

RULES AND REGULATIONS
NOTICES

Carleton Condominium Corporation No. 86

Carleton Condominium Corporation No. 86

1777 MEADOWBROOK ROAD, GLOUCESTER, ONTARIO K1B 4W

June 16, 2015

Carleton Condominium Corporation No. 86

Notice To Unit Owners

Re: Entrance Door Replacement

Any unit owner considering replacing their entry door system must make a request for the specifications prior to entering into an agreement with a contractor and/or provider.

In an effort to give unit owners more choice and selection, the Board is prepared to allow unit owners to purchase their own door and hire their own contractor to install the door providing the installation and the doors meets the corporation's specifications (as they are attached to this notice).

The doors, which the Corporation has chosen as its standard front door is a steal metal slab with wood frame clad in brown aluminum with a sidelight operator. The rear door is a steal slab type with window operator and wood frame clad in brown aluminum.

The Corporation has made arrangements through Lambden Window and Door and the approved standard type door is currently available for \$1,850.00 (front) and \$1,350.00 (rear) plus HST.

An alternative design for the front entry system consist of an operating vertical slider contained within the door slab itself (please see the attached diagram). This system "only" can be ordered with a fixed or an operating sidelight.

By installing these types of doors the Corporation is attempting to eliminate or discourage the need of an aluminum storm door.

The corporation is prepared to reimburse the unit owner for replacing both the front and rear doors at an amount of \$1,808.00 inclusive of HST.

Should a unit owner only wish to change only one of the two doors, the reimbursement will be as follows;

Front	\$ 1,045.25
Rear	762.75

Should an owner wish to install a more expensive type, the owner is only entitled to the rebate previously mentioned.

Should you be interested in participation in this program, you must advise the Board of Directors in writing (through the Property Manager) and submit your specifications and contract to ensure that they meet with the Corporation's standard. You will then be sent an agreement, which must be signed by both parties before work can begin.

Upon approval and completion of the work, the unit owner is required to submit a copy of his/her invoice for reimbursement. Should the door(s) not comply with the Corporation's specifications, the Corporation will not reimburse the owner nor will it accept responsibility to maintain and repair the door. This will be disclosed on any status certificate for the non-complying unit.

For those unit owners who insist on keeping their storm doors, the Corporation will not accept any warranty responsibility.

The Corporation may limit the number of reimbursements due to the availability of funds.

The Board of Directors

Steve Bouley
President

Laviolette

building engineering

Specifications for Door Replacement at Carleton Condominium Corporation No. 86

Building Condition
Assessments

Reserve Fund
Studies

Building Envelope
Investigations

Roofing
Investigations

Remedial Design

Construction
Inspections

Technical Audits

Energy Audits

**Laviolette Building
Engineering Inc.**

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August 4, 2011
Project No. L1929

1. INTRODUCTION / SCOPE OF WORK

This specification outlines the requirements for replacing front and rear entrance doors at CCC 86. Although this work is being contracted and paid by the homeowner, all product, material, workmanship and warranty issues must meet the requirements of this specification in order to fulfil the quality requirements established by the Board of Directors of CCC 86.

The general scope of the work is to:

- completely remove each existing door system to be replaced, including sidelight (for front doors), sill, trim, casings and other associated elements, so that new door may be installed to the bare rough opening
- supply and install new insulated steel doors in accordance with these specifications and the door manufacturer's recommended instructions
- caulk exterior joints
- install new interior casings, caulk joints and leave casings ready to paint.

Door products supplied must match the requirements outlined in these Specifications, in all regards including specified colours.

2. GENERAL REQUIREMENTS

2.1 Use of Site

1. Work is permitted only between the hours of 8:00 A.M. and 6:00 P.M., Monday through Friday. No weekend or holiday work is permitted unless prior approval is obtained from the Board of Directors or the Property Manager at least 48 hours in advance of the planned weekend or holiday work.
2. Electric power will be available for use by the Contractor, by the Owner at whose unit work is being carried out. Power required at the workers' truck shall be obtained from the parking bollard outlets.
3. Sanitary services will not be available for use by the Contractor, except where granted by the individual Owners.
4. Work and storage areas shall be contained to the front and rear yard of the unit being worked on, or where more space is needed, in common areas that will not cause inconvenience to neighbours.
5. Leave areas of work broom clean.

2.2 Quality Control

1. Except where otherwise stated in these specifications, normal CCDC rules apply to this contract
2. The Contractor will employ only persons who are fully qualified to perform the work required.
3. The Contractor will repair, replace or otherwise make good all unacceptable work.
4. Notify the Unit Owner and the Board of Directors and/or the Property Manager of unexpected conditions immediately upon discovery. Prior to proceeding with further work, provide assessment as to remedial work required and related costs and obtain approval to proceed.
5. Maintain at the job site one copy of each of the following:
 1. Specifications
 2. Safety instructions for all industrial materials.
 3. Manufacturer's written instructions or guidelines for installing the doors.

2.3 Protection

1. Take care to minimize damage to the grounds and buildings. If damage results, the Contractor shall rectify such damage.
2. The Contractor shall provide adequate protection to public and property, and take appropriate actions to avoid injuries and/or property damage of any kind, until the Unit Owner accepts the work.

2.4 Warranty

1. Except as outlined below, the Contractor will warrant work covering both labour and material for a period of two (2) years from the date of completion to the satisfaction of the Owner.
2. The warranty on replaced parts and workmanship shall extend to the same 2-year period, except that repairs carried out during the last year of the warranty period shall be warranted for one (1) year from the date of acceptance of the replacement parts and/or workmanship.
3. The Contractor shall supply from the manufacturer(s), properly completed written warranties for all products supplied for the Work.
4. The Contractor shall act on the Board's behalf in ensuring the manufacturer(s) fulfil all warranties on the products and materials supplied.
5. Paint applied to window trim shall be warranted not to fade, peel or otherwise deteriorate for a period of five (5) years. Complete trim repainting shall be required to rectify any paint failure.

