

# ESSEX CONDOMINIUM CORPORATION NO. 14



*Canterbury Place*

**RULES**

**AND**

**REGULATIONS**

**REVISED JULY 2013**

# *Canterbury Place*

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## NOTICE OF DISCLAIMER

This Rules and Regulations booklet (July, 2013) is made available to the Owners of Canterbury Place Condominiums in an effort to ensure that **all** owners rights, responsibilities, chattels and life style are respected and protected for the majority.

It was recognized that the current Rules and Regulations are not fully understood and owners are currently relying on various and dated assertions and understandings and in some cases, are relying on unfounded information based on conversational explanations.

While the 2012-13 Board of Directors of Canterbury Place Condominiums (Essex Condominium Corporation No. 14) strived to make the information in this Rules and Regulations as accurate as possible, especially reflecting on past documents, it must be recognized that the information has been gathered from past books, files, notes, documents, etc. and the Board has voted to accept the contents of this booklet as the established and defined Rules and Regulations for all owners of Canterbury Place Condominiums.

In situations where there appears to be a potential conflict between past or 'dated' documents or in any cases of claimed precedence, this version of the Rules and Regulations will prevail. Any dispute in this regard may be a matter for clarification in the Condominium Act of Ontario and subsequently the Essex Condominium Corporation 'Declaration and By-Laws'.

In this regard, the Board of Directors as well as those directly involved in the transposition of data, expressly disclaim liability for any unintentional errors and omissions in the contents.

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## A - INTRODUCTION AND PURPOSE

Canterbury Place is a Condominium situated in a picturesque setting on Riverside Drive directly opposite the City of Windsor, 'Reaume Park' and the Charles E. Brooks, 'Peace Fountain'. The Condominium consists of 56 units owned by individual owners. At the time of construction in the early 1980's, the Builder of Canterbury Place was required by law to register a Declaration setting forth the By- Laws, rules and regulations and legal conditions by which this building would be operated.

As a result of continuing Legislation by the Province of Ontario, every Owner of record is now subject to and bound by the current provisions of the Ontario *Condominium Act*, along with this *Condominium Corporation's Declaration, Bylaws and Rules & Regulations*.

Upon the purchase of a condominium unit at Canterbury Place Condominiums, each Owner received with their *Status Certificate*, a complete copy of the *Condominium Corporation's Declaration, Bylaws and existing Rules and Regulations*. These are important documents which govern many aspects of condominium living and particularly outlines the rules and regulation of this Canterbury Place Condominium Corporation.

To ensure the rights of everyone are understood, it is recommended that each Owner / Resident purchase a copy of the *Condominium Act of Ontario*, which governs the operation of every condominium in Ontario. The Act can also be viewed at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). Simply follow the instructions in the website to locate the *Condominium Act*.

While it may be desirable to limit the *Condominium Rules & Regulations*, it is nonetheless a requirement to ensure everyone is treated fairly and reasonably with consistent application. And in fact, compliance with the Rules and Regulations by an Owner / Resident is now statutory as defined in Section 119(3) of the *Condominium Act* which requires each Owner / Resident to comply with the provisions of the Act as well as the *Condominium's Declaration and By-laws*.

The overall administration of the Condominium, including the building and facilities, as well as all Corporation assets and administration of the common elements of the building as well as to ensure compliance with provisions of the *Condominium Act of Ontario* and the *Condominium's Declaration, Bylaws and Rules and Regulations* falls to the elected Board of Directors of the day and is defined in Section 27.1 and 56.1 of the *Condominium Act*.

In this regard it is important to recognize three (3) distinct and unique 'areas' of the Canterbury Place Condominium. The three (3) defined areas are;

1. **Private Unit** – This is the area inside your unit that you purchased (including storage and parking spots) and consistent with the *Condominium Act* and the *Condominium's Declaration, Bylaws and Rules and Regulations*, is your exclusive use area. Only emergency and certain defined conditions allow access to the unit by persons other than you. E.g. under Sect 19. of the *Condominium Act*, 1998S.O. 1998, Chapter 19; *On giving reasonable notice, the corporation or a person authorized by the corporation may enter a unit or a part of the common elements of which an owner has exclusive use at any reasonable time to perform the objects and duties of the corporation or to exercise the powers of the corporation. 1998, c. 19, s. 19.*
2. **Common Area** – This is the area set aside for use by all Owner / Residents and includes, lobby, hallways, mail room, laundry rooms, garbage area (on each floor and

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main area off lobby), recreation floor with pool, billiards room, exercise room, party room, front parking and aisles in underground parking as well as landscaped grounds areas beyond the patio areas for first floor Owner / Residents.

3. **Exclusive Common Area** - This is the area set aside for exclusive use by a particular condominium unit such as balcony, patio area and Party Room (only when rented). While the Owner / Resident has exclusive use of the area, the Condominium Corporation has a responsibility to maintain structural integrity and appearance of these areas and as such requires occasional, pre notified attendance.

In order to assist in the administration of the entire facility, Owner / Residents should report any irregularities or infraction of Rules to the Property Manager or a member of the Board for any possible remediation.

The Canterbury Place Condominiums is recognized by most as one of stature and prominence in the Windsor area and has been held in high regard for many years. As current owners / residents, we can enhance that perception by means of the civility and courtesy we extend to each other coupled with a reasonable and considerate attitude towards the building itself as well as the neighbors who share this living arrangement.

While rationale for Rules and Regulations to govern conduct in a partially shared environment is obvious, there are also some subtle reasons to ensure that each homeowner is able to equally enjoy not only the common areas, but also their own unit without unnecessary or unreasonable interruption, noise or complaint from the other Owner's family, guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner / Resident while on Canterbury Place premises.

As well, regulations provide basic guidelines regarding expectations of conduct in common areas of the building. In other words, while some rules and regulations may appear restrictive, adherence by all Owners / Residents ensures a reasonable and controlled environment for the peace and comfort of all owners / residents.

While there are private – common – common-exclusive use areas in and around Canterbury Place Condominiums, it is important to recognize and respect these areas. To ensure the observance of the Rules and Regulations, all Owners / Residents are:

- Required to be present when family or guests use the recreation area activities.
- The grounds surrounding our building are for all to enjoy. Only the patio areas are private and exclusive use areas.

This Rules & Regulations edition (July, 2013) is the most recent update and replaces all previous Canterbury Condominium Rules and Regulations and consistent with the *Condominium Act*, no portion of this document is to be interpreted as overriding the Act as contained in Section 176, '*Act prevails*'; 176. *This Act applies despite any agreement to the contrary. 1998, c. 19, s. 176.*

## **B - COMPLIANCE WITH RULES and REGULATIONS (OVERVIEW)**

To ensure a desirable living environment, each Owner / Resident is required to comply with the Canterbury Place Condominium Rules and Regulations, including all requirements as contained in the Ontario ***Condominium Act***. Owner / Residents are also required to ensure the Canterbury Place Condominium Rules and Regulations are adhered to by their family,



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guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner /Resident while on Canterbury Place premises.

Failure of an Owner's family, guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner / Resident while on Canterbury Place premises to comply with these Rules does not remove liability for that failure from the Owner, who remains at all times responsible for all infractions.

**NB: In the event of damage caused by the Owner / Resident or family, guest(s), tenant(s), contractors(s) or any other person(s) associated with the Owner / Resident while on Canterbury Place premises, the Condo Owner will be required to reimburse the Condominium Corporation for the cost of any repairs or damages to the common areas, including equipment, supplies, labour, facilities, etc. or to another Owner's Unit caused by the Owner / Resident or family, guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner / Resident while on Canterbury Place premises.**

If the 'accountable' Owner deems restitution from the offending party is appropriate, the 'accountable' Owner is responsible to recover these expenses directly from family, guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner /Resident while on Canterbury Place premises without cost or liability to the Corporation

Owner / Residents are encouraged to have Tenants or any persons occupying their condo Unit, to sign an ***Acknowledgement of Rules and Regulations' Form C-001***, but in any event, guests occupying condo units in the absence of Owner / Resident are required to sign an Acknowledgement of Rules and Regulations' form, prior to participation in the recreation area activities

## **B - COMPLIANCE WITH RULES and REGULATIONS (Overview)**

### **1 - COMPLAINT – COMMENT – QUESTION:**

In the event an Owner / Resident has a Complaint, Comment or Question regarding any matter pertaining to the Canterbury Condominium Corporation, they may contact Concierge for a copy of a ***Owner Formal Complaint – Comment - Question Form C 002***. Upon completion, they may return it to Concierge and the form will then be submitted to the Board of Directors for review and response.

## **C - BOARD OF DIRECTORS**

In the simplest of description, Boards of Directors run condo corporations on behalf of owners. In principle, they represent owners while making important decisions regarding many aspects of the Condominium Corporation including the maintenance of buildings and grounds, condos' finances, and they must uphold and enforce the *Condominium Act*, as well as the Declaration, By-Laws, and Rules & Regulations.

The Board of Directors at Canterbury Place is normally comprised of five (5) Directors who are democratically elected by the owners at the Annual General Meeting which is usually held near the end of each calendar year. Each currently elected Director is usually elected for a 3-year term with a specific number of Directors elected in alternating years. As an

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example, at an election, there would usually be elections for two (2) Board positions because two (2) Directors have served their three (3) year terms and therefore they are at the maximum allowed tenure. The remaining three (3) members of the Board would not stand for election to the Board because two (2) Directors, have served one (1) year and therefore have two (2) years remaining and one (1) Director has served two (2) years and therefore has one (1) year remaining. Unless there are extenuating circumstances, this rotational format is primarily designed to ensure there are always Board members with knowledge and experience available for the new Board members and as well, the rotational format provides the opportunity for new Board members with new ideas and fresh approach to the Board administration.

