

VICTORIAN ESTATES

HALIFAX COUNTY CONDOMINIUM CORPORATION 241

POLICIES AND PROCEDURES

GENERAL

1. Introduction

Congratulations on choosing Victorian Estates as your new home. You and your neighbours have both a home and a financial interest in this Corporation, known as Halifax County Condominium Corporation # 241. This is your building and we ask that you read the established By-Laws and Declaration, and then this document so that you know what is expected of owners and residents. We trust that these policies and procedures will make living here as pleasant and enjoyable as possible. These policies and procedures will be incorporated in a residents' handbook to be produced in the near future.

2. Purpose of Policies and Procedures

Rules governing the use and occupancy of units and the use of the common elements are set out in the Condominium Act, the Declaration and the By-Laws. This document provides further definition of certain aspects of the preceding documents. The Policies and Procedures do not replace the By-laws, which the Board of Directors uses as its primary document, but rather complements the By-laws. In case of conflict between these policies and the By-laws, the By-laws will prevail. The Board of Directors, our fellow owners, has the duty to make certain decisions and to enact policies as necessary or the good of all the owners. This document attempts to set out, for the convenience of owners and occupants, the policies and procedures that they need to be aware of. These policies and procedures have been developed to clarify the By-laws, to provide policies whereby the Board may approve requests from owners, to govern the common elements and to provide for the safety of all residents. They are not intended to limit reasonable conduct, but rather to protect our common interest in the property, to provide an avenue of relief for problems, and to serve as guidelines for a harmonious community. They are designed to assure a minimum of regulatory intrusion into the lives of the owners of the corporation. **NOTE THAT THESE POLICIES DO NOT REMOVE THE REQUIREMENT TO OBTAIN BOARD APPROVAL AS STIPULATED IN THE BYLAWS.** Requests for changes must be forwarded in writing to the Board. These requests will be considered at the next monthly Board meeting.

POLICIES

1. Restrictions on Leasing

Restrictions on leasing require a covenant in the lease as defined in paragraph 4.02 of the Declaration. Owners must confirm to the Board in writing that this requirement has been met when leasing or renting their unit(s).

2. Security

Security is the responsibility of all owners and residents. While the Board and the Manager will, as much as possible, provide for the necessary physical security of the building, it will be for naught if individuals give building access to people that they do not know. Therefore it is essential that everyone cooperate in controlling access to the building, garage and property. IN 2010, a closed circuit security system was installed, with Fobs for access to all the common area doors. Each Unit will be supplied with a set number of fobs, which are programmed for their individual usage. Extra Fobs may be requested, in writing , at the owners expense. The surveillance system is located in the Lobby meeting room, and will be used in adherence to specific guidelines. Adhering to a few simple rules will improve security for us all:

- Unattended workers or other persons given access to the building by unit owners or management must have authorization in writing by the unit owner or superintendent/manager.
- Doors to the building must not be held open for the convenience of workers, movers, etc. unless the doors can be continually monitored for unauthorized access.
- Please take every reasonable precaution to prevent acts of vandalism and personal injury in all areas of the building and surrounding grounds.
- Don't leave any articles of interest to thieves in vehicles.
- Do not open lobby door to any person without personally checking their identity.
- Please ensure that the Garage Door is closed before driving away.

3. Soliciting and Canvassing

Soliciting and canvassing on Victorian Estates property is not permitted

4. Garbage

Halifax Regional Municipality is a leader in Reducing, Re-using, and Recycling Waste. It is mandatory to separate the waste before it leaves the building. Therefore, residents are responsible for waste separation. Containers in the garbage room are to deposit waste in three main groups, namely: Compostables, Recyclables, and Regular waste. Large green bins are provided for composting. All unit owners are in possession of smaller containers to keep their compost for dumping in the larger green bins [if not please notify the Superintendent]. Please see accompanying Waste Stream brochure from HRM Solid Waste Management to understand what is required for residents in separating their waste. Failure to comply with HRM waste separation requirements will mean that the condominium corporation can be fined, and our waste collector

denied access to HRM disposal sites. If you have any further questions regarding waste separation contact Halifax Regional Municipality at 490-4000 or on the web at:

www.region.halifax.ns.ca/wrms

5. Parking Garage

Each unit has an assigned parking space for the use of the occupant of that unit. The following policies apply:

- For security reasons, the Board requires that the Superintendent keep a current list of each parking space owner as well as the vehicle make and plate number. In order that the list is kept current, all unit owners are asked to forward any changes in writing to the Superintendent. Any vehicle using a parking space that is not on the Superintendent's list is subject to being towed.
- Cars with fuel, oil or brake fluid leaks may not be parked in the garage and must be removed immediately upon confirmation of such leaks. This is necessary because of the potential liability resulting from leakage of petroleum products and the ensuing significant costs to rectify such a problem.
- No vehicle shall be parked in a manner that blocks the access of other vehicles.
- No excessive noise is permitted in the parking garage including: horns and racing of engines.
- No smoking in garage at any time by anyone.
- Only emergency car repairs sufficient to allow the vehicle to be moved may be made at any time in the parking garage.
- Vehicles with oil leaks are to have those leaks repaired quickly.
- Personal property, other than an operable motor vehicle, may not be stored in a parking space.
- No loose items are to be stored in the parking spaces. With the exception of bicycles or fold up carts, which must be kept neatly at the rear of the parking space.
- For Units not in possession of a storage room, storage boxes may be placed at the rear of the parking space with the board's approval. Each storage unit should not exceed 6 ft in height, 8 ft in width, and 2 ft in depth, and must have locking doors. (open shelves are not permitted) No Items are to be stored on the top of the storage units, and they must be kept in good repair.

6. Balconies

The following policies apply to unit balconies:

- Any material for deck flooring must be approved by the Board.
- No personal property may be attached, suspended, mounted, stored, or otherwise displayed on any balcony or on the exterior of balcony. Air-drying articles of personal property of any description is not permitted.
- Each owner or occupant must maintain his/her individual balcony in a state of general neatness and cleanliness.

- Bird feeders and the feeding of any bird or animal on balconies are strictly prohibited.
- Containerized plants and shrubs may be placed on a balcony as long as such plants do not obstruct the view of any other resident. Containers should be of a type that minimizes discharge of soil and water. Planting containers must sit in a water retention receptacle.
- No items are to be placed on the railings due to safety reasons, except that planters may be placed on the inside of railings in a manner which does not create any safety concerns and which does not affect the integrity of the construction of the balcony or create a risk of moisture damage.
- Hanging items such as windsocks, flower baskets, wind chimes, etc., are not allowed due to wind/weather, structural, and safety conditions.
- Personal property, other than normal patio furniture, and barbeques may not be stored on decks or patios.
- Patio type shade umbrellas may be used on balconies. Umbrellas must be of a neutral colour and kept furled when balcony is not in use. The umbrella cannot be fastened to the railing or any other part of the building.

7. Barbeques

Barbeques are a particular concern because of the potential fire hazard and the smoke and smell that can come from them when cooking. Because a significant number of owners wish to have use of a barbeque, the following policies have been developed to conform to fire regulations, insurance requirements and the comfort of neighbours. It is therefore essential that these policies be strictly adhered to:

- Charcoal barbeques and table-top barbeques of any type are strictly prohibited.
- Gas or electric stand-up barbeques may be used on balconies.
- Barbeque propane tanks must be stored on the balcony, and the barbeque must be positioned such that the tank is a minimum of 3 feet from any opening into the building and the tank situated such that the relief valve is pointed away from any combustible surface or building opening.
- Propane tanks may only be brought inside the building for the purpose of taking out an empty tank and returning a full tank. When doing so, no stops are permitted and the tank must be carried up and down stairs. **Propane tanks are not permitted in the elevator.** When transporting the tank the proper safety plug must be in the discharge nozzle.
- When in use, barbeque burners must be at least 18" from the building and clear of the railings on the balcony.
- Residents are asked to refrain from barbequing food items which create smoke and/or strong smells.
- All barbeques must be in good working order with proper safety mechanisms and must be kept clean.
- If there is unsafe use, the Board reserves the right to have barbeques removed.

8. Water Beds

Approval for water beds will only be given for essential medical reasons confirmed in writing by a medical doctor, and then only after the owner obtains assurance from a qualified engineering firm that the building structure will support the bed in question, obtains adequate insurance coverage for damage related to a waterbed break and assumes, in writing, all liability in the event of flooding as a result of the waterbed for any reason whatsoever.

9. Renovations and Noisy Work

Except in exceptional or emergency circumstances approval for noisy work within individual units and common areas will only be approved Monday to Friday between the hours 8 am to 5 pm, Saturday from 10am to 5 pm and will not be approved for Sunday or holidays. Hallways or other common areas may not be used by tradesmen or workers of any craft to store, size or cut any material or object of any kind. All work must be carried out within owner's unit or parking space. Owners are responsible for the removal of construction waste. Construction waste must not be placed in the garbage receptacles provided for the building.

10. Deliveries

Unit owners are requested to schedule deliveries of large items for weekdays from 8am to 5 pm or Saturdays from 9 am to 5 pm. Unit owners should also ask delivery people to use the garage entrance for this purpose and inform the Superintendent that a delivery is expected so that proper care can be taken of the elevator and garage door.