3. PRODUCT REQUIREMENTS

1. Front and rear entrance doors shall be high quality embossed steel doors sized to fit the existing opening, and of styles indicated on the sketches included on the last page of this specification.
2. The Board of Directors has selected the Martin M7 and M10 entry systems as the model systems to be installed. The exception to the above statement is that Unit Owners are allowed to select a variety of aesthetic styles for the front door slab, provided that the main door slab design, overall size, colours, and sidelight/door opening orientation match the sketch on the last page of these specifications.
 - .1 When selecting a front or rear door with a window to provide light and/or ventilation, the glazing height shall be no more than 2400 mm (48") and the window can be operating or fixed.
 - .2 Where the front door selected includes a window, whether an operator or fixed, trim for the window shall be colour-matched to the frame (i.e. Martin Brown) or the door slab (i.e. Ivory).
 - .3 A window installed in a rear door is permitted to have white trim.
3. Products other than those manufactured by Martin may be used, but all colours must match the specified Martin colours.
 - .1 Where the window trim is only available in white, trim for a front door must be painted to match either the door slab (Ivory) or the door frame (Martin Brown).
 - .2 Painted trim to receive one coat of primer and two coats of paint.
 - .3 Paint shall be a high-quality product specifically suited for painting vinyl products, such as (assuming that the trim is vinyl; adjust paint type if trim is manufactured from another material).
 - .4 Window trim shall not be painted while it is installed on the door. Instead, trim must be removed for painting so that the trim pieces are fully painted. Trim may be reinstalled only after the paint has completely dried.
 - 5 If required, further paint touch-ups can be performed after the trim is reinstalled.
4. Detailed product information regarding specific colour, door style and hardware is to be submitted as part of the quotation so that the Board and/or Property Manager can confirm that the proposed products meet the requirements of these specifications.

5. All door slabs shall:

- .1 be an insulated steel door with a wood perimeter frame and injected polyurethane foam infill
- .2 have a solid wood lock block
- .3 have extended wood edges to allow for planing of door to suit opening
- .4 have 24 gauge steel faces with galvanizing by hot dipped application
- .5 have steel faces which are glued crimped AND glued to the wood perimeter framing.
- .6 have factory applied primer and high quality paint finish.

6. The complete door entry system shall have:

- .1 a solid wood frame with aluminum cladding, Martin Brown in colour
- .2 three four-inch hinges
- .3 magnetic weather stripping
- .4 sill gaskets at sill/jamb juncture
- .5 self-draining, thermally broken, aluminum and vinyl sills
- .6 high quality, multi-finned door sweep, or compression seal door sweep specially designed to work integrally with the door sill
- .8 glazing using tempered glass.

7. The complete front door entry system for the front door must include a sidelight.

- .1 Where the sidelight includes an operator, the operator shall include a standard screen and the door system must still meet the specified forced entry requirements.

8. All doors supplied shall meet the requirements of the Ontario Building Code (OBC), Subsections 9.6.4, 9.6.5 and 9.6.6, as well as to CAN/CGSB-82.5 "Insulated Steel Doors", latest edition.

9. Insulating glass units within the doors shall bear the stamp of the Insulating Glass Manufacturers' Association of Canada (IGMAC), including IGMAC logo, date, company name and place of manufacture.

10. The manufacturer shall provide a five-year warranty on the doors.

11. Existing address numbers to be reinstalled onto new doors.

- .1 Where no window exists in the door, address numbers are to be located horizontally, preferably at two-thirds height. Where a window exists in the door, place numbers horizontally directly below the window.

12. When replacing the doors, also replace the door bells with new door bells of standard quality and similar style as existing.

4.3 Accessory Materials

1. Shims and setting blocks shall be of No. 2 or better Spruce-Pine-Fir.
2. Fasteners for attaching doors to frames shall be wood screws of appropriate size length and for the specific installation being performed.
3. If foam injection is used as perimeter insulation, standard foam cans available from hardware and building material supply stores are not acceptable. Foam must be high-quality foam that must be loaded into specialized foam injection guns that have a control over the rate of foam injection.
4. Interior casings shall be standard milled pine casings of similar style as existing casings.
5. If used, exterior PVC brick moulds shall be solid PVC of type recommended by manufacturer and which are perfectly integrated into the frames of the doors.
6. Sealant for vapour barrier materials to be a one-part, butyl rubber sealant such as "Butyl Sealant" by Tremco.
7. Interior caulking to be a high-quality acrylic latex sealant, such as "Tremflex 834" by Tremco, colour to be white.
8. Exterior caulking to be a high-quality, one-part elastomeric sealant, such as "Dymonic" by Tremco, colour to match existing.
9. Building paper for wrapping the rough opening shall be standard 15 lb. asphalt impregnated felt.
10. Existing mail slots shall be re-used, or replaced with identical style of mail slot.

5. INSTALLATION REQUIREMENTS

5.1 Inspection Prior to Ordering Doors

1. Measure existing doors prior to ordering new products, to determine the rough opening size so that the new doors will appropriately sized to suit the existing rough frame opening.
2. Account for any out-of-square of the openings.

5.2 Removal of Existing Doors

1. Use drop cloths in area of work as required to ensure the interior of the unit remains clean.
2. Cut all caulked joints before removing any elements affected by caulking and carefully remove interior casings and other perimeter door elements. If possible, do not remove exterior flashings.
3. Dismantle and remove existing doors in a careful manner, taking care not to damage adjacent building elements.
4. Dispose of all removed materials off site in accordance with all disposal regulations.
5. Clean up area of work on the exterior and interior, in preparation for installation of new doors.

5.3 Inspection Prior to Installing Doors

1. Verify wood framing of rough opening is dry, clean, sound, well nailed, and free of voids at the opening.
2. Immediately report to the Unit Owner and the Board of Directors and/or the Property Manager any significant site conditions which must be rectified prior to proceeding with the work.
3. Check squareness of rough opening so that opening irregularities may be accounted for during placement and installation of new door.
4. Proceeding with the work without contacting the Board of Directors and/or the Property Manager constitutes having deemed the existing site conditions as acceptable for installing the new door.

5.4 Installation of Front and Rear Entrance Doors

1. Trim up exposed edges of drywall around opening to ensure that they are ready for the installation of new doors.
2. Wrap exposed framing with 15 lb. felt paper and overlap new felt over existing felt that remains on wall. Staple felt securely in place.
3. Unpackage door and all parts. Inspect door and verify that door is not damaged and all parts are included.
4. Install door frames, slabs, hardware, and accessories and according to door manufacturer's installation instruction sheets.

5. Set units plumb, level true to line, without warp or rack in frames.
6. Install batt insulation in shim space around door perimeter to maintain continuity of building insulation.
7. Extend vapour barrier to interior face of door frame and attach and seal with butyl sealant.
8. Caulk perimeter of door frame with elastomeric sealant.
9. Clean up interior of door installation to make ready for installation of casings.
10. Cut wood casings to accurate 45° angle so that all corner fits of adjacent casing pieces are tight.
11. Install interior wood casings using finishing nails.
12. Seal all casing joints with interior sealant, and ensure beads are as small as reasonably possible.
13. Clean all surfaces to remove dirt. Use cleaning materials specifically recommended by door manufacturer.
14. Remove debris from work site.