In addition to all requirements contained in the Ontario Condominium Act, Article 3-1, By-Law No 1 of this Essex Condominium Corporation No 14 regarding the qualification of Directors, the following applies . . . *“No person shall serve as a director of Essex Condominium Corporation No 14: (a) if the said person shall be absent from the City of Windsor and unable to attend meetings of the Board of Directors for a duration, whether annual or otherwise, for more than thirty-five (35) consecutive days in any one year; and (b) unless he or she is in compliance with the provisions of the Condominium Act of Ontario and, specifically, Section 29 thereof.”*

Further, Article 3-1, By-Law No 1 of this Condominium Corporation regarding the Directors attendance at meetings, the following applies . . . *All Board of Director members must dutifully attend all Regular Monthly, Ad Hoc and/ or Emergency, In-Camera meetings with an understanding that a Board member may be removed from the Board when the member; 1. has two (2) ‘un-notified’ and/ or ‘unapproved’ absences in a row from meetings as noted above, (‘un-notified’ means the member did not notify another Board member before a Board meeting, to indicate they would be absent from the upcoming meeting and ‘unapproved’ means the majority of the Board voted to not approve the absence) 2. The member has three (3) ‘un-notified’ and/ or ‘un-approved’ absences from the Regular Monthly Board meetings in a row 3. The member misses one half of the total number of regular scheduled Board meetings in a consecutive twelve-month period. The Board member in violation of the attendance policy will be removed at a special Board meeting following the infraction. At any time the Board may waive compliance of the policy due to extenuating circumstances and the waiver must receive a unanimous vote of the Board of Directors.*

Minutes of the monthly Board meetings are normally posted in the mail room for all Owners / Residents to read with the objective to ensure the business of the Board of Directors is open and transparent to all Owner / Residents.

The Board of Directors is always looking for suggestions to improve the building, facilities and services. As such, the Board Administration office on the 10<sup>th</sup> Floor has a mail slot in the office door to receive correspondence, including suggestions and comments. Further, the Board conducts regular General Membership Meetings on a frequency suggested by the Owners / Residents at which time key issues are presented and an open forum for Owner / Residents to ask questions and provide input. As well, Owner / Residents can always correspond with the Board of Directors either by phone or mail.

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## D - PROPERTY MANAGEMENT COMPANY

The Property Management Company is fundamentally retained to oversee the day-to-day operations of Canterbury Place. While the option remains with the Board of Directors to assume the Property Management responsibilities, it is generally held that a 'hired' management company offers expertise, staff, resources and especially time which are not always available with Volunteer Boards.

With the oversight and approval of the Board of Directors, it is the Property Management Company's responsibility (in part) to:

- Collect Monthly Condo Fees
- Supervise on-site Staff
- Arrange Service and Repair contracts in the Building
- Maintain and Improve Environmental Standards
- Maintenance of Common Areas and Services
- Manage Internal Communications
- Manage, Coordinate and Report Financial Management procedures/performance
- Ensure overall General Administration
- Procurement of Insurance Policies
- Preparation of Tax Returns and other Legislative Reports
- Assistance to the Board of Directors on Policy matters.

The Property Management Company will also furnish monthly management reports consisting of a current financial statement (including any outstanding delinquencies), the services performed during the past reporting period, and any problem areas and future planning issues for consideration by the Board at each Regular Board of Director Meeting.

***NB: Owners are not authorized to instruct, interfere, disrupt or delay the Property Management Staff in the performance of their duties or working schedules.***

## E - CANTERBURY STAFF (OVERVIEW)

IMPORTANT: With respect to the Building Superintendent, Concierge or any other Canterbury staff, Contractor or Service Personnel, each Owner / Resident is reminded that *Unless In The Case Of Emergency:*

- No Owner or Tenant or any person on or about the property of Canterbury Place, except a member of the Board of Directors or representative of the Property Management Company, is authorized to reprimand, discuss performance or to give instructions, orders, etc. to any Canterbury staff, Contractor or Service Personnel. Any criticism of performance of these personnel should be directed to the Board of Directors for consideration.
- Criticism of the Property Management Company, or other such personnel working on behalf of the Board of Directors should be addressed in writing to the Board of Directors.

## E - CANTERBURY STAFF

### 1 - BUILDING SUPERINTENDENT

Canterbury Place Condominium Corporation hires the services of a Building Superintendent who is an employee of the Corporation and as such reports directly to the Board of Directors.

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While the President of the Condo Corporation is the direct supervisor to the Building Superintendent, those duties are transferred on a conditional basis to the Property Management Company for daily instruction, payroll, job planning, etc. The overall Human Resources aspect of the employment relationship remains with the Board of Directors.

The Building Superintendent is primarily responsible for the maintenance and cleanliness of the building, both exterior and the interior, and is a valuable aid in the event of an emergency (breakdown, blackout, etc.). The Building Superintendent is the eyes and ears of the Corporation and is often the immediate resource for many issues requiring attention.

While some duties in and around the condominium may be delegated to an independent contractor (snow removal, landscaping, professional painting, electrical / plumbing repairs, etc.), the following are generally considered to be (some) of the major functions of the superintendent:

- Surveillance and security of the premises;
- Receipt of goods (light bulbs, salt for removal of ice, products used for maintenance, etc.);
- Maintenance of the common portions (windows, doors, floors, ceilings, walls, corridors, elevators, entrance area, stairways, etc.);
- Garbage removal according to the rules in effect in the municipality;
- Minor maintenance of grounds and recreation areas (eg. pools, terrace, etc.);
- Adjustment of the heating, central air conditioning and ventilation systems;
- Minor repairs and painting;
- Maintenance of the interior and exterior plants;
- Snow removal of the entrances and emergency exits;
- Supervision of other employees or professions hired by the Condominium.

The Building Superintendent must not perform work for Owners / Residents during his / her work hours (moving, car washing, maintenance or repairs to private units, etc.) and only in unique circumstances, with advanced approval of the Board of Directors, may work be accomplished for Owners.

***NB: Owners are not authorized to instruct, interfere, disrupt or delay the Building Superintendent in the performance of their duties or working schedules.***

## **E - CANTERBURY STAFF**

### **2 - CONCIERGE**

Canterbury Place Condominium Corporation does *not* have final obligation to protect Owners / Residents and as such, the staff hired for the front door is referred to as a Concierge. A Concierge is primarily responsible for the assistance of the Owners / residents while at the same time, controlling the access / egress of people, materials and equipment in an orderly fashion.

The Concierge conducts regular inspections of the facility to enhance the fundamental safety of people and facilities and to assist the process of Rules and Regulations adherence. During inspections, potential hazards or unsafe conditions are identified and dealt with in a timely manner.

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The Concierge will coordinate deliveries to and from the Owner / Residents and will assist various communications between Owner / Residents as well as other such communications as required within the Condominium.

The Concierge is not allowed to enter any unit, except in an emergency. Owners may not request non duty related assistance of the Concierge during attendance or non-attendance at the condominium (such as water plants, check appliances, move items, etc.) or do other matters within the unit during an Owner's absence without the prior written consent of the Board of Directors.

***Owners are not authorized to instruct, interfere, disrupt or delay the Concierge in the performance of their duties or working schedules.***

## F - TELEPHONE INFORMATION

<b>CONCIERGE DESK</b>	<i>New Owner / Residents must register at Concierge Desk prior to entry and Concierge will obtain important details.</i>	<b>519-944-1220</b>
<b>POLICE / FIRE AMBULANCE</b>	<i>Address Is: 5125 Riverside Drive East, N8S 4L8</i>	<b>911</b>
<b>BOARD OF DIRECTORS</b>	<i>See list of Board Member Phone Numbers in Mail Room</i>	Determined each year
<b>ELEVATOR</b>	<i>Phone located behind emergency phone panel In Elevator</i>	Inside elevator
<b>POOL AREA</b>	<i>Pool Phone is located at South end of the Pool area near the front entrance (between men / women locker rooms).</i>	Located at south end of Pool area

**It is advisable for each Owner / Resident to establish 'Important Emergency Phone numbers' list and to keep that list close to the Condo Unit Phone.**

## G - ACCESS TO BUILDING

### 1 - FRONT DOOR ENTRY SYSTEM

Visitors will see the lobby display console located at the center area of the Outer Front Lobby and will press the Directory Code listed next to the Resident's Name and the 'System' will 'ring' the Resident's Unit through the Resident's Regular Telephone.

When the Visitor rings your unit, pick up your telephone and (after you determine the identity of the person), if you wish to grant them access, press 6 (for a few seconds) on your unit telephone to allow entry to the building. The system will then signal a 'beep' both on your telephone and the front door, simultaneously unlocking the Front Door providing access for your Guest.

## G - ACCESS TO BUILDING

### 2 - KEY POINTS REGARDING ACCESS TO THE BUILDING

**NB: DO NOT ALLOW STRANGERS IN THE BUILDING. To verify the person's identity, turn condo unit TV to Channel 398 on the Cable System which will show the Outer Lobby Area on a 24-hour basis.**

For the personal and physical safety of the Owners, their property and that of the Building in general, **UNDER NO CIRCUMSTANCES** should an Owner / Tenant authorize



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entry of any person into the building without first having complete confidence regarding the authenticity and verification of the person requesting access. DO NOT open door for persons requesting access to other Owners units or for 'other' reasons.