11. Use of Hallways Etc.

The sidewalks, halls, entry, passages and stairwells of the building shall not be used as a play area and shall not be obstructed by any of the occupants or used for any other purpose than for ingress and egress to and from their respective units.

12. Exterior of Units

The building belongs to all owners and we wish to keep the exterior view neat, tidy and within reason, uniform in appearance. The following policies apply:

- Alterations to exterior doors, windows, screens, etc. will not be approved, except that screen doors of the type known as Phantom Screens or similar type or narrow

frame aluminum/vinyl type screen doors may be approved by the Board. **In** such instances, all additions will be white in colour and must be professionally installed. Unit owners must supply the Board with specifications and model type before any installation.

- Individual satellite antennae are not permitted.
- Air conditioning units are to be approved by the Board and must be of a type which does not protrude through the windows, doors or any other part of the unit and which does not add to the ambient noise level in the unit.
- All window coverings must be white or translucent as seen from the exterior of the building.
- Door decorations and hall mats may be allowed if small and not a hazard.
- No additional keyed door locks may be placed on exterior doors.

13. Signs

No sign of any kind shall be displayed to the public view on or from any unit or common or limited common element. The temporary placement of signs is allowed, at a space designated by the Board, indicating a Unit is for sale during the day an Open House is being held, not to exceed 8 hours. Owners are encouraged to post "for sale" and "for lease" notices on the bulletin board located near the mailboxes.

14. Pets

Domestic household pets may be kept by unit owners subject to such reasonable rules as the Board may from time to time adopt. The Board may require the removal of any animal that the Board, in the exercise of reasonable discretion, finds threatening or disturbing to other unit owners.

- No animals shall be permitted as pets or otherwise, except for dogs, cats, fish or birds. Further, they are subject to all governmental laws, ordinances, and regulations.
- Balconies and storage rooms shall not be used as a place to feed or kennel pets.
- Residents shall not permit the use of balconies as a place for their pets or those of their guests, or tenants to defecate or urinate.
- Pets shall not be allowed in any common elements unless transiting the building and should be carried in arm(s) or on a short leash. Under no circumstances shall animals be allowed on any lawn or planting area.
- Residents are responsible for clean up and any damage caused by their pets or by pets of their guests.
- Pet owners shall control their pets so that barking, scratching and other noise does not disturb other occupants.
- No more than two (2) pets may be kept in a unit except that residents already in possession of more than two pets when moving in prior to March 29th, 2004 may keep those pets until the death or removal of the pets after which no more than two pets will be permitted.
- Pet owners must pick up after their pets immediately

15. Christmas Trees and Festive Decorations

All residents are asked to comply with the following:

- Christmas trees will be bagged before transported to units. Trees should be carried through common areas, not dragged.
- Once the season is over, trees are to be deposited at the place and time designated by the Superintendent in accordance with any arrangement made for pick up. Note that if no temporary storage area is available, trees must remain in units until the pick-up date. Trees are not to be left on balconies, back lawn or in garbage room.
- At the time of disposal, trees are to be transported in bags to the area designated. All trees to be disposed of must be free of tinsel, decoration of any kind and must be removed from the plastic transport bags.
- Other seasonal decorations may be displayed at the discretion of the unit owner, but these decorations should be removed within a reasonable time period after the season or if they begin to deteriorate.

16. Vacation during winter

Unit owners are responsible to ensure that heat is supplied to their unit at all times to avoid the possibility of frozen pipes and liability for any resulting damage. If you are leaving for any length of time in winter, please inform the Superintendent of your departure and return dates.

PROCEDURES

1. Procedure for Fires

For your protection and safety, the following fire regulations must be followed:

- Fire doors must be kept closed at all times. Fire doors are installed in all stairwells and from hallways to exit points.
- When the fire alarm sounds, it must NOT be stopped until the fire department arrives and authorizes it.
- If you smell smoke or see a fire call the Fire Department (911) at once. Never assume this has been done. If possible pull the nearest building fire alarm pull (located next to the exit stairwell on each floor).
- If the fire alarm sounds, or you have called the Fire Department, close all doors and windows if time permits.
- Check your exit door for temperature. If it is cool, vacate your unit or the garage (if there) immediately and proceed to the nearest fire exit. If exit door is hot, the fire is probably close by and you should stay in your unit or go to the balcony. Stuff wet towels at the base of the door to prevent smoke ingress.
- Do not use the elevator.
- Leave the Building via the designated fire exits.
- Do not return to your unit until it is declared safe to do so by the Fire Department.