END OF SPECIFICATION

Lavolette buildingengineering

78 CONCORSE DATE: UNIT 2
OTTAWA K1P 6H4, ONTARIO, K1P 6H4
TEL: (613) 729-4004 FAX: (613) 729-0614
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1/2" PLAN

PROJECT

REVISED FRONT DOOR SPEC
AT CCC 86

MEADOWBROOK ROAD, OTTAWA, ONTARIO

DRAWING TITLE

FRONT AND REAR DOOR
ENTRY SYSTEMS

SCALE BY

D.P.

PROJECT BY

S.L.

SCALE

N.T.S.

DRAWING NO.

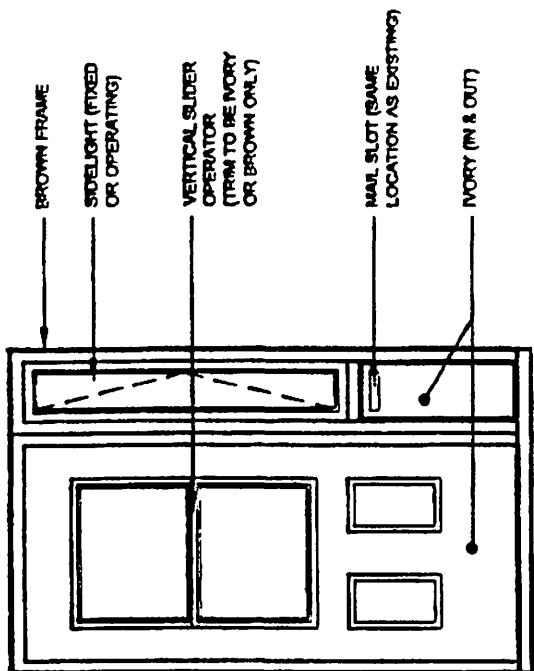
DATE

AUGUST 4, 2011

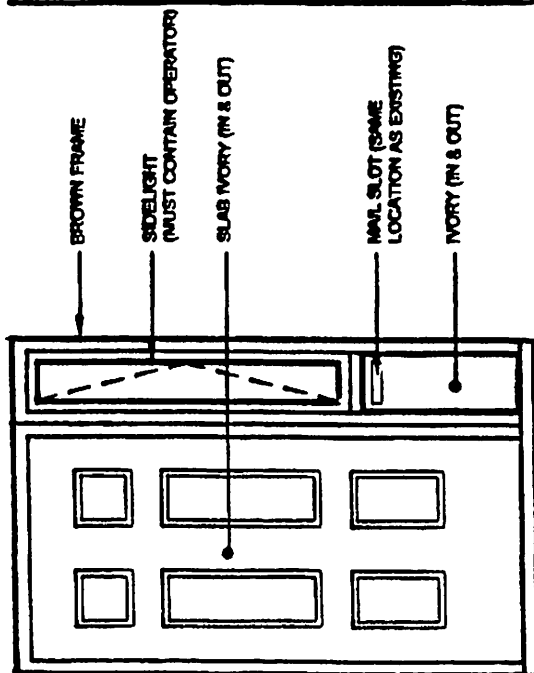
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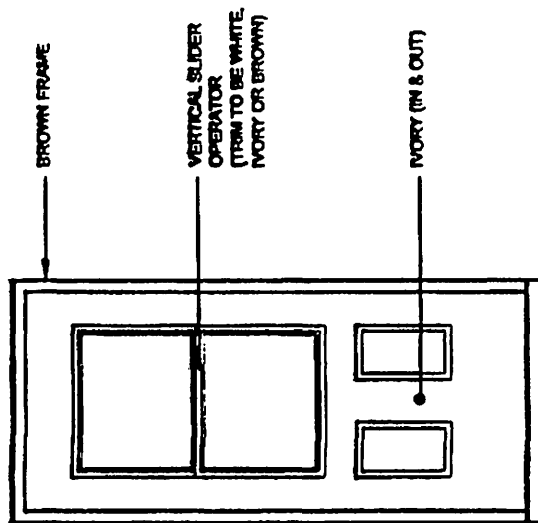
A1 OF 1



FRONT ENTRY SYSTEM WITH OPERATING VERTICAL SLIDER



FRONT ENTRY SYSTEM WITH OPERATING SIDE LIGHT



REAR ENTRY SYSTEM

August 30, 1989

To: All Owners of Units in C.C.C. #86
From: The Board of Directors
Re: Rules and Regulations

Dear Owner:

Please be advised that the Board of Directors has revised the rules and regulations of the Corporation.

All changes and revisions are in BOLD print on the enclosed copy.

As per section 29 of the Condominium Act the new and revised rules come into effect as of October 1, 1989.

C.C.C. # 86

RULES & REGULATIONS

Revised August 1989

The following Rules and Regulations supersedes all previous Rules and Regulations.

All Rules and Regulations have been grouped in the following sections:

1. BACKYARD (exclusive use element)
2. COMMON ELEMENT
3. DECORATIONS
4. ENFORCEMENT
5. GARBAGE
6. LANDSCAPING
7. NOISE CONTROL
8. PARKING CONTROL
9. PET CONTROL
10. SIGNS/SALES/ADVERTISING
11. UNIT
12. MISCELLANEOUS

DEFINITION:

--COMMON ELEMENT : all land on the property.

--EXCLUSIVE USE ELEMENT : part of the common element to be used exclusively by the resident of the unit adjacent to it (the backyard inside the black fence).

--PERSON : any resident, owner, visitor, guest, employee, servant,... when within the condominium property.

--UNIT OWNER : the individual or company owning one or more units in the condominium.

--PROPERTY : all land and buildings within the condominium project.

1. BACKYARD (exclusive use element)

- 1.1 Installation and maintenance of gates are the responsibility of the Corporation. Please refer to Board of Directors policy # 1 attached.
- 1.2 A garden shed can be installed provided that:
 - it is steel panelled;
 - it is finished in brown enamel with white trim;
 - it is not higher than 12 inches above the highest fence;
 - it will be maintained and painted to a state acceptable to the Board;
 - it is located as far from the unit as possible; and
 - it is detached from the fence and movable at all times for fence maintenance purposes.

2. COMMON ELEMENT (excluding exclusive use element)

- 2.1 No resident shall place, leave or permit to be left in or upon the common element (excluding the exclusive use element) any goods or things.
- 2.2 No mops, brooms, duster, rugs or bedding shall be shaken or beaten from any window or front doors or any part of the common element outside the backyard.
- 2.3 No bicycle, tricycle or toy shall be left on any part of the common element (excluding the exclusive use element) after sunset.
- 2.4 No bicycle shall be ridden on condominium sidewalks or grass, but young children on tricycles or bicycles may ride on sidewalks.
- 2.5 No trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be parked on any part of the common element including exclusive use areas.
- 2.6 Motorcycles will be allowed to park either in the parking lot or in the exclusive use area during the summer. During the winter months motorcycles can be stored in the exclusive use area only. Motorcycles should be walked to the exclusive area for parking or storage.