As an example, be wary of false claims made by persons that they are an Owner who has forgotten their keys; that they are a member(s) of an Owner's family who's not there and have permission to enter, or such similar approaches. **Unless a person is known to you, access should not be given under any circumstances.** Remember, it is better to err on the side of caution than to grant access to a stranger.

Any suspicious person or activity should be reported immediately to Concierge (519-944-1220) during weekdays or reported to the Police (911) during evenings and on the weekends and at first opportunity, notify any member of the Board of Directors.

## H - OWNER'S RESPONSIBILITIES

### 1 – GENERALLY

Each Owner / Resident has the obligation to respect the rights of the other Owners / Residents to live in a quiet and peaceful environment; maintain those areas over which they have 'Exclusive Use' (Private Condo Unit), including those 'Exclusive Use Common Areas' (balconies, patios, parking spaces, storage units, etc.) in a clean, healthy, safe and uncluttered order.

Owner / Residents shall not permit anything to be done to the condo unit, storage or parking area or bring anything into or keep anywhere in the building, anything that would in any way increase the risk of fire or explosion or any other hazard.

All Owner / Residents must do their part to keep the building and grounds neat, clean and in good working order. All Owner / Residents must not litter, spill food and liquids in hallways, elevators, or any other common area and not store garbage in or around condo units, common areas and not use the balcony or patio areas as storage areas. Individual Owners are responsible for any stains, damage or any other such negative aspects caused by them to common areas.

As potential problems can occur between Owners from the use or misuse of common areas such as the pool, billiard room, party room, laundry room and hallway areas every one is requested to leave these areas in a clean, healthy and safe manner with all doors closed.

Canterbury Place Condominiums will be a safe, healthy and enjoyable living environment when all Owner / Residents follow the Rules and Regulations; cooperate with management's reasonable requests; treat staff with respect and courtesy, and treat each other with the respect and dignity we want for ourselves.

## H - OWNER'S RESPONSIBILITIES

### 2 - KEYS TO UNITS and STORAGE LOCKERS

At conclusion of the Condo Unit 'sale', the new owner(s) were provided DOM keys which are non-reproducible, security keys to enter the building from parking levels P-1 & P-2 and the front lobby door. Protect these keys as they are part of the security system at Canterbury Place. While strict control of the keys is necessary and limits to keys controlled, for valid reasons, extra DOM keys may be made available from the Board of Directors. Contact Concierge and complete a '**Request For DOM Keys - Remote Garage Door Opener Form C 008**'. The fee to purchase a 'DOM' key is twenty-five (\$25.00) dollars for the first key, fifty (\$50.00) dollars for the second key and seventy-five (\$75.00) dollars for the third key.

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The unit doors and locks are considered common elements both in terms of upkeep and for security purposes. When the building was constructed, all unit doors and storage units were accessible through the building's Master Key System. Over the years, many Owners have changed the keys to both unit doors and storage areas without providing the required notice to the Condominium Corporation nor providing a duplicate key to Concierge.

While we can all appreciate the possible need to enter condo units during Emergencies (personal life crisis, water breaks or leaks, fire, etc.), there are other reasons for entry such as Owner / Tenant may have lost their keys; Fire Code requirement to check the Fire Alarm, etc. Without a duplicate key for the unit door, especially in emergencies, the Building Superintendent, Concierge, or other required emergency staff may be required to forcibly break the door and the resultant cost for repairs will be assessed directly to the Owner.

In this regard, the Condominium Board recommends each Owner to provide a 'spare' key which is kept at Concierge. The Condominium Corporation will regularly assess the 'duplicate key' status to ensure personnel are aware of their responsibilities regarding an Emergency with key entry versus a forced entry requirement. It is also important to acknowledge that duplicate suite and storage keys are kept in a locked room and in a locked key cabinet (i.e. double locked) and is only used in emergency.

NB: The Board of Directors and Appropriate Condominium Staff will maintain a confidential and secure list of all security information by unit number and Condo owner name in order to effectively manage the building, especially in emergencies. The MASTER DATA SHEET will be updated on a regular basis.

## H - OWNER'S RESPONSIBILITIES

### 3 - PAYMENT OF MONTHLY COMMON FEES

Condominium Fees are due on the first day of each month. Cheques are to be made payable to "Essex Condominium Corporation No. 14" and forwarded to the Management Company of record. Options are to provide pre-authorization for automatic monthly withdrawal; forward twelve (12) post-dated cheques or send monthly cheques per instructions above. Determining a timely method is important because Interest charges are added after three (3) days of default. And, after three (3) months in default, legal action and a lien may be registered against the condo unit.

## H - OWNER'S RESPONSIBILITIES

### 4 - INSURANCE

The following information is provided to help Owners / Residents with decisions regarding the unit Owner insurance and their tenants or other occupants:

The General Insurance Policy held by the Canterbury Condominium Corporation is designed to provide coverage for the overall building, including common areas. **Canterbury Condominium Corporation Policy does NOT cover individual Owner units.** For clarity, Owners should refer to their individual policy to ensure the following is addressed;

- The interior surfaces of the perimeter walls, ceiling and floor of Owner units and all objects inside these surfaces are not covered by the Canterbury Condominium Corporation Policy regardless of cause or origin of damage.
- Residents are responsible for insurance of surfaces, coverings, carpets, fixtures, appliances, cabinets, drapes, furnishings, belongings and improvements, personal

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items and anything which is Owner stored in the building, etc.

- An Owner's insurance must be consistent with By-Law No. 6 - *Standard Unit By-Law* and By-Law No.7- *Insurance Deductible By-Law*. It is recommended that copies of these two By-Laws be provided to individual insurance agent to ensure compliance and sufficiency of Owner insurance coverage.

## H - OWNER'S RESPONSIBILITIES

### 5 – OWNER CONDO UNIT RENOVATIONS

When an Owner is contemplating a renovation to the unit, the following must be completed **BEFORE RENOVATION BEGINS:**

**NB: Responsibility:** The unit Owner assumes responsibility and liability for all work and indemnifies the Condominium Corporation, its Board of Directors, agents and employees from any and all claims, damages and actions and liens against the condominium property resulting from such work howsoever caused. All present and future costs associated with the renovations howsoever caused are the responsibility of the unit Owner.

**a)-Pre-Authorization - Written Request:** The Owner, with a minimum of one (1) month prior to the commencement of renovation work, must submit to the Board of Directors a fully completed, ***Request for Renovation/Alteration Form C 003***, (located at Concierge), for approval of any changes to a condominium unit prior to commencement of such renovations. A description of the renovations along with a list of all building, electrical, plumbing and other permits that may be required to commence the work, must be submitted by the Owner to the Board of Directors prior to commencement of the renovations.

*NB: Failure to submit Request for Renovation Alteration form and receive advance written approval from the Board of Directors may result in the Board of Directors hiring an engineer and/ or other trades persons to review the work and charge the Owner for such inspection. If remedial changes / repairs are required to ensure compliance with City of Windsor By-Laws, Permits, or Canterbury Condominium By-Laws, Rules & Regulations, etc. this work will be completed at full expense to the owner.*

**b)-Deposit:** A deposit of five hundred dollars (\$500.00) must be submitted with the ***Request for Renovation/Alteration form*** for the Board's approval, which will be refunded after the renovation is completed, provided no damage has occurred to any of the common elements of the building or to any non compliance issues.

**c)-Permits:** All required permits and/or authorizations for the proposed renovations; building, plumbing, electrical, etc., must be obtained by the Owner and evidence of same provided to the Board of Directors prior to commencement of any work. All work must be in compliance with and completed as stated and in accordance with these permits and with any and all applicable City bylaws and building codes or any other code governing such work, including the requirements of the building inspector conducting interim and final inspections on the permitted renovations. The Board of Directors with technical support personnel (i.e. Engineer, Trades Journey Person, etc.) reserves the right to review and inspect the renovation prior to, during and upon completion of the renovation to ensure compliance with the plans and permits as previously submitted and approved.



# Canterbury Place

## d)-Contractor Hours of work:

**Renovation activity is restricted to:**  
**MONDAY THROUGH FRIDAY**  
**BETWEEN HOURS OF 8:00AM TO 5:00PM ONLY**  
**RENOVATION IS NOT ALLOWED DURING SATURDAY OR SUNDAY!**  
**NB: Failure to work within allotted time may result in forfeit of deposit.**

The renovation work shall not be unreasonably loud so as to disturb other residents' peaceful enjoyment. The work may be done only between the hours of 8:00A.M. and 5:00P.M.- Monday through Friday only. There is to be no work performed during Saturday or Sunday including, (light work, painting, carpet installation, etc.) without the expressed consent of the Board of Directors.

e)-**WATER SHUT-ON/OFF** at main hallway valves (just outside door of unit) must be accomplished for all major Plumbing Work. All Plumbing work must be accomplished with accredited Journey Persons who hold a Minister of Labour Certification of Qualification Number. Work done by non-licenced plumber may result in re-work order at Owners expense.