In order to avoid fire hazards, remember:

- Refrain from putting any burning material in the garbage.
- Avoid unsafe cooking practices; i.e. never leave stoves and barbeques unattended.
- Avoid careless smoking
- Smoking in the common areas is prohibited. This includes the parking garage.
- All smoking materials must be extinguished on entering the common areas of the building.
- Charcoal burning barbeques, and outdoor heat sources are prohibited.
- No combustible or offensive goods or materials are to be stored in units, storage areas or the garage.

2. Procedure for Reporting Incidents

In this procedure, incidents can include but are not restricted to such things as break-ins, theft from vehicles or storage areas, fire or damage from any source. In such cases the following procedure should be followed:

- As soon as possible notify appropriate civic authorities - police, fire department, etc.
- Notify the building superintendent and / or manager of the incident.
- Notify your insurance company.
- If a tenant, notify the unit owner or representative
- Superintendent and/or manager will take immediate action where possible to contain damage.
- Manager will log the incident along with all details and a description of action taken.
- Manager will notify the Board of the incident with all available details and recommendations for corrective action.
- Board will notify its insurance company where appropriate.

3. Procedure for Complaints

Complaints can potentially cover a wide range of issues including management of the building, performance of employees, state of common elements and issues between residents. Note that residents are not to give direction to the Superintendent or Manager. Wherever possible it is recommended that residents endeavour to resolve issues informally and in a respectful and considerate manner. If it becomes necessary to follow a more formal approach, the following procedure should be followed:

- Present the complaint to the manager in writing.
- Manager will log the complaint along with all details and a description of action taken.
- Manager will attempt to resolve the problem.
- If the problem is of a serious nature, likely to be difficult to resolve, or beyond the authority of the manager to resolve, the manager is to inform the Board in writing of the nature of the problem and include a copy of all associated correspondence, steps taken to resolve the problem and recommendations where appropriate.
- If the complainant is not satisfied with actions taken by the manager, the complainant may forward the complaint in writing to the Board.
- When in receipt of a complaint directly from a resident or via the manager, the Board will take all steps within its powers to resolve the complaint and will notify all parties in writing of the resolution determined by the Board.

4. Procedure for Control of Fobs and Garage Door Openers

A proliferation of Fobs, particularly for building entry and garage door openers has the potential to quickly render the building insecure. The need for extra Fobs from time to time is understood but owners are asked to keep the number of Fobs to a minimum. Garage Door Fobs are also programmed to open all entry doors. The Board of Directors has instituted a policy regarding garage door openers as follows:

Garage door Fobs will only be issued on the basis of one per resident allocated parking space. No garage door Fobs will be provided for visitors.

The following procedure should be followed for extra Fobs and garage door openers:

- All requests for additional Fobs and door openers must be made in writing to the manager, or the board. Additional Fobs will cost \$50 each for a door entry Fob, and \$100 each for the Garage door opening Fobs. All Fobs can be programmed for specific doors, or all entry points.
- **As all Fobs are assigned by codes in the security system to individual users, it is essential that all lost or misplaced fobs be reported immediately, so they may be cancelled in the system.**

HALIFAX COUNTY CONDOMINIUM

CORPORATION 241

VICTORIAN ESTATES

MOVING IN/OUT POLICY AND PROCEDURES

The following policy and procedures for moving in or out of Victorian Estates have been adopted by the board of directors and are effective immediately. A copy of this document will be attached to the Estoppel Certificate on the sale of a unit. Unit owners are responsible that their tenants comply with this policy.

1. Notification of a move must be provided to the superintendent at least one week in advance.
2. All moves must be scheduled between the hours of 8:00 am and 6:00 pm, Mondays through Fridays; moves on Saturdays or holidays may be arranged on an exception basis with the superintendent.
3. All moves must be made through the garage. It is the responsibility of the Owner/Resident to ensure that the moving area is not left unattended during the move. Failing such, the Corporation will request the superintendent or a suitable alternative individual to monitor the area and charge the Owner/Resident at a rate of not less than \$20.00 per hour. The total of this cost shall be a charge against the unit connected with the move and shall be placed on that account until paid. The move will not be permitted until suitable arrangements for security have been made.
4. Movers are to be advised in advance that Common Area entrances must not be blocked open at any time.
5. The superintendent will hang the elevator blankets and will conduct a physical inspection of the common areas to be traversed during the move with you prior to and after completion of your move. Any damages incurred will be charged to the suite involved in the move and will be placed on that account to be paid.
6. When using the elevator, it is important that it be made available to other residents as much as possible during the move. To achieve this, a full load should be brought to the lobby and loaded/unloaded as quickly as possible.
7. In the event that this policy is not followed, the superintendent or manager has the authority to stop the move and bar access to the movers until agreement is reached to abide by this policy.

INSPECTION AGREEMENT

The moving procedures policy and inspections have been completed.

Signature (Resident) _____

Signature (Superintendent) _____