3. DECORATIONS

- 3.1 Decorations may be hung around doors and window frames provided no damage is caused to the frame or doors. Tacks, cup hooks, staples and tape should be used with care and as infrequently as possible.
- 3.2 Outside electrical display shall be attached with proper safety equipment, and only C.S.A. approved outside wiring and connectors shall be used.
- 3.3 Decorations shall not be placed on the roof.
- 3.4 Common electrical outlets shall not be used for decorations.
- 3.5 Decorations can be installed but not before 15 calendar days before the required holiday and must be removed 15 calendar days after the same holiday. Christmas decorations are permitted from Dec. 1 to Jan 15.

4. ENFORCEMENT

- 4.1 Any loss, cost or damages incurred by the Corporation by reason of a breach of any rules or regulation in force by any residents, owners, their families or guests shall be borne by the unit owner and such amount will be recovered by the Corporation in the same manner as if it were part of the common expenses.
- 4.2 Owners in arrears of payments due to the Corporation shall be sent the following notice(s) by the Property Manager:
 - First notice: giving notice of arrear.
 - Second notice: giving notice of arrear.
 - Lien notice: advising lien will be placed if arrears not cleared.
- 4.3 Any breach of the rules and regulations included herein by any resident will result in the following notice(s) to be sent to the unit owner by the Property Manager
 - First notice: advises of non-compliance to the rules and regulations.

-Second notice: advises of the requirement to rectify the item in notice 1 by a specific date failing which the matter will be rectified for you and billed accordingly and/or will be turned over to the Corporation's lawyers.

-Third and subsequent notice: legal letter from Corporation's lawyers.

- 4.4 Emergency / hazardous situations, as deemed by the Corporation, will supercede item 4.3. These emergency / hazardous situation will be dealt with immediately and the person in violation will be billed accordingly.

5. GARBAGE

- 5.1 All garbage shall be placed in properly tied plastic garbage bags (or otherwise as directed by the sanitation department). No resident shall place, leave or permit to be left any garbage or refuse upon any part of the common element. Residents are permitted to place garbage in the exclusive use area as long as they are kept in sealed containers approved by the B.O.D..
- 5.2 All residents shall maintain strict sanitary conditions in their unit and upon all portions of the common element at all times.
- 5.3 Garbage shall not be put out before 9:00 p.m. the evening before collection and not after 7:00 a.m. the morning of the collection.
- 5.4 Garbage shall be placed only in designated areas and should not be placed within ten (10) feet of any fire hydrant.

6. LANDSCAPING

- 6.1 No one shall harm, mutilate, destroy, alter or litter the landscaped portion of the property, including but not limited to grass, trees, shrubs, hedges, flowers or flower beds.

6.2 Residents are encouraged to enhance the areas around their unit subject to the following guidelines:

- up to a maximum of 30 inches from the front of the unit or outside the exclusive use element fence.
- flowers around base of trees may be planted provided no damage is caused to trunks or roots.
- perennial ivy and other perennial climbing flora shall not be planted anywhere under any circumstances.
- hanging baskets and large movable planters are permitted. Screw hook attachments shall be used to mount hanging planters. Window boxes are not permitted on window sills.
- Landscaping contractor cannot take responsibility for trimming the lawn adjacent to flower gardens. Residents should therefore trim the lawn around their flowers to reduce the risk of damage to them.
- in the event of damage to common elements, abandonment, poor husbandry practices, disease or pest damage the Corporation reserves the right to return the garden area to its original state at the expense of the unit owner.

6.3 Tree planting or removal must have the B.O.D.'s approval. Damaged or diseased trees shall be reported to the B.O.D.. The main difference between trees and shrubs is that shrubs are lower than the fence line.

7. NOISE CONTROL

- 7.1 No resident and persons visiting or working in the unit shall make or permit any improper noises in or around the units or do anything that will annoy, disturb or interfere in any way with others.
- 7.2 Each pet owner is responsible to ensure noise level created by their pet is kept to an acceptable limit at all times.
- 7.3 Excessive noise problem is covered by a City Bylaw and is a police matter. All complaints should therefore go to the Gloucester Police.

8. PARKING CONTROL

- 8.1 No motor vehicles other than two motorcycles at a time or one passenger automobile, station wagon, one-half ton pick-up truck or van (or comparable size vehicle) shall be parked in any parking space. Commercial vehicles bigger than those listed may be used during the day for business purposes only, but shall not be parked overnight in any one of the parking spaces. Parking at places other than parking locations are not allowed and offending vehicles may be towed without warning.**
- 8.2 No motor vehicle (trailer, boat, machinery or equipment) of any kind (except when used by the contractors to make repairs authorized by the Corporation) shall be driven or parked on any part of the common element other than designated spaces.**
- 8.3 Only one parking space is authorized per unit and the use of visitor parking by any resident is not permitted at any time. Resident vehicles may be towed without warning if parked in visitor parking.**
- 8.4 All visiting vehicles parked after midnight must either display a valid pass or must have been registered with the parking control company hired by the Corporation to monitor visitor parking.**
- 8.5 No unlicensed motorized vehicle shall be driven or parked on Condominium grounds at any time. Vehicle causing an obstruction (as judged by the Corporation) may be removed at owner's risk and cost after advisement.**
- 8.6 It is the responsibility of the resident to ensure that his guests are legally parked.**
- 8.7 Resident parking space is however the responsibility of of the resident.**
- 8.8 All illegally parked vehicles will be ticketed or towed at owner's risk and expense.**
- 8.9 Parking lot shall not be used as a play area for children. Playgrounds have been built for this purpose and shall be used instead.**
- 8.10 No major vehicle repairs are permitted on any part of the common element. Vehicle owners shall be responsible for any damage caused to surrounding vehicles or common element while performing minor repairs.**

9. PET CONTROL

- 9.1 Any animal, livestock or fowl which in the opinion of the B.O.D. , is not a commonly kept domestic pet, dangerous and/or a nuisance will be removed within two (2) weeks from the written notice of the B.O.D..
- 9.2 Pets must be on a leash at all times (in exclusive use area / common element areas). On common element areas pets must be accompanied and controlled by a responsible person capable of controlling the animal.
- 9.3 All pet owners are responsible to ensure their pets do not defoul or damage any part of the common element. If a pet defecates on any part of the property, the owner shall gather the droppings and dispose of them in his own unit. Any damage caused by a pet will be the responsibility of its owner.
- 9.4 All residents have the authority to call the pet control officer to resolve stray dog problems. He can be contacted by calling the Gloucester Police and asking for the animal control officer.

10. SIGNS/SALES/ADVERTISING

- 10.1 No sign, advertising or notice of any sort shall be inscribed, painted or affixed on any part of the outside of the building and fences.
- 10.2 No auction sale or yard sale shall be held on any part of the property unless sanctioned by the Corporation.
- 10.3 In the case of "house for sale" sign:
 - (i)-any sod damage by such signs must be repaired by the owner;
 - (ii)-all signs must be removed within seven days after a binding agreement of purchase;
 - (iii)-placement of the sign must not obstruct any part of any C.C.C. # 86 sign;
 - (iv)-private signs must be approved by a Board member before being erected.
 - (v)-allowed on front lawn of the unit only.
- 10.4 No political sign is permitted on any part of the common elements but may be displayed only in the inside of a unit window.

11. UNIT

- 11.1 No resident shall do anything in his unit or bring or keep anything therein which will in any way increase the risk of fire in or the rate of fire insurance on the property, or on any chattels kept therein.**
- 11.2 No resident shall do anything in his unit which conflicts with any of the rules made by the Ottawa-Carleton Board of Health, with any statute or municipal by-laws, with policies of the Cloucester Fire Department, or with any insurance policy carried by the Corporation or any unit owner.**
- 11.3 No resident shall obstruct or interfere with the rights of other residents.**
- 11.4 Washrooms, bathrooms and any apparatus using or containing water shall not be used for purposes other than for which they have been constructed and shall not be used for the disposal of sweepings, garbage, rubbish, rags, ashes or other substances. The cost to repair any damage resulting from such misuse, unusual use or unreasonable use shall be borne by the owner of the unit that caused the condition.**
- 11.5 Water shall not be left running unless in actual use. Unit owners are responsible to ensure that the outside water taps are always in working condition and not leaking and must report any needed repair to the Property Manager.**
- 11.6 Nothing shall be placed on the outside of window sills.**
- 11.7 Nothing shall be thrown out of the windows or doors of any units.**
- 11.8 No television antenna, aerial, tower or similar structure and appurtenances thereto shall be erected on or fastened to any part of any unit or fences.**
- 11.9 Window Air Conditioners will be allowed, in the back of units only. On a presentation of doctor's certificate and written approval of the B.O.D. a window air conditioner will be allowed to be installed in the front of units. They must be properly installed, WITH NO ATTACHMENT TO THE OUTSIDE OF THE BUILDING. Filler panels must be made of plexiglass and be cosmetically compatible with the exterior of the building. WINDOW UNITS MUST BE REMOVED FOR THE WINTER MONTHS. Any type of Central Air**

Conditioning may only be installed with the written approval of the Corporation. In addition the location of Central Air Conditioning must be within exclusive use area (inside black fence of backyard).

- 11.10 Unit owners may replace at their own expense, their unit windows provided they are of a style and colour as approved by the B.O.D. The B.O.D. approval can be obtained by sending a letter stating the selected contractor and a picture of the replacement window and specification.
- 11.11 Unit owners may improve the insulation of their attic provided the work is performed by a contractor authorized by the B.O.D.. B.O.D. approval can be obtained by sending a letter stating the selected contractor before a contract is signed.
- 11.12 Storm doors (which were originally installed by owners) and window screens are the responsibility of units owners and must be kept in a good state at all time.
- 11.13 Attendance at Board meeting is restricted to elected Board Members and the Property Manager. Residents may request attendance in writing indicating the subject to be discussed. 10 days prior to the meeting. Attendance is subject to Board approval.
- 11.14 Except for life threatening situations, tenants are to contact their owners and not the Property Manager or the Board of Directors for maintenance problems.

12. MISCELLANEOUS

- 12.1 No resident shall overload any electrical outlets on the common element or inside any of the units. This is to prevent fire accidents.
- 12.2 No stores of any provisions or materials which are either combustible or offensive (in the opinion of the Board) shall be kept on the property.
- 12.3 Sidewalks and entrance shall not be obstructed by any residents or used by him for any other purposes than entering in and exiting from unit (especially not parking motorized vehicles).
- 12.4 Clothes shall not be hung nor dried in common areas nor in common areas of which the owner has exclusive use.

- 12.5 No building, structure or tent shall be erected and no trailer either with or without living, sleeping or eating accommodation shall be placed, located, kept or maintained on the common element unless approved by the Corporation.
- 12.6 No owner shall make any change to any part of the common element and the inside wall structure without the B.O.D.'s approval. Approval can be sought by sending a letter with plans to the B.O.D..
- 12.7 The residents of individual units are responsible for cleaning snow from around their vehicle(s) parked in their exclusive allotted parking area or reserved spot, if they have not previously been removed to allow snow removal by the snow removal contractor.
- 12.8 The residents of individual units are responsible for cleaning snow on the path leading to their unit.
- 12.9 The owners of the Board of Directors may from time to time make such additional rules and regulations or vary and amend such rules and regulations respecting the use of the common element for the purpose of preventing unreasonable interference with the use and enjoyment of the unit and common elements.

March 18, 1989

POLICY # 1

Gate Installation Policy

The Condominium Corporation will as of the effective date of this policy be responsible for the installation and maintenance of the gates on fences.

Qualifying comments

- a) All existing gates will be repaired at the Condominium's cost.
- b) The Condominium Corporation will be responsible for the purchase, installation and maintenance of new gate. However, owners will be billed for the cost of material only.

Gate Installation Procedure

- 1) Let the Property Manager know in writing that you want a gate.
- 2) Property Manager will confirm with the Board of Directors and install a gate as soon as possible.
- 3) Installation will be the responsibility of the Condominium Corporation and you will be billed accordingly.

Approved by B.O.D.
C.C.C. # 86

March 18, 1989

POLICY # 2

Door Replacement Policy

- 1) For Units that never had a screen door as of the effective date of this policy the Condominium Corporation will pay for the replacement cost of the front and/or rear wood door(s) only if the owner installs a screen door prior to the wood door(s) being replaced. This is an incentive for screen doors to be installed and this will only be done once.
- 2) For Units that never had a screen door as of the effective date of this policy and do not wish to install a screen door prior to the replacement of the wood door(s) the Condominium Corporation will pay for half the replacement cost of the front and/or rear door(s).
- 3) For Units that presently have a screen door as of the effective date of this policy the Condominium Corporation will pay for half the replacement cost of front and/or rear wood door(s).
- 4) For Units that presently have upgraded door(s) as of the effective date of this policy the Condominium Corporation will pay for half the replacement cost of a door similar to one installed when the Condominium was built.

Qualifying comments for any of the above options.

- a) Screen doors will be the responsibility of the unit owner to purchase, have installed and maintain. However, screen door style must be approved in writing by the Board of Directors.
- b) The Board's responsibility will be to pay half the replacement cost of the original door when the Condominium was built.
- c) Owners will be permitted to upgrade their doors. However, the upgraded door must be approved in writing by the Board of Directors.

Door Replacement Procedure

- 1) Let the Property Manager know in writing of the door replacement.

- 2) Property Manager will confirm with the Board of Directors need for replacement and will advise which options is available.
- 3) Replacement of front and/or rear wood door(s) will be the responsibility of the Condominium Corporation and you will be billed accordingly.

Approved by B.O.D.
C.C.C. # 86

POLICY # 3

NOTICE OF AGREEMENT

FOR CHANGES TO THE COMMON ELEMENTS

A notice of an agreement between a condominium and an owner is a document that allows the owner to alter the Corporation's common elements with the approval of the Board.

This is done as it protects the condominium and owner of subsequent owners of the property.

1. If the unit is sold to new owner their lawyer will find that the new owner may be responsible for maintaining a part of the common areas at his expense.
2. It provides the Corporation with recourse against the owner of the unit if the owner fails to carry out the necessary maintenance, repairs or replacement of the items in question.

The procedure in registering a notice of agreement is as follows:

1. The owner must write to the Board of Directors requesting permission for said changes.
2. The owner will receive a written reply from the Board that gives their approval subject to receipt of the "letter of acceptance."

* Examples of changes to the common elements are installation of upgraded windows, installation of central a/c units and changes to the exclusive use areas.

Carleton Condominium Corporation No. 86

1777 MEADOWBROOK ROAD, GLOUCESTER, ONTARIO K1B 4W6

October 20, 2006

Carleton Condominium Corporation No. 86 Owners

Dear Sir/Madame:

Re: Rules re: Fire Code Compliance

As of March 1, 2006, the *Fire Code (Part IV under the Fire Protection and Prevention Act)* was amended to require that smoke detectors be installed and operational on each storey of every dwelling in Ontario.

These new requirements are in addition to the pre-existing requirements for a smoke alarm outside each sleeping area, in the hallway(s) that provide access to any sleeping area. Smoke alarms must now be located in these areas and on every other level or storey of the dwelling.

As you know, the interior of the units and therefore the smoke alarms are the responsibility of the unit owners. As owners, you are required to install any additional smoke alarms that may be required by these new regulations, and to ensure that all smoke alarms within your unit are operational at all times. However, because of the risk that fire may spread between one unit and another, and through the common elements, the Corporation has a similar obligation to take reasonable steps to ensure that owners are fulfilling their obligations with respect to fire safety.

The *Condominium Act* allows the Corporation to make rules respecting the safety security and welfare of the owners and of the property. Working with its legal counsel, the Corporation has developed the attached rule to assist the Corporation and the unit Owners in fulfilling their respective obligations.

In order to give effect to this new rule, we are enclosing the required form of Notice of the rule, in accordance with section 58 of the Condominium Act. Rules become effective thirty days following the date of the Notice, unless 15% or more of the owners request a meeting to consider and vote on the rule. In that event, the rule does not become effective until the meeting is held and an ordinary vote of the owners is taken.

The Notice explains the right of the owners to request a meeting to further consider the rule, if desired. If the corporation does not receive a written request from 15% or more of the owners for a meeting of unit owners to consider the rule, then the rule simply becomes effective thirty days following the date of the enclosed notice.

If you have any questions regarding this new rule, please do not hesitate to contact us, through Pat Boileau at Premiere Property Management, 236-3902 extension 28. For those owners who wish to review the new provincial regulations, you may do so on line at www.e-laws.gov.on.ca. Owners can access the new regulations by clicking on "Browse by Title", and then scanning to the *Fire Protection and Prevention Act*. The regulations are accessed by clicking on the "plus sign" next to each Act and the relevant regulation is Ontario Regulation 650/05, section 2.13.

Yours very truly,

THE BOARD OF DIRECTORS

Date: October 20, 2006

**CARLETON CONDOMINIUM CORPORATION NO. 86
(the Corporation)**

RULE RESPECTING SMOKE DETECTORS

Resolution passed by the Board of Directors at a Board of Directors meeting held on the 18th day of September, 2006.

BE IT RESOLVED that the Corporation enact the following rule respecting the use of the units to promote the safety, security or welfare of the owners and of the property.

The following rule shall be observed by the owners and the term "owner" shall include the owner, his or her family, guests, agents or any other person occupying the unit with the owner's approval:

1. Applicable codes require that smoke alarms/detectors be installed and maintained in dwelling units. In our condominium, the smoke alarms are part of the units, and accordingly must be maintained and repaired by the unit owners.
2. The Corporation shall, annually, send to all Owners a "Request for Confirmation of Smoke Alarms" in a form satisfactory to the Board. Owners shall complete and return the requested Confirmation to the corporation within four weeks of the corporation delivering the request.
3. Where an owner fails to complete and return the completed Request for Confirmation of Smoke Alarms by the date specified, the Corporation, or its agent, may enter the unit on 48 hours written notice to the owner in order to complete an inspection of the smoke alarms on behalf of the owner. The costs of such inspection and any necessary repairs to or replacements of smoke alarms that may result from the inspection shall be the responsibility of the owner and shall be added to the common expenses for the unit. Owners shall not refuse entry to the unit on receipt of such notice and where an owner does refuse such entry, the owner must pay a fine of one hundred and fifty dollars (\$150) to the Corporation and shall be entirely and exclusively responsible for any losses, costs, damages or claims that may result from the Corporation's inability to fulfill its objects and duties as prescribed in this Rule.

CARLETON CONDOMINIUM CORPORATION NO. 86

TO: All Owners
FROM: The Board of Directors
RE: New Rules Respecting Smoke Detectors

DATE: October 20, 2006

Please be advised that the Board has passed a resolution to enact new rules to ensure compliance by the Owners with the *Ontario Fire Code*, which was amended on March 1, 2006. The *Fire Code* requires that a smoke alarm be installed on every storey of a dwelling, including condominiums.

This new rule respecting smoke detectors was passed by resolution of the Board at a meeting of the Board held on September 18, 2006. A copy of the new rule is attached to this notice.

The new rule will become effective thirty days following the date of this notice unless the Board receives, within those thirty days, a requisition signed by owners of 15% of the units (in accordance with Section 46 of the Condominium Act) for a meeting to consider the proposed rule. If a requisition is received within those thirty days, the requisitioned meeting will be called and the rule will then be effective only if the owners vote to approve the rule at that meeting of owners.

Yours very truly,

Board of Directors



Per: Reuben Brown, Secretary

Notice

August 17, 2011

Re: Window Replacement

The costs for window replacement are the responsibility of the unit owners. In the past, owners who wanted to replace their windows had to do so through Bayview Windows. The policy was adopted by the membership in 1996 at a special general meeting of owners. In keeping with certain requests made by the owners over the years, the Corporation has asked its engineer, Lavolette Engineering, to prepare specifications for window replacement which owners may use to obtain quotes from the qualified window suppliers and installers.

In 2010, the specifications for the windows were revised to provide residents with more flexibility. The same quality and colour of window will be required, but the restrictions with respect to the supplier have now been relaxed. The new specifications are available on request from the Property Manager and must be strictly adhered to.

Board of Directors
Carleton Condominium Corporation No. 277

Laviolette

building engineering

**Building Condition
Assessments**

**Reserve Fund
Studies**

**Building Envelope
Investigations**

**Roofing
Investigations**

Remedial Design

**Construction
Inspections**

Technical Audits

Energy Audits

Final Specifications

**Carleton Condominium Corporation No. 86
Window Replacement**

Prepared For

**Carleton Condominium Corporation No.86
% Premiere Property Management Inc.**

**Laviolette Building
Engineering Inc.**
28 Concourse Gate - Unit 2
Ottawa (Nepean), Ontario
Canada K2E 7T7

**Tel: (613) 226-4204
Fax: (613) 226-9514
www.lav-eng.ca**

January 27, 2011

Job No. L1792

1. INTRODUCTION / SCOPE OF WORK

Carleton Condominium Corporation No. 86 is a 34-year old complex consisting of 112 townhouses in 11 blocks of 8 to 12 units per block. The complex is located at 1595 to 1819 Meadowbrook Road, in Gloucester, Ontario.

Due to the age of the complex, the existing original wood windows are in poor condition and provide poor thermal performance. Numerous windows throughout the complex have already been replaced with new Northstar® vinyl windows and in order to maintain consistency throughout the corporation, the Board of Directors for CCC 86 have decided that all new windows must be replaced with vinyl products, to match style and performance of existing Northstar® windows. New windows shall also meet the requirements of Northstar® windows as outlined in Section 5.1. Since the windows are not part of the common elements, each unit owner is responsible for the costs to hire a contractor to replace windows in their unit. This specification package is to be provided to all unit owners for use in obtaining pricing from contractors for the replacement of windows in their unit and to ensure that all replacement windows are installed in the same manner, to maintain consistent quality installation and aesthetics throughout the complex.

The general scope of work is as follows:

- Measure all existing windows designated for replacement, in order to determine the rough opening size so that the new windows will be appropriately sized to suit the existing rough framed opening.
 - Note that the framed openings of similar units will vary from unit to unit, so it is possible that the exact same size window will not suit all openings of the same type.
- Completely remove existing windows, casings and other associated elements, so that new windows may be installed into the existing rough frame opening.
- Supply and install new PVC windows, in accordance with these specifications and the window manufacturer's recommended installation instructions.
- Insulate shim space with high quality expanding foam insulation.
- Fabricate and install new exterior metal closure flashings around the perimeter of the new windows, as required, to conceal the shim space and integrate new flashings with the surrounding exterior building elements.
- Caulk all exterior joints.
- Install new interior jamb extensions and casings, primed and ready for paint.
- Caulk all interior perimeter joints between the window frame, jamb extension and casings.
- Perform clean-up and remove all debris and refuse from the site upon completion of the work.

2. PRICING REQUIREMENTS

2.1 Contractor's Quotation

1. It is up to the Contractor to visit the site to determine quantities.
2. Before submitting a quotation, the Contractor must carefully examine the site of the proposed work, evaluate the existing conditions and limitations and include the amounts in the price to cover the cost of all items required to be done to fulfil the work. The Contractor must also be confident that the work can be performed as specified.
3. The Contractor must report any errors or omissions, or any noticeable discrepancy between site conditions and the specifications or drawings to the Owner. If the Contractor fails to report any discrepancies, errors or omissions to the Owner, the Contractor will be deemed to have accepted

all such specifications as being accurate and the Owner will not approve any extra charges subsequent to acceptance of the price.

4. Contractor prices shall be based on the work outlined in these specifications. Any change in the Work, for any reason, will be accounted for after Work commences, through a Change Order which will increase or reduce the scope and value of the work in an appropriate manner to account for the unforeseen conditions.
5. The Contractor price shall include the costs of all labour, materials, equipment, tools, disposal fees, or other costs associated with the completion of this project as specified herein.
6. No Bid Security is requested for this project.
7. Contractor must make provision in their price to cover all taxes, permits and fees with the exception that the HST is to be excluded from the price.

2.2 Product Information Requirements

1. The Contractor shall submit the following product information with their quotation:
 - .1 An exact description of the windows to be supplied and installed, including the name of manufacturer and model type and/or number, as well as any other information required to identify the specific window and to confirm that the window is in compliance with these specifications.
 - .2 A brochure or other commercial sales literature printed by the manufacturer about the window product.
 - .3 Literature indicating proof of compliance with the performance criteria outlined in Section 5.1, Window Products. Such proof can simply be the brochure, if the brochure clearly indicates performance ratings, or the proof can be a copy of performance test results for the product to be used.
 - .4 A copy of the manufacturer's warranty for the windows to be supplied and installed.

3. GENERAL CONTRACT REQUIREMENTS

3.1 Identification of Parties and Their Responsibilities

1. The "Owner" is the individual unit owner. The Owner is responsible for providing access to the unit when the work is to be carried out, and to provide somebody to be present at the unit while the work is being carried out.
2. The "Contractor" is the Contractor who is selected by the Owner to perform the Work.

3.2 Work Progress and Use of Site

1. The Contractor shall confirm in writing with the Owner, the anticipated schedule for starting and completing the work.

2. After ordering the windows, and obtaining confirmation of product delivery date, the Contractor shall provide notice to the Owner of the exact start and completion dates.
3. Upon startup, work shall proceed in a continuous and efficient manner to ensure that the deadline for completion can be met.
4. The Contractor will co-operate with the Owner and arrange for all work to be expedited with the minimum inconvenience.
5. Work is permitted **ONLY** between the hours of 8:00 A.M. and 6:00 P.M., Monday through Friday. No weekend or holiday work is permitted unless prior approval is obtained from the Owner 48 hours in advance of the planned weekend or holiday work.
6. Water and electric power will be available for use by the Contractor, at the unit where the work is being carried out.
7. Sanitary services will not be available for use by the Contractor, except where granted by the Individual Owners.

3.3 Security and Insurance

1. No Performance Bond or Labour and Materials Bond will be required for this project.
2. The Contractor must keep in force for the duration of the Contract, Public Liability and Property Damage Insurance in an amount not less than \$2,000,000.00.
 - .1 Without limiting the foregoing, such Insurance Coverage must include Comprehensive General Liability; Contractual Liability; Personal Injury; and Contingent Liability with respect to Sub-contractors.
 - .2 Submit proof of same to the Owner, prior to commencement of any work, in the form of an Insurance Certificate.
 - .3 Such Insurance Certificate must contain a firm undertaking to give the Owner thirty (30) days notice prior to any cancellation.
3. If the Contractor fails to meet these requirements prior to the planned startup date, the Owner has the right to terminate any Contract.

3.4 Sub-Contractors

1. If requested by the Owner, the Contractor shall provide the Owner with a complete and firm list of names and addresses of Sub-contractors whom the Contractor will use for the Work of this Contract.
2. The Contractor will:
 - .1 require all Sub-contractors to perform their Work in accordance with the subject to the terms and conditions of the Contract;

- .2 be as fully responsible to the Owner for acts and omissions of all Sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by him. The Contractor therefore agrees to incorporate all the terms and conditions of the Contract Documents into all Sub-contract Agreements.
3. Nothing contained in the Contract Documents will create a contractual relationship between a Sub-contractor and the Owner.

3.5 Quality Control

1. The Contractor will employ only experienced persons who are fully qualified to perform the work required.
2. The Contractor will perform the work in the most efficient manner, and to the satisfaction of the Owner.
3. The Contractor will repair, replace or otherwise make good all unacceptable work.
4. Provide one person who shall be present at all times during the execution of the repair work who shall be thoroughly familiar with the proper materials and methods of repair and who shall direct all work performed. (i.e. Employ a competent foreman who remains in charge until the work is completed.)
5. Notify the Owner of unexpected conditions immediately upon discovery.
6. Maintain at the job site one copy of each of the following:
 1. Specifications
 2. Safety instructions for all industrial materials.
 3. Manufacturer's written instructions or guidelines for installing the windows.

3.6 Laws and Regulations

1. The Contractor will submit evidence of compliance with all of the requirements of the Workers' Compensation Act of Ontario, R.S.O. 180, Chapter 539 as amended, including payments due thereunder.
2. The Contractor shall provide the Owner with a current Workplace Safety and Insurance Board Certificate of Clearance Form prior to commencement of any work on site and a second clearance certificate with application for final payment.
3. If the Owner is not satisfied that the single person or partnership Contractor is in fact an independent operator it may, at its sole option, terminate the Work and require that the terminated Contractor compensate for damages incurred.
4. The by-laws, ordinances and legal requirements, rules, regulations, codes and orders of the municipality where the building is situated will apply to the Work.
5. The Contractor will give all required notices and comply with all laws, ordinances, rules, regulations, codes and orders of all authorities having jurisdiction relating to the Work, to the preservation of the

public health and construction safety which are or come to be in force during the performance of the Work.

6. If the Contractor fails to notify the Owner in writing and performs any work knowing it to be contrary to any laws, by-laws, ordinances, rules, regulations, codes and orders of any authority having jurisdiction, the Contractor will be responsible for and will correct any violations therefor and will bear all costs, expenses and damages attributable to the Contractor's failure to comply with the provisions of such laws, by-laws, ordinances, rules, regulations, codes and orders.
7. The Contractor will not be responsible for verifying that the Contract Documents are in compliance with the applicable laws, ordinances, rules, regulations and codes relating to the Work. If the Contract Documents are at variance therewith, or changes which require modification to the Contract Documents are made to any of the laws, ordinances, rules, regulations, and codes by the authorities having jurisdiction subsequent to the date of tender submission, any resulting change in the cost shall constitute a corresponding change in the Contract Price. Notwithstanding the above, the Contractor must notify the Owner in writing requesting direction immediately on any such variance or change that is observed by him.
8. The Contractor will comply with the provisions of all applicable employment standards and safety oriented Acts and Regulations throughout the course of the work.

3.7 Protection - General

1. Protect and take care to minimize damage to the grounds during the course of the work, and reinstate all common element landscaping that is damaged. Damaged plants must be replaced at no additional costs to the Owner, unless such damage is minor or if the damage involves unavoidable damage to plants owned by the unit owners.
2. The Contractor shall provide adequate protection to the public and property, and take appropriate actions to avoid injuries and/or property damage of any kind, until the Owner accepts the work.
3. Execute work to minimize interference to building occupants and personal effects. Provide and maintain all necessary and proper temporary shoring, protection and warning signs at all areas which may be dangerous to the public, for any foreseeable causes.
4. Use drop cloths to protect interior floor finishes.
5. The Contractor shall assume all liability for and be responsible for loss of or damage to the Contractor's materials or equipment and for any materials delivered to him from whatever source to the site of the work.

3.8 Fire Protection

1. The Contractor will take all necessary precautions to prevent the possibility of fire when performing any operations with an open flame, combustible adhesive and/or flammable solvents.
2. The Contractor will at all times supply a portable fire extinguisher when performing any operations with an open flame, combustible adhesives and/or flammable solvents.
3. The Contractor will ensure that all rags and waste containing oil, grease or other flammable materials will be removed at the end of each working day.

3.9 Clean-up

1. The Contractor shall remove all debris and hazardous impediments from work areas and the project at the end of each day's work.
2. The Contractor shall remove all equipment and material which is not to be re-used for the work from the Project at the end of each day's work.
3. Leave areas of work broom clean.
4. At no time shall equipment and/or material and removed products be left stored in a loose and/or dangerous state in the vicinity of the common walkway areas, such that a trip hazard or nail hazard exists to pedestrians. Keep removed materials contained to a confined location where no injury danger exists.

4. PAYMENT AND WARRANTY

4.1 Payments

1. The Work of the Contract may be invoiced when the work is complete.
2. Payment shall be made to the Contractor within thirty (30) days of the date that the application for payment is received by the Owner.
3. In accordance with the Construction Lien Act, the Owner will pay 90% of the invoice amount upon achieving Substantial Performance of the Work, and the 10% Lien holdback will be paid 45 days after Substantial Performance of the Work has been achieved.
4. The amount payable to the Contractor will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant equipment, labour, materials or wage rates.
5. Alternatively to the above, the Owner and Contractor can negotiate the terms of payment on the Contract amount.

4.2 Warranty

1. Except as outlined below, the Contractor will warrant work covering both labour and material for a period of two (2) years from the date of completion to the satisfaction of the Owner.
2. The warranty on replaced parts and workmanship shall extend to the same 2-year period, except that repairs carried out during the last year of the warranty period shall be warranted for one (1) year from the date of acceptance of the replacement parts and/or workmanship.
3. Upon