## f)-Trades people – Access and Parking

- **Hours of Work:** Trades people will be allowed in the building Monday- Friday 8:00a.m. to 5:00p.m., statutory holidays excepted. They are required to register at the Concierge Desk upon entering and leaving the building. They must obey Concierge, Building Superintendent, Property Manager and Board of Director's direction.
- **Tools and Equipment:** of trades people, along with tools and materials, can only be made through the move-in room; never the front lobby. All materials required for renovation shall be transported through the elevator only.
- **Parking** spaces for the various trades while working in the building are usually available at the western end of the outside visitor area in front of the building. Parking at the western loading area is restricted to loading and unloading only and trades people must not park in the fire lane along the westerly side of the building.
- **Leave area clean:** Tradesmen are required to leave all walking and working areas clean, including vacuuming hallways and cleaning elevator floors, if required. If a tradesperson does not leave the common areas clean, the Owner will be held responsible for clean-up, or the cost thereof. If a project is ongoing, common area carpets should be covered up by the contractor and cleaned regularly. Owner is responsible to keep all hallway carpets clean and free of debris.
- **Walls:** If wall is to be removed-moved, the plans must verify that it is not a load-bearing wall. No core drilling into unit's floor or ceiling is permitted under any circumstances.
- **No Disruption to other Units:** There may be no disruption of the mechanical, electrical or plumbing/water service to other units or common areas in the building as a result of the renovations without prior approval of Board of Directors and, if approved, prior notice must be provided to all Owners in the building.
- **Cleanliness during renovation:** It is the Owner's obligation to ensure the western entrance, hallway, elevators and specific unit floors are cleaned and vacuumed daily by the contractor.
- **Heavy materials:** (i.e. kitchen cupboards, laminate flooring, drywall, furniture, large appliances, etc.) required to be brought to the unit requires padding to be installed in the elevator to avoid damage. Notify security at least 48 hours in advance so that the elevator can be prepared.

# Canterbury Place

- **Workmanship:** All work shall be done in a professional and workmanlike manner.
- **No work done to Common areas:** At no time shall condo owners allow the trades' people hired by them to work on any area determined to be common area. Any such work may result in charges assessed to the owner for remedial work coordinated by the Board of Directors.

## H - OWNER'S RESPONSIBILITIES

### 6 - MOVING IN and OUT of BUILDING

After the Condominium purchase / selling process, the next major task is moving furniture, appliances and personal belongings. In order to protect the property and atmosphere of all Owner / Residents, including the common areas, there are some considerations as well as rules required to enhance the moving process. When an Owner is contemplating a MOVE IN or OUT, the following must be completed:

**a)-Pre-Authorization - Written Request:** The Owner, with minimum of one (1) month notice prior to commencement of move in or move out, must submit to Board of Directors a **Request for MOVE IN-MOVE OUT Form C 004** located at Concierge.

*NB: Failure to submit a 'MOVE IN or MOVE OUT' form to receive advance approval from the Board of Directors may result in the movers not allowed to enter the building.*

**b)-Deposit:** A deposit of Three Hundred dollars (\$300.00) payable to *Essex Condominium Corporation #14* must be attached to the *Request to Move form*.

**c)-Movers Hours of Work:**

**Moving activity is restricted to:**  
**MONDAY THROUGH FRIDAY**  
**BETWEEN HOURS OF 8:00AM TO 5:00PM ONLY!**  
**MOVING IS NOT ALLOWED DURING SATURDAY OR SUNDAY!**  
**NB: Failure to complete move in allotted time may result in forfeit of deposit.**

**d)-Exception to Moving Hours:** In the rare event of *extenuating, emergency circumstances* that require a Saturday only (or addition of a Saturday) to complete the move, can only be accomplished with pre-approval of the Board of Directors. However, under no circumstances will moving activity be allowed on Sunday. In this considered rare Saturday exception, all Rules and Regulations apply as well as the addition of a Saturday, **Non-Refundable** 'Accommodation Fee' of Three Hundred dollars (\$300.00) plus the wages of the Building Superintendent and / or Concierge (to be determined by the Board) will be made payable (in advance) to Essex Condominium Corporation No. 14. In addition to other restrictive considerations, the Saturday move cannot conflict with a prearranged party room reservation.

**e)-Moving Procedures:** The rear access / egress door of one elevator will accommodate 'Moving Room' which has an outer door to the west, shipping / receiving area. This elevator must be reserved for exclusive services when moving in/out, in order that the padding can be installed on the elevator walls to avoid damage. Moving in/out must proceed through the west entrance shipping room only. **MOVING IS NEVER ALLOWED THROUGH LOBBY FRONT DOORS.**

Household furniture and effects shall not be delivered, taken into or removed from any unit except at such times and in such a manner as may have been previously consented to and approved by the Board or its manager, nor shall any heavy furniture be pushed over floors of the halls, landing or stairs, so as to mark or damage the area.

# Canterbury Place

**f)-Cleaning and Property care:** Care must be taken when moving so as not to damage doors, walls, floors, elevators or any corporation property located in the building, in or on the grounds. All common areas are required to be left clean and undamaged.

**NB: It is the responsibility of the Owner to ensure all areas used during the move are cleaned and returned to the state prior to the move. After the move is complete (after moving vehicles have departed), the Building Superintendent, Concierge or a member of the Board of Directors will inspect the areas utilized for the move. If there is no damage or cleaning requirements to any of the common areas of the building, the full deposit will be refunded. Should damage or soiling be incurred during the move, repairs and / or cleaning will be accomplished to the satisfaction of the Corporation and any remaining monies will be returned to the Owner. If the cost to repair the damage or to clean the area(s) is over the amount of the Three Hundred dollars (\$300.00) deposit, Owner will be charged for the remaining cost of repair(s).**

**NB: Responsibility:** *The unit Owner assumes all responsibility and liability for the move, including any and all damage that may occur and indemnifies the Condominium Corporation, its' Board of Directors, agents and employees from any and all claims, damages and actions and liens against the condominium property resulting from such work howsoever caused. All present and future costs associated with the move howsoever caused are the responsibility of the unit Owner.*

## **H - OWNER'S RESPONSIBILITIES**

### 7 - MAIL ROOM PROCEDURES

The mail Room is located off the main lobby next to the door for the Move In – Out room. Each Owner is assigned a Mail box that corresponds to their Unit Number. The mail boxes are not large and therefore, Owners should remove mail on a regular basis and should redirect mail or have it held by the Post Office or have an authorized family member or friend attend the building every week or so to remove mail if long term absence is expected.

Owners / Residents have the option to have packages either delivered to their unit door by Concierge or to have Concierge keep the package in a room behind the concierge office. In the case of the latter, a small notification tag will be posted on the front of your mail slot to notify you a package is available. **Use Parcel Delivery or Kept at Concierge form C- 005**

## **H - OWNER'S RESPONSIBILITIES**

### 8 - PETS

Canterbury Place Condominiums is a "NO PETS" environment. This means any pet, (cat, dog, bird) animal, livestock or fowl of any kind are strictly prohibited in the building or upon the property, Owner units or common elements. This includes all wild or exotic animals, venomous snakes, reptiles, insects or spiders; all as defined by the City of Windsor Bylaw.

It is important to acknowledge that many Owner / Residents choose a certain building that suits their life-style precisely because there are pet restrictions in place. Such is the case with many Owner / Residents at Canterbury Place. Infractions to this "NO PETS" policy is infringing the right of other Owners who choose not to have pets in their home.

However, because the "NO PETS" policy has not been enforced in years past and some present Owners have pets in the building without notice to the Board of Directors or other owners, all pets presently in the building as of July 01<sup>st</sup>, 2013 and has habituated the building for at least thirty (30) days prior to July 01<sup>st</sup>, 2013 will be 'grandfathered' and allowed **only in the Owner's Unit** as

# Canterbury Place

long as the pet is registered with the Board of Directors as of July 31, 2013 using form C – 011 for verification.

Registration information under the terms and conditions outlined will include but not be limited to:

- Breed;
- Size and weight;
- Name;
- Current picture;
- Age;
- Evidence that the required licence has been obtained and is current for the Pet;
- Confirmation that all required 'shots' are verified for the Pet;
- Any such other identifiable requirements as may be necessitated.

*Failure to comply with this 'Grandfathered' Registration requirement or if the Pet becomes a nuisance as reported by other owners, may result in the immediate demand for removal of the Pet.*

*All owners shall indemnify the Condominium Corporation and hold it harmless against any loss or liability of any kind arising from their pet(s). This indemnity shall include any damage caused by cleaning chemicals or other such materials used in an attempt to remedy any damage to the common elements resulting from pet ownership and the cost of same will be assessed to the owner of the Pet.*

**Pets must be confined to the Owner's unit and not be allowed to be transported through common areas such as lobby, etc. nor are they allowed to roam free or be tethered in any common elements or left unattended on balconies or patios.**

The continued acceptance of the pet is solely on the basis that it is not deemed to be a nuisance by the Condominium Corporation and upon the death or absence of the pet or moving out by the Owner, **no replacement for such pet will be allowed.**

The only exception to this rule will be for service dogs - seeing-eye or hearing-eye dogs, reasonably required by an Owner, which requirement must be established by a letter from that Owner's family doctor in this regard and consistent with any Provincial Legislation. Despite this exception, any Owner requiring a service dog must nevertheless comply with the registration, nuisance and daily requirement rules, as set out in the Canterbury Condominium Rules & Regulations.

**As of June, 2013, the "NO PETS" rule will be strictly enforced per noted above. Visitors and / or Guests may NOT enter the building with any animal.**

## H - OWNER'S RESPONSIBILITIES

### 9 – NO SMOKING

Canterbury Place is non-smoking in all common areas. All Owners who are smokers in their units must ensure that cigarette, cigar or other smoke does not escape from their unit into the

hallway or other common elements of the building, including Balcony or Patio areas. Drifting second-hand smoke from another balcony cannot be controlled by ventilation or air cleaning.

***Smoking is not permitted on Balconies or Patios.***

# Canterbury Place

The City of Windsor By-Law which bans smoking within ten(10) meters of a building, applies to this building. This bylaw also includes a restriction of no smoking up to at least ten(10) meters from all doorways, open windows and other exposed areas. It applies to all common areas, including elevators, lobbies, hallways, balconies and the parking garage.

## H - OWNER'S RESPONSIBILITIES

### 10 – ACCESS TO CONDO UNIT

The Concierge, Building Superintendent or members of the Board of Directors will not provide 'short term' access to Condo Unit by anyone, under any circumstances, unless verification for such access is on file with Concierge. This documentation can be in the form of a verbal request by owner and / or subsequent formal documentation to Concierge. Such pre-approved guest(s) will be required to provide photo identification (such as Ontario Driver's Licence) before access will be allowed.

In the absence of the owner, 'short term' guests may use the recreational facilities, **only** providing they sign the '**Acknowledgement of Rules and Regulations' Form C 001** prior to use of common area Recreation Facilities. In any event, the Owner accepts full responsibility for any and all damages incurred by the guest. **Short term guests are not permitted to reserve the Party Room**

For Guest parking arrangements please see **Section I - Parking**

## H - OWNER'S RESPONSIBILITIES

### 11 – LEASE OF OWNER UNITS

Regarding the lease of Condominium Units, the following By-Law applies . . . *When an owner leases the Condo unit to a third party, whether family, relative, friend, business endeavor, or other 'tenant' relationship, the lease shall be for no less than one (1) year. The Lease Agreement must include appropriate description of terms, times, conditions and requirement to abide by all Canterbury Condominium Corporation By-Laws, Rules & Regulations and general quiet and respectful life style expectations of the Condominium environment. If at any time the Board of Directors determines the spirit and intent of the Lease Agreement provisions as noted above, is not evident by words, actions and deeds, the Owner may be refused an opportunity to Lease the condo unit.*

To ensure Owners are aware of the requirements for leasing their condo unit to a third party, whether family, relative, friend, business endeavor, **Section 83 of the Condominium Act** defines the specific requirements and the Canterbury Condominium Corporation No. 14 requires adherence. Owners intending to Lease their Unit to a third party must comply with the following;

#### **Notification by owner**

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

*(a) notify the corporation that the unit is leased;*

*(b) provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister; and*

*(c) provide the lessee with a copy of the declaration, by-laws and rules of the corporation. 1998, c. 19, s. 83 (1).*

#### **Termination of lease**

*(2) If a lease of a unit is terminated and not renewed, the owner of the unit shall notify the*



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*corporation in writing, 1998, c. 19, s. 83 (2).*

## **Record of notices**

*(3) A corporation shall maintain a record of the notices that it receives under this section. 1998, c. 19, s. 83 (3).*

**NB: Failure to comply with *Section 83 of the Condominium Act*** in advance of such transaction may be subject to whatever sanctions or penalties as allowed under the laws of Ontario and the *Condominium Act*. This position has been taken to ensure the best interest of the majority of Owners is protected.

## **H - OWNER'S RESPONSIBILITIES**

### 12 - NOISE AND UNRULY BEHAVIOUR

Noise can be a problem for Owners and sound from late night parties, stereos, TV and musical instruments, including loud cell phone conversations must be controlled. Owners and guests must not cause noise which disturbs other residents or unreasonably interferes with their quiet possession of their own Unit. This includes what one Owner may consider to be a minor repair to be done in his Unit on a weekend and yet the noise is a problem for another Owner.

Noise By-Laws in existence in the City of Windsor apply to Canterbury Place and can be enforced by both the Board of Directors and the City of Windsor Municipal Enforcement Officer, which may result in fines and / or penalties.

As sounds travel in a high-rise building, avoid excessive noise in all forms, such as slamming doors and drawers, loud yelling and/or loud conversations on balcony or patio. Keep sound at normal listening levels for stereos and televisions.

Objectionable behavior, while sometimes difficult to define, is to be avoided if it negatively affects other Owners and their environment. Offensive language, inappropriate actions of owner and / or Guests, including loud and unruly behavior of children, etc. is a matter of social consciousness and is simple courtesy to act as you would wish others to act around you. If, in the opinion of the attending Concierge or a member of the Board of Directors that the situation is immediately correctable, there will be one (1) warning provided to the Owner / Resident. If the complaint is received a second time, a final declaration (either by a member of the Board of Directors or if required, assistance from the city of Windsor Police) and the matter will be dealt with by the Board of Directors to take whatever action or impose whatever sanctions or penalties as allowed under the laws of Ontario and the *Condominium Act*.

## **H - OWNER'S RESPONSIBILITIES**

### 13 - USE OF UNIT

While condominium living is similar to living in most environments, due to the 'stacking' of units over each other, there are some issues which require reminding in an effort to reduce damage and create a safe and healthy environment. The following are provided as simple reminders;

- Toilets and sinks shall not be used for purposes other than those for which they are constructed. Any damage resulting from misuse or from unusual or unreasonable use of toilets shall be borne by the Owner or whose family, guests, visitors, servants, clerks or agents, has caused the damage.
- No sweepings, garbage, rubbish, rags, ashes or other substances shall be placed anywhere

# Canterbury Place

other than a proper container and disposed of in the garbage room or the main garbage area off the first floor.

- Water shall not be left running unless in actual use.  
NB: Concierge, Building Superintendent or a member of the Board of Directors must be advised should you notice no hot water or if water is heard to be running in other units for more than a reasonable time for showers or laundry.

## H - OWNER'S RESPONSIBILITIES

### 14 - USE OF COMMON AREAS

The sidewalks, hallways and stairways are common areas used by all Owners and cannot be obstructed in any way by any Owner or used for any purpose other than ingress and egress to and from their respective units.

No fences, clothes lines, incinerators, garbage disposal equipment, baby carriages, toys, bicycles, barbeque equipment or other items are permitted to be placed, erected, stored or installed in, on or around the common elements in the building, including balconies.

Erection of any satellite dish, television antenna or tower in or upon the common elements including, but not limited to, Owner exclusive common balcony is strictly prohibited. All unauthorized installations will be removed at the Owner's expense, including but not limited to labour, materials, and any legal costs incurred to bring the matter to a proper resolution.

No sign, advertisement or notice shall be inscribed, painted or affixed on any part of the inside or outside of the buildings including elevators, mailroom or hallway and Lobby areas without the prior, written approval of the Board of Directors. "Auction Sales" or "Open House Sales" or "Garage sales" are not permitted.

All Hallways, lobby, sitting areas and other Common areas in the building are to be kept clear of personal mats, potted plants or other similar items that may obstruct others use of the area. As well, one Owner's decorating tastes may not be those of another and any inclusion of decorative items, personal statements of décor, art work, etc. or moving any corporate owned assets such as furniture, plants, etc. is strictly forbidden and requests for alterations must be approved in advance by the Board of Directors.

Large shopping carts, bicycles, etc. must not be used, carried or otherwise transported through any carpeted or tiled area of the building, including hallways, lobby, etc. Parking / storage is provided for these items in the garage and the garage ramp must be used for all access / egress of these items. Owner / Residents are also responsible for their family, guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner / Resident while on Canterbury Place premises.

Any complaints in this matter may be forwarded to the Board of Directors by completing **Owner Complaint – Comment - Question Form C 002**

## H - OWNER'S RESPONSIBILITIES

### 15 - LAUNDRY ROOMS

The building was constructed so that all Owners on each floor would share laundry facilities. Although these rooms are regularly cleaned by staff, it is simple courtesy to comply with the following rules:

# Canterbury Place

- ✓ Remove laundry as soon as possible. This is the main area of daily complaints.
- ✓ Clean laundry tubs and washer tops after usage. This includes bleach or other spillage that remains on the top of the washer equipment.
- ✓ All lint must be removed from the dryers. Failure to do so creates an unnecessary fire hazard for your floor and for the building.
- ✓ Please leave these rooms as clean as you wish to find them. It can reflect on your co-Owners's attitude towards shared spaces and makes an indelible impression on any prospective purchaser.
- ✓ Laundry rooms are not to be used for storage of personal effects whatsoever.
- ✓ Be mindful of the energy costs! Conservative use of lights, hot water, dryer timing and loading will help to reduce utility and repair costs that we all share and pay through our common fees.
- ✓ For any Owner who has a pet allowed under the 'Grandfathered' Rules, the laundry facilities are NOT to be used at any time to launder pet bedding (rugs, blankets, etc.), toys, etc. Pet owners are to be respectful of possible allergies and other concerns of their neighbors.
- ✓ Owners should only use equipment and facilities on their own floor unless equipment failure or facility closure.

## **H - OWNER'S RESPONSIBILITIES**

### 16 - BALCONIES AND PATIOS

The Balconies and Patios at Canterbury Place are widely known for their spaciousness and the spectacular view. As a result, many owners treasure the time spent for meals or relaxation in that space and everything should be done to ensure a safe, healthy and relaxing environment. Further, as outlined earlier in this Rules and Regulations document and worthy of reminder at this point is: The balcony is classified as *Exclusive Common Area* - This is the area set aside for exclusive use by a particular condominium unit such as balcony, patio area. While Owner / Resident has exclusive use of the area, the Condominium Corporation has a responsibility to maintain structural integrity and appearance of these areas and as such requires occasional, pre notified attendance.

The following rules are designed to enhance the enjoyment of the Balcony and Patio areas;

- ✓ Nothing shall be placed on the outside of window sills, balcony rails or projections from balconies.
- ✓ Nothing shall be thrown out of the windows, doors, or balconies of the building.
- ✓ Awnings and/or shades may not be erected over / outside any window or balcony or patio of the building without the prior written approval of the Board of Directors.
- ✓ Drilling into the balcony ceiling (which is the floor of the balcony above) or into unit balcony floor is strictly prohibited.
- ✓ Because of high winds experienced by this building, only sturdy seasonal furniture,



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heavy flower pots, etc. may be placed on the balcony.

- ✓ Balconies are not for storage. Toys, bicycles, barbeque items, refuse or miscellaneous debris, etc. are not allowed
- ✓ Televisions are not allowed on the balcony and small, portable equipment for music or video, including cell phones, i-pods/pads, social media equipment is allowed providing the sound is kept low and does not negatively affect the neighboring balcony. Conversations should be kept at a level confined to the participants and not negatively impact neighboring balconies.
- ✓ Gas, Propane or Charcoal / Briquette BBQ's are NOT allowed on any balcony under any circumstances (except the two currently 'grandfathered' under previous regulations). Small Electric BBQ's may be allowed upon prior, written approval of the Board of Directors, providing the balcony area is of sufficient size and location to ensure smoke or cooking aromas do not negatively affect neighboring balcony use. Any valid complaints of excessive smoke or overpowering cooking odors from either above, below or adjacent balconies may require removal upon the direction of the Board of Directors.
- ✓ No outside hanging or drying of clothes on the balcony is allowed.
- ✓ No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, floor or balcony and only seasonal furniture is allowed on balconies.
- ✓ Water dripping from the balcony above is one of the main summer complaints in. To stop such complaints, please comply with the following rules:
  - **Pouring water from pail or using water hose on balcony is strictly forbidden. When balcony floors are washed, ensure water does not flow to the floors below. Sponge or moderate wet-mop, rinsed back to pail is allowed.**
  - When watering plants on balcony, ensure water does not overflow to the floors below. All planters should be placed on deep saucers to catch water run-off.
  - The drain holes placed throughout balcony floor exist to allow water run-off during rains; they should be regularly checked and debris removed.
- ✓ No carpet or other covering is allowed to be glued down or placed on any balcony. Previous experience and recommendations from contractors have proven that the glue or the coverings cause the balconies' tiles and grout to deteriorate very quickly, which in turn, adds extra expense to the Owner and Corporation for necessary repairs or replacement of balcony tiles.

Any complaints in this regard may require removal or alteration upon the direction of the Board of Directors. Owner / Residents ignoring these rules will be held responsible for the cleaning or repair costs of their balcony as well as other affected balconies as applicable, including any legal costs incurred to ensure compliance. Any complaints in this regard may require removal or alteration upon direction of the Board of Directors.

## **H - OWNER'S RESPONSIBILITIES**

### **17 - MAIN FRONT LOBBY**

The Front Lobby is for the use and pleasure of all Owner / Residents and is intended to provide a quiet and peaceful area. All Owners / Residents must respect the privacy of others

# Canterbury Place

and not interfere with loud noise, music, loud conversation in person or on cell phones or other such 'nuisances'. Moving, carrying or otherwise transporting through the lobby of furniture, large boxes, bicycles, shopping carts and other such items not conducive to an upscale building such as Canterbury is strictly prohibited. Owner / Residents are also responsible for their family, guest(s), tenant(s), contractor(s) or any other person(s) associated with the Owner / Resident while on Canterbury Place premises.

## H - OWNER'S RESPONSIBILITIES

### 18 - PARTY ROOM

**NB: As the party room is operated with NO SUPERVISION, it is the responsibility of each Owner / Resident to supervise and accept full responsibility for all persons living at the unit as well as all guests, (including those attending functions under the Request for Party Room Rental form C 006). Any damage to equipment, supplies or facilities is the responsibility of the Owner. The Condominium Corporation accepts no responsibility for any injuries experienced at or around the Party Room area**

The Party Room is for the use and pleasure of all Owner / Residents and while other dates are available for individual rental, the Party Room will remain open for all Owner / Residents on the following Events / Dates and is NOT available for individual Owner / Resident Rental.

- Annual 'Fireworks Night'.
- Annual General Membership meeting.
- Other events deemed by Board to be inclusive for 'All' Owner / Resident attendance.

NB: Waivers to the above schedule may be considered on special request. Applicants must complete the **Request for Party Room Rental form C 006** and the Concierge or Board of Directors will determine availability as well as applicability to the date.

The party room may be booked on any other date(s) for personal and / or business functions, including social events. The following procedures will apply to Owner / Resident Request to use Party Room;

- **Deposit:** A deposit of Two Hundred and Fifty dollars (\$250.00) payable to *Essex Condominium Corporation No 14* plus completion of a **Request for Party Room Rental form** available at the Concierge Desk is required at least four(4) weeks in advance prior to the Rental Event. The deposit and form will be submitted to the Concierge and subsequently to the Board of Directors for review.
- **Validation of No Damage & Cleanliness:** It is the responsibility of the Owner to ensure all areas used during the Rental Event are cleaned and returned to the state prior to Rental Event. After Rental Event is complete the Building Superintendent, Concierge or a member of Board of Directors will inspect the areas utilized for the Rental Event. If there is no damage or cleaning requirements to any areas used, the full deposit will be refunded. Should damage or soiling be incurred, repairs and / or cleaning will be accomplished to the satisfaction of the Corporation and any remaining monies will be returned to the Owner. If cost to repair damage or to clean area is over amount of deposit, the Owner will be charged remaining repair cost.
- **Hosting Owner must be in attendance during the Rental Event.**
- **Time: Rental Event is restricted to END no later than ten (10:00) P.M. Sunday through Thursday and twelve (12:00) midnight on Friday and Saturday.**

# Canterbury Place

- **Music:** There shall be no music for dancing or otherwise after nine (9:00) P.M. on Sunday through Thursday and eleven (11:00)P.M. on Friday and Saturday. Any music or sound system during the time allowed will not be loud or raucous in nature such as to disturb other residents of the Canterbury Place.
- **Use of Pool, Billiards Room:** If the Rental Event also involves the use of the swimming pool, the hosting Owner must accompany their guests when using the swimming pool. No food or drink is to be taken into the swimming pool area and all rules for use of pool as noted below (Swimming Pool) must be adhered to. **Swimming must end and visitors vacate the pool area no later than 10:00PM. The Billiards room will end and visitors vacate the Billiards Room no later than 10:00PM.**
- **Age and Attendance Requirements:** Rental Event is restricted to no more than one hundred (100) guests, including minors (i.e. those under 19 years of age). Rental Event shall not have more minors in attendance than there are adults.
- **Expenses:** All extra expenses incurred (e.g., projection equipment, sound system, food preparation, etc.) and any other expenses for the use of the Party Room are the responsibility of and payable by the hosting Owner.
- **Concierge / Security:** All Rental Events involving more than twenty (20) persons, requires front door attendance by a Concierge / Security (provided by the Condominium Corporation) at a rate determined by the hosting owner, but shall not be less than twenty dollars (\$20.00) per hour and shall continue until the final guest has departed the facility. However, an exception to the requirement is available to allow the OWNER / RESIDENT an option to position a selected person (family, guest, etc.) at the lobby door to direct the guests from the time of the first guest IN to the last guest IN and to position a selected person (family, guest, etc.) at the lobby door to direct the guests from the time of the first guest OUT the last guest OUT. NB: This option requires complete compliance to ensure the safety and orderly access / egress for all guests.
- **Complaints for Noise / Unacceptable Behavior:** In the event there are complaints about the Rental event (noise, 'other' activity) whereby Concierge or a member of the Board of Directors is required to attend the Rental Event to discuss the complaint, and if in the opinion of the attending Concierge or a member of the Board of Directors that the situation is beyond immediate correction, the Rental Event may be stopped and the guests requested to depart the building. If, in the opinion of the attending Concierge or a member of the Board of Directors that the situation is immediately correctable, there will be one (1) warning provided and the Rental Event may continue. If the complaint is received a second time, the Rental Event may be stopped (either by concierge, a member of the Board of Directors or if required, assistance from the city of Windsor Police) and the guests requested to depart the building.

**NB: Should there be violation of these Rental Rules and Regulations, the Board of Directors will consider denial of Party Room for future use by that Owner / Resident as well as forfeit of the two hundred and fifty dollars (\$250.00) deposit plus additional expenses if applicable.**

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## H - OWNER'S RESPONSIBILITIES

### 19 - SWIMMING POOL

**NB: As the pool is operated with NO LIFEGUARD, it is the responsibility of each Owner / Resident to supervise and accept full responsibility for all persons living at the unit as well as all guests, (including those attending functions under the Request for Party Room Rental form C 006). Any damage to equipment, supplies or facilities is the responsibility of the Owner. The Condominium Corporation accepts no responsibility for any injuries experienced at or around the Pool area**

Pool hours and Rules are posted on the south wall near the doors to the change rooms. Please read them carefully.

Owners must accompany all their guests to the Pool area and ensure the Rules and Regulations as posted in Pool area as well as those listed below are observed.

- ✓ Persons attending the pool area while entering the building or the elevators are required to wear footwear and a covering over bathing suits.
- ✓ Health Regulations require **SHOWERING WITH SOAP** prior to entering the swimming pool. Suntan lotions must be removed before entering the pool.
- ✓ Showers and washroom facilities in the pool area are for people who are about to use the pool. Please do not use these washroom and shower facilities for daily personal hygiene.
- ✓ All clothes - other than towels, are to be left in the dressing area where hooks are provided. Clothing should not be left in the swimming pool area.
- ✓ Owners are asked to report to Concierge any non-functioning toilet, sink, shower-head, etc., to ensure prompt repair.
- ✓ Every pool is inherently dangerous if used improperly and recklessly. The following rules therefore apply:
  - The pool is very shallow. As such, 'cannon balling' or diving of any kind into the pool is strictly prohibited.
  - Ball playing, throwing objects and running are not permitted in pool or any common area.
  - Children under eighteen (18) years of age shall not be left unattended in the pool area.
  - Shouting, yelling or screaming is not allowed.
  - Glass, food and beverages are strictly forbidden and shall NOT be taken into pool area.
  - Adjacent roof garden and terrace areas are not to be used for any reason. Exceptions to this rule must receive written prior approval by Board of Directors. Smoking is NOT allowed in the pool area nor on the roof garden or terrace areas.
  - All doors to the outside areas must be kept closed.

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- If you are the last person(s) to use the swimming pool, please turn off all lights when leaving the pool area.
- Thermostats have been set according to requirements and are not to be altered or tampered with in any manner.
- To preserve Owner privacy, do not prop open doors to pool from the shower areas or doors to the main lobby area on that floor.

## H - OWNER'S RESPONSIBILITIES

### 20 – EXERCISE ROOM

**NB: As the Exercise Room is operated with NO SUPERVISION, it is the responsibility of each Owner / Resident to supervise and accept full responsibility for all persons living at the unit as well as all guests, (including those attending functions under the Request for Party Room Rental form C 006). Any damage to equipment, supplies or facilities is the responsibility of the Owner. The Condominium Corporation accepts no responsibility for any injuries experienced at or around the Exercise Room area.**

Exercise Room hours are posted on the outer area of the room. Please read them carefully.

Owners must accompany all their guests to the Exercise Room area and ensure the Rules and Regulations as posted, as well as those listed below are observed.

- ✓ Persons attending the Exercise Room area must be attired in appropriate clothing and pajamas, nightgown, or other inappropriate clothing is not allowed. Proper footwear is required at all times.
- ✓ Owners are asked to report to Concierge any non-functioning toilet, sink, shower-head, etc., to ensure prompt repair.
- ✓ Children under eighteen (18) years of age cannot be left unattended in Exercise area
- ✓ Shouting, yelling or screaming is not allowed. The sound often reverberates to units below the Exercise area.
- ✓ Glass, food and beverages are strictly forbidden and shall NOT be taken into Exercise area.
- ✓ If you are the last person(s) to use the Exercise area, turn off all lights when leaving.
- ✓ Thermostats have been set according to requirements and are not to be altered or tampered with in any manner.

## H - OWNER'S RESPONSIBILITIES

### 21 – BILLIARDS ROOM

**NB: As the Billiards Room is operated with NO SUPERVISION, it is the responsibility of each Owner / Resident to supervise and accept full responsibility for all persons living at the unit as well as all guests, (including those attending functions under the Request to use Party Room form C 006). Any damage to equipment, supplies or facilities is the responsibility of the Owner. The Condominium Corporation accepts no responsibility for any injuries experienced at or around the Billiards Room area**

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Billiards Room hours are posted on the outer area of the room. Please read them carefully.

Owners must accompany all their guests to the Billiards Room area and ensure the Rules and Regulations as posted, as well as those listed below are observed.

- ✓ Persons attending the Billiards Room area must be attired in appropriate clothing and pajamas, nightgown, or other inappropriate clothing is not allowed. Proper footwear is required at all times.
- ✓ Owners are asked to report to Concierge any non-functioning toilet, sink, shower-head, etc., to ensure prompt repair.
- ✓ Children under eighteen (18) years of age should not be left unattended in the Billiards area.
- ✓ Shouting, yelling or screaming is not allowed. The sound often reverberates to units below the Billiards area.
- ✓ Glass, food and beverages are strictly forbidden and shall NOT be taken into the Billiards area.
- ✓ If you are the last person(s) to use the Billiards area, turn off all lights when leaving.
- ✓ Thermostats have been set according to requirements and are not to be altered or tampered with in any manner.

## **H - OWNER'S RESPONSIBILITIES**

### **22 – GARBAGE**

The Garbage rooms located on each floor are a convenient method to remove refuse from each Owner's unit and while it is out of the Owner's Unit, it must still receive care and attention when dropping it in the chute or leaving recyclables for pick-up. Garbage maintains exposure to all Owners until removed from the garbage rooms and ultimately transported from the building. To ensure a safe and healthy environment as well as maintaining a pleasant atmospheric aroma, the following procedures apply to the Garbage Rooms;

- ✓ All garbage to be sent down the garbage chute must be tightly sealed in plastic bags.
- ✓ Only recyclables are to be placed on the floor of the garbage rooms.
- ✓ Large boxes and other bulky items are to be taken to the ground floor garbage room.
- ✓ Garbage should only be placed down the chute between 6:00AM and 10:00PM
- ✓ Recyclables include:
  - i. GLASS BOTTLES AND JARS: Empty glass bottles and jars. Please rinse, clean and remove lids.
  - ii. ALUMINUM AND STEEL CANS: Please rinse clean.
  - iii. P.E.T.E. (Polyethylene Terephthalate) PLASTIC: Includes plastic pop bottles and other P.E.T.E. identified plastic containers. Please rinse and remove caps.
  - iv. NEWSPRINT: Newspapers, magazines, catalogues, phone books, etc.
  - v. MISCELLANEOUS: Cereal, shoe, detergent, tissue, cracker and toy boxes, paper



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tubes and cartons, etc. should be 'flattened', if possible. Please remove all liners and plastic wrappers. Deposit the bottle, jars, cans and plastic bottles in

box provided, and the newsprint/box board in the blue box provided, in the garbage room.

**NB: Owners must ensure all private or commercial cleaning staff observe these rules.**

## **H - OWNER'S RESPONSIBILITIES**

### **23 – SHOPPING CARTS**

The Shopping Carts have been provided free of charge for the use of all Owners and are available in the area immediately behind the elevator lobbies on P1 and P2. Owners must promptly return shopping carts to their parking level so others may use them.

NB: At no time should the shopping carts be left outside the condo door in the hallway. If Contractors use the Shopping carts they must be cleaned and return immediately after use.

## **H - OWNER'S RESPONSIBILITIES**

### **24 – CAR WASH**

There is a designated area for car washes at the bottom of the P2 level. The wash area is for the exclusive use of Owner / Residents. Upon completion of wash, vehicle must be immediately removed from the car wash area. Drying and detail cleaning may be completed in the Owner parking spot.

## **H - OWNER'S RESPONSIBILITIES**

### **25 – BICYCLE STORAGE & PARKING**

There is a designated area for bicycles and is located beside the car wash area on the P-2 level. Bicycle owners must park the bicycles in a neat and orderly manner and ensure bicycles are not in disrepair. It is advisable to place a security lock on all bicycles. Bicycles, carts, e-bikes, etc. are not allowed at any time in hallways, lobby or other common areas. Canterbury Condominium Corporation assumes no responsibility for damage or loss of bicycles.

## **H - OWNER'S RESPONSIBILITIES**

### **26 – PRECAUTIONS PRIOR TO LONG-TERM ABSENCE (VACATION, ILLNESS)**

When Owners will be away for extended periods of time, contact Concierge to complete '**Owner Away From Unit**' form **C 10**. This will ensure extra scrutiny of the unit while you are absent, including emergency situations.

The following are some guidelines when absent from facility:

**Water Damage:** Owners are responsible for any water damage caused to their own or other units located below and beside which originates from their condominium and if Owner unit is or will be unoccupied for a period of time (more than five (5) days) either turn off the water at each facility sink, toilet, dishwasher and humidifier (as applicable) or shut off individual unit water at main shut-off located in hallway outside condo unit.

**Winter Absence:** If planning to be away during winter months, temperature in the unit should never be reduced below 50° Fahrenheit.

**Notice of persons Authorized:** to have access during your absence must be provided to Concierge before you depart. Provide person's name and relationship as well as phone numbers. In all cases, these authorized persons will be required to provide proof of identification before access to the building will be allowed.

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**While 'checking' unit:** Use of facilities (pool, exercise, etc.) by your guests, relatives or friends during your absence is strictly prohibited. If Owner is not at unit, access will be denied.

**Mail:** The mail boxes are not large and therefore, Owners should redirect mail to vacation address or have it held by the Post Office or have an authorized family member or friend or condo neighbor attend the mail room at least weekly to remove mail from your mail slot.

## I - PARKING - ALLOCATION of SPACES – DOM KEY & REMOTES

The Parking Garage is a combination of **Common Area** and **Exclusive Common Area**. All aisles in the Underground Garage are designated 'common areas' and unit designated parking spaces are allocated as 'exclusive use' for Owners in accordance with the Condominium's Declaration. Visitor Parking spaces, both in the Underground Garage and the front, north exterior area is designated Condominium Corporation 'exclusive use' and managed solely by the Condominium Corporation.

***NB: It is important to acknowledge that underground parking is a privilege reserved for Owner / Residents and must be respected for the sake of all owners. Any variation to that principle must be authorized by appropriate representatives of the Corporation as noted further in this Parking Section. At no time shall an Owner / Resident allow other persons to park in underground garage whether or not the Guest or Owner / Resident takes a reserved or visitors parking spot without prior written approval. Violations to the Parking Policy may result in future requests being denied and / or vehicles in violation towed at owner expense.***

Parking Spaces allocated to a specific unit are the sole responsibility of the owners(s). All parking spaces must be maintained in a clean and tidy condition, including elimination of oil or grease spills. In the event an Owner is formally requested to clean his parking space and it is not accomplished within a defined period of time (depending on health and safety, etc.) the Condominium Corporation may have the parking space cleaned and charge the Owner.

In accordance with the City of Windsor bylaw, no vehicle or engine is permitted to remain idling either adjacent to the building or in the parking garage for more than 5 minutes. Beyond this time, the fumes start to enter into the units of the building and could create medical and breathing difficulties among Owners.

The following are key points regarding parking requirements;

Emergency: In case of emergency requiring vehicles to be moved, vehicles must be in an operation state at all times. **Only vehicles in full operation may be parked in the parking garage.**

- **Encroachment:** Parked vehicles must NOT encroach on adjacent parking spaces.
- **Personal Property:** other than one vehicle or one motorcycle (no vehicle parts, accessories) and a personal grocery cart, is NOT permitted in a parking space without the written permission of the Board of Directors.
- **Recreational Equipment:** such as a trailer, tent, camper, boat, snowmobile, recreation vehicle, machinery or equipment other than one vehicle or one motorcycle shall NOT be parked anywhere in or upon the interior or exterior parking area.
- **Repair:** servicing or adjustments to vehicle or motorcycle is NOT permitted to be made anywhere in or upon the parking areas except in an emergency to make the vehicle or motorcycle transportable to an appropriate repair area off Canterbury Place



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premises. This rule shall be strictly enforced as such repair actions could indirectly cause damage to adjacent vehicles.

- **Driving Speed:** Motor vehicles must not exceed 5 MPH (8 KPH) in the aisles, parking lot or when entering or leaving the parking garage. For safety, turn on headlights when entering, exiting the parking garage.
- **Garage Remote Control:** Access to the parking garage is by 'Garage Remote Control'. Additional controls for legal and approved parking are available from the Concierge by completing a "**Request For DOM Keys - Remote Garage Door Opener Form C 008**". The fee to purchase a 'Garage Remote Control' is seventy five (\$75.00) dollars. Rental fees for a 'Garage Remote Control' includes a deposit of two hundred (\$200.00) dollars with a one (\$1.00) dollar/day rental fee. The rental fee will be deducted from the deposit. If the rental time exceeds the amount of the deposit, an additional deposit of two hundred (\$200.00) dollars will be required.
- **DOM Key:** Access to the building interior is by way of the non-duplicative, secure 'DOM' key. The keys are available from the Concierge by completing a "**Request For DOM Keys - Remote Garage Door Opener Form C 008**". The fee to purchase a 'DOM' key is twenty-five (\$25.00) dollars for the first key, fifty (\$50.00) dollars for the second key and seventy-five (\$75.00) dollars for the third key. Rental fees for a 'DOM' key includes a deposit of two hundred (\$200.00) dollars with a one (\$1.00) dollar/day rental fee. The rental fee will be deducted from the deposit. If the rental time exceeds the amount of the deposit, an additional deposit of two hundred (\$200.00) dollars will be required.
- **Open and Close Garage Door:** Drivers approaching the garage door while it is in motion are required to allow the door to completely travel (either up or down) before reactivating the door. Failure to comply could result in damage to the mechanism. Any damage caused to the door by a driver's failure to follow this procedure will be charged to that driver. **If door is completely open when you arrive . . . STOP. Do not proceed until certain the door is 'set' open or allow the door to complete its full cycle and close completely. When the door is completely closed, activate the transmitter to open the door and then proceed once fully open.**
- **Owners are not allowed to park in any underground or exterior front parking space except the space(s) designated to owners Condominium Unit unless approval to do so has been granted.**
- **Use of other Owner Parking spots:** Owners who have more parking spaces than they require, may give permission to other Owners / Residents to park vehicles in that extra space(s) and to negotiate a charge for the rental and usage of same. If a rental agreement is entered into, the Unit Owner must notify the Board of Directors of such arrangements in order that the Concierge staff can maintain records of such vehicles and to ensure vehicles are properly parking as designated.
- **Outdoor Parking:** is reserved for service people, trades people and short-term, day or over-night visitors only. Exceptions to this must be approved in advance by the Concierge and if required, the Board of Directors.
- **Parking at front door:** Parking is not allowed at the front door- except for pickup or drop off of Owners with need of assistance or other short term needs up to a maximum of thirty (30) minutes only.
- **Parking at West Side of Building is designated Fire Lane.** Parking is NOT

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allowed in the open area, with the exception of one spot close to the fence which is reserved for Canterbury Personnel as designated by the Board of Directors.

**NB: To assist with compliance regarding parking, Concierge will formally communicate infractions to the owner of unit involved and if repeated violations occur, the vehicle may be towed at Owner's expense.**

## I - PARKING - ALLOCATION OF PARKING SPACES

### 1 – GUEST / VISITOR PARKING REQUEST

**Visitors Parking Spots:** There are designated spaces in the parking garage reserved for, and identified as, **Visitors Parking**. Residents or Visitors of the building are not permitted to park in these spaces without prior written approval of Concierge or the Board of Directors. Approval to park in the **Visitors Parking** area can be accomplished by completing the **Request FOR Visitor Parking Spot Form C 07** and approval can be requested in the following situations;

- Guest Parking for ***up to two (2) nights*** is always complimentary in one of the Parking spots located at the outside, North Parking lot.
- Guests Parking for a period of time ***beyond two nights and up to thirteen (13) nights***, may request an outside or indoor parking spot (depending on availability) for the period of time on a complimentary basis by completing a ***Request FOR Visitor Parking spot Form***

NB: In both cases, concierge and/or the Board of Directors or other representative will determine parking availability, considering various activities including maintenance, special functions, etc.

- Guests Parking for a period of time ***beyond fourteen (14) nights*** may request an outside parking or underground parking spot for a specific period of time at a fee of two (\$2.00) dollars per day up to a maximum of fifty (\$50.00) dollars per month, payable in advance.
- Owners experiencing a 'problem' at or near their assigned parking spot and receive direction from the Board of Directors or other representative to vacate the spot, will be assigned a visitors spot at no charge to the owner.
- Visitors parking their vehicles on the outside premises on a temporary basis must report to security to gain access to the building, at which time their vehicles will be recorded and identified with the name of the Owner and Unit number they wish to visit. The Owner of the host unit shall then be responsible for the observance of all Rules and Regulations by the guest

**NB: 'Guest Authorization to Park cards'** are valid only for the vehicle and the times and dates stated on the card. If the stay is extended beyond the defined date on the card, the Owner and / or visitor must re-attend at Concierge to obtain an extension for authorization to parking. **Unauthorized Owner's or Resident's vehicle(s) parking contrary to Canterbury Rules & Regulations may be removed at the Owner's expense, at the sole discretion of the Board of Directors or representative.**

## J - OWNER COMPLAINT – COMMENT - QUESTION

Owners have a right to safe, healthy and appropriate surroundings and environment while they live at Canterbury condominiums and on the rare occasion there may be people or situations that disrupt this stated object. If / when this happens, it is the objective to quickly and effectively address the situation prior to any further serious problems occur.

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Owners who have a Complaint, Question or Comment regarding the facilities, staff or Board of Directors are encouraged to do so by use of the **Owner Complaint / Comment / Question form C 002**.

## K - RULES & REGULATION FORMS

While the Forms to use regarding various sections of the Rules and regulations are contained in the document for reference, all forms are available at the concierge during regular hours, Monday through Friday.

FORM	NAME OF FORM	DESCRIPTION
C-001	Acknowledgement of <b>RULES AND REGULATIONS</b> for Guests	For use to ensure Family, Guests, tenants, etc. understand Canterbury Condominium Rules and Regulations <b>IMP: If Guests wish to use recreation facilities during their stay, they must complete and sign Form</b>
C-002	Owner <b>COMPLAINT - COMMENT - QUESTION</b>	In the event an Owner / Resident has a Complaint, Comment or Question regarding any matter pertaining to the Canterbury Condominium Corporation, they may submit this form
C 003 A-B-C	Request For <b>RENOVATION / ALTERATION</b>	For use when owner is contemplating alterations, modification or changes to the physical layout of the condo unit. <b>NB: Mandatory if owner is contemplating carpentry, electrical or plumbing changes to Condo</b>
C 004 A	Request For <b>MOVE IN – MOVE OUT</b>	For use when owner is contemplating moving in or out of the condo unit <b>NB: Mandatory if owner is MOVING in or out</b>
C 005	<b>Parcel DELIVERY or KEPT AT CONCIERGE</b>	For use when owner requests acceptance of packages at concierge
C 006	Owner Request for <b>PARTY ROOM RENTAL</b>	For use when owner requires Party Room, and / or other recreational facilities for exclusive, private use on a specific date
C 007 A	Owner Request for <b>PARKING</b>	For use when owner requires extra parking spaces for self or guests. <b>NB: Mandatory if Owner or Guest park in Visitor location</b>
C 008	Owner Request For <b>DOM Keys - Remote Garage Door Opener</b>	For use when owner requires additional FOB Keys or Remote garage Opener
C 009	Request for <b>FINANCIAL REIMBURSEMENT</b>	For use when Board of Director, staff or Property Management Company staff request financial reimbursement for expenses or purchases
C 010	Notification Owner /Resident will be <b>AWAY FROM UNIT</b>	For use when Owner will be absent from Unit for periods of time
C 011	Pet Registration	For use to 'Grandfather' pets