching the pedestrian door and must be returned to the device immediately upon re-entering the building. If the owner prefers, the transportation device may also be left outdoors but only at the end wall of the garage ramp.

4. Taking a pet to and from a car parked in the garage.

Pets can be carried in the arms of the owner or transported in a transportation device on wheels that may be stored in the owner's parking spot. Pets may touch the garage floor within the owner's parking space for the purposes of entering or exiting a car.

5. No pets shall be transported in the shopping carts provided to owners in B1 and B2. These carts are used by owners primarily to carry groceries.
6. While anywhere on the property (indoor or outdoor), whether held in the arms or in a pet transportation device, a pet shall have attached to it a leash that is extended to no more than 6 feet and securely held by the person in charge.
7. The owner shall be liable for any and all damage to the common elements caused by the owner's pet or the pet of the owner's visitor, guest or tenant.
8. In the event that any urine or excrement shall accidentally or otherwise be left by any pet, the owner or any person in charge of the said pet at that time shall immediately wipe up such urine or excrement, securely wrap and dispose of same in the garbage disposal facilities and the owner of the said pet shall remove any stains and be financially liable for repair of any damage resulting there from.
9. No pet shall weigh more than 25 lbs. (11.5 kg). However, current owners of pets that weigh more than 25 lbs. (11.5 kg) will be grandfathered and allowed to keep them.
10. Exotic pets, reptiles and breeds of dogs known for their aggressiveness such as Pit Bulls etc. are not allowed in the building.
11. Breeding of any animal within the building is prohibited.
12. The following provision is contained in the Declaration⁸⁷:
"No owner of any unit shall keep a pet, including any animal, in said unit or allow any pet, including any animal, in the common areas that disturbs any other owner or owners of any units, and for the purpose of this Declaration a pet, including any animal, shall be deemed to be disturbing any other owner or owners of any units if the Board shall determine that it so disturbs any other owner or owners of any units."

August 2013

⁸⁷ CCC#89 Declaration, Part IV, 1 f.

CCC #89 – RENOVATIONS TO UNIT**OWNER INFORMATION**

NAME: _____ UNIT: _____

TELEPHONE: HOME _____ WORK _____ CELL _____

ESTIMATED DURATION OF WORK From: _____ To: _____

DESCRIPTION OF WORK TO BE DONE (attach plans & additional information if applicable):

ARE YOU DOING THE WORK OR HIRING A CONTRACTOR? _____

CONTRACTOR INFORMATION

NAME OF CONTRACTOR: _____

PROFESSIONAL OR BUSINESS LICENCE #: _____

NAME OF SUB-CONTRACTOR(S) _____

CONTACT NAME(S): _____ TELEPHONE: _____

MAKE OF VEHICLE: _____ LICENCE #: _____

Submission of this form is not required for the Owner to carry out painting and/or decorating work.**INTRODUCTION**

These guidelines promote the safety, security and welfare of Halcyon owners. They are also intended to prevent anything that would unreasonably interfere with owners' use and enjoyment of their units and the common elements.

The proposed plan for renovating may also require specifications and drawings. Some work may also require a Building Permit. The owner must provide to the Corporation a copy of the Building Permit, or any other permit(s) required by Federal, Provincial or Municipal law, if applicable.

In general, no boundary wall, partition wall, floor, door or window, wind screen, electrical panel, toilet, bathtub, wash basin, sink, heating, air-conditioning, plumbing or electrical installation etc., contained in or forming part of a unit shall be installed, removed, extended, or otherwise altered without submitting this Renovation to Unit Form to the Corporation.

Any structural, plumbing, or electrical work carried out in a unit shall be carried out only by properly qualified and licensed contractors, licensed sub-contractors or tradespersons who have adequate liability insurance to cover any damage which they may cause. Upon request, the owner shall provide to the Corporation written proof, reasonably satisfactory to the Board, that the contractor, subcontractor, or tradesperson meets these requirements.

Owners must ensure that any work in their units is completed with reasonable haste, so as to reasonably limit the duration of the disturbance for other residents.

RULES

1. Work generating noise or vibration shall be carried out only Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m. and Saturday between 8:00 a.m. and noon. No work generating noise may be done Saturday afternoon, Sunday, or on statutory holidays applicable to the Province of Ontario.
2. Construction waste from renovations must be removed by the contractor/owner. No waste shall be put down the garbage chute or in the garbage bins, recycle bins or garbage rooms of the corporation.
3. Tile grout, drywall compound, glue, paint, paint brushes, rollers and trays or small construction debris, must not be cleaned or flushed down toilets or sinks⁸⁸. They must be removed from the site.
4. Contractor vehicles may be parked at the bottom of the ramp of the garage entrance only while unloading/loading material, and only after receiving permission from the superintendent if the truck is not too large to damage the ramp.⁸⁹
5. Owners taking delivery of materials must meet contractors at the garage entrance and escort them to their unit.
6. Contractors may use the locked demolition bin and locked large dolly located in Recycling area. See the Superintendent to unlock them.
7. Contractors may use the locked shopping carts in the B1 garage outside of the elevators marked for "Contractors and Residents". Use the common element key to unlock them.
8. Contractors may not use the Workshop.
9. The service elevator,⁹⁰ must be reserved at least 24 hours in advance so that the protective pads can be put up for the delivery or removal of large items related to unit renovation.
10. The service elevator is available only Monday to Friday between 8:00 a.m. and 4:00 p.m. and 8:00 a.m. to noon on Saturday. The elevator is reserved on a first come basis.
11. Contractors are permitted to enter and exit the building through the front door (lobby) only when carrying small, hand-held items. Large items⁹¹ must be brought in through the garage entrance.
12. Incoming or outgoing materials must not be left in the hallways for more than a few minutes (*Fire Code* violation).
13. No work may be carried out in the hallways (sawing, drilling etc.)

Renovations involving kitchens and bathrooms:

1. No "touch on – touch off" taps are permitted.
2. All plumbing and electrical work must be done only by licensed professionals experienced in working in high-rise buildings.
3. Flexible hoses for toilets, washing machines and dishwashers must bear CSC, ULC or CUPC approval on the paper labels or engraved on the metal parts suitable for high rise plumbing applications.
4. No garbage disposals or garburators are permitted to be installed.⁹²
5. Refrigerator water lines for ice maker or cold water must be copper not plastic.
6. No motorized bathtubs (whirlpool or Jacuzzi) are allowed due to the noise and vibration generated to neighbouring units.
7. Install a low flow toilet; not less than 6 litres. Ensure your supplier is aware that the model you purchase must conform to the requirements of a highrise.
8. Replacement drainpipes under kitchen and bathroom sinks must be copper or fire rated PVC (XFR) (gray). ABS pipe (black) is not permitted under sinks as per the *Fire Code* as they produce dangerous fumes if they burn.
9. Concrete floors and ceilings cannot be altered (chiseled, notched, drilled, nailed etc.).

⁸⁸ City of Ottawa, By-Law 2003-514

⁸⁹ Blue Book - See Deliveries and Pick-ups

⁹⁰Blue Book - See Elevators

⁹¹A "large item" is defined as anything that cannot be carried in the arms of a single person.

⁹² City of Ottawa, By-Law 2003-514

10. As per the *Building Code*, install only waterproof (mold resistant) drywall in the main bathroom.

General Requirements

1. Fire walls in any unit are not permitted to be altered in accordance with the *Fire Code*. Blue prints are available for review.
2. Partition walls cannot be removed without prior written consent from the Board due to the location of telephone and television cabling connected to other units. Restoration of broken or damaged cabling will be the sole responsibility of the unit owner.
3. ~~Windscreens on balconies must conform to the specifications of the existing windscreens that were approved by the Board of Directors.~~
4. The owner must provide their contractors with copies of the Designated Substances Report and the Asbestos Management Plan and ensure that remediation requirements are followed.
5. Hard flooring including wood/laminate/tile must be installed to condominium standard sound rating minimums of Field Impact Insulating Class (FIIC) of 60 dBA or greater and a Field Sound Transmission Class (FSTC) of 55 dBA or greater.
6. All renovations underway are subject to inspection by the Corporation.
7. All unit renovations made or acquired through resale are the sole responsibility of the unit owner.

NOTICE

Any losses, costs or damages incurred by the Corporation by reason of a breach of these Rules by any owner, his or her family, guests, servants, agents, tenants, or occupants of his or her unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses in accordance with the Condominium Act and Part III of the Declaration. Without limiting the generality of the foregoing, such losses, costs, or damages shall include, but shall not necessarily be limited to, the following:

All legal costs incurred by the Corporation in order to enforce, or in attempting to enforce, the Act, Declaration, By-laws or Rules;

No restriction, condition, obligation, or provision contained in any Rule or Rules of the Corporation shall be deemed to have been abrogated or waived by reason of any failure to enforce the same irrespective of the number of violations or breaches thereof which may occur.

ACKNOWLEDGEMENT OF OWNER:

I confirm that I have read this form as well as CCC #89 By-law No. 9 "Modifications to Common Elements".

I UNDERSTAND THAT I MUST PROVIDE THE SIGNED COPY OF THIS FORM TO MY CONTRACTOR AND SUB-CONTRACTORS FOR THEIR INFORMATION.

SIGNATURE OF OWNER _____ DATE: _____

REQUEST FOR REPAIRS OR SERVICE**PLEASE DROP COMPLETED FORM INTO THE OFFICE**

Name:	Unit #
Location of Repair/Service required:	
Description of Repair/Service:	
FOR OFFICE USE ONLY	
Date Repair/Service Completed:	
Repair/Service completed by whom / include work order if applicable:	
Cost of repair:	Expense approved by:
Follow up required: yes _____ no _____	If yes, describe follow-up below:

RULES

SMOKING, CANNABIS/MARIJUANA AND TOBACCO PRODUCTS

At a general meeting of owners held on April 4th, 2018 a resolution was passed to make CCC # 89 a no smoking building. The following rules are presented to the Board for approval and for inclusion in the Blue Book and will apply to owners, their families, visitors, agents, tenants, and occupants of units.

- The Halcyon, CCC 89 is a no smoking building. This includes the smoking inhaling, vaping, breathing of cannabis/marijuana, and the smoking of tobacco products.
- Smoking is not permitted in any unit, except in those units whose residents have been grandfathered in accordance with the terms and conditions outlined below.
- Smoking is not permitted in any of the following: common areas and common elements (balconies), parking garages, patios, party room, card room, exercise room, laundry, library, guest suite, lounge, sauna, hallways, the outdoor pool, and podium areas and within 10 metres from the perimeter of the building.

GRANDFATHERING

1. Tobacco smokers who purchased their units when smoking within units was permitted have been 'grandfathered'. A registry of grandfathered smokers is being maintained. This designation will remain in force only as long as the owner resides in the unit.
2. Grandfathering applies only to smoking within units and not in common areas and applies equally to residents, families, visitors, agents, contractors, tenants, and other occupants of units.
3. Grandfathered residents must take reasonable steps to ensure that the smoke does not migrate to the common elements or to other units.
 - All windows and doors are closed when smoking takes place inside the unit; and
 - appropriate air filtering and or purifying is installed to prevent second-hand smoke.

Medically prescribed smoking of cannabis/marijuana will be allowed, however, a medical certificate from a practising physician is required. The growing of marijuana plants within units is not permitted, however, growing of marijuana plants on balconies and patios is permitted.

GENERAL

Any losses costs or damages incurred by the Corporation by reason of a breach of these Rules by any owner, his or her family, guests agents, tenants or occupants shall be borne by such Owner and may be recovered by the Corporation in the same manner as common expenses in accordance with Articles 1X and or 1XX(8) of the declaration.

(a) Legal cost incurred by the Corporation to enforce or in attempting to enforce the above Rules.

An administration fee of \$75.00 to be payable to the Corporation for any violation that continues after initial notice has been given and a further administration fee for each month during the violation continues or is repeated.

SCHEDULE "A" – CCC #89 By-Law #6

Description of the Standard Unit

KITCHEN

Cupboard:	Formica-topped kitchen cabinets
Lighting:	Rectangular 4 neon bulb fixture (Nylon screen)
Counter:	Laminate-basic quality without edging; single stainless-steel sink; Delta tap, single lever
Appliances:	(either Westinghouse or GE) Stove: basic model – 30" non-self-cleaning Fridge: 17 cu ft. 2 door Dishwasher: basic model
Ceiling & Walls:	Painted drywall
Floor:	Vinyl yards goods

LIVINGROOM / DINNINGROOM / HALLWAYS

Ceiling:	Stipple- (some hallways painted drywall, some combined painted drywall and stipple)
Walls:	Painted drywall
Floors:	Wall to wall 24oz standard construction carpet
Lighting:	Black iron fixture in dining room and hallways

BEDROOMS

Ceiling:	Stipple
Walls:	Painted drywall
Floors:	Wall to wall 24oz standard construction carpet

MAIN BATHROOM

Ceiling and walls:	Painted drywall
Counter:	One-piece porcelain counter and sink with Delta 2-taps fixture over Formica-top cupboard
Lighting:	6-bulb incandescent fixture over mirror-cabinet
Bathtub:	American-Standard, coloured, with fixtures
Toilet:	American-Standard, coloured
Floor/tub enclosure:	Ceramic tile 5x5

POWDER ROOM

Ceiling and walls:	Painted drywall
Counter:	One-piece porcelain counter and sink with Delta 2-taps fixture over Formica-top cupboard
Lighting:	4-bulb incandescent fixture over mirror-cabinet
Bathtub:	American-Standard, coloured, with fixtures
Toilet:	American-Standard, coloured
Floor:	Wall to wall 24oz standard construction carpet

LAUNDRY

Appliances:	Stackable Westinghouse washer and dryer
-------------	---

SUMMARY OF LEASE OR RENEWAL

PLEASE DROP COMPLETED FORM INTO THE OFFICE

TO: Carleton Condominium Corporation No 89

1. This is to notify you that: (circle appropriate) hereinafter called the **Lessee**:

a written OR oral lease sublease assignment of lease

OR a renewal of

a written OR oral lease sublease assignment of lease

has been entered into for Unit # _____ including any parking and/or storage unit

Name of Lessee(s): _____

Telephone Numbers Home _____

Work _____ Cell _____

Commencement Date _____

Option(s) to Renew _____

Rent (set out amount and when due) _____

Other information (at the option of owner) _____

2. I (we) have provided Lessee with a copy of the declaration, by-laws and rules of CCC #89.

3. I (we) acknowledge that, as required by subsection 83(2) of the Condominium Act 1998, I (we) will advise you in writing if the lease, sublease OR assignment of lease is terminated.

Dated this _____ day of _____ 20____

Signature of Owner _____ Print Name _____

Address _____

Phone # _____ Cell # _____

In the case of a corporation, affix corporate seal or add a statement that the person(s) signing have the authority to bind the corporation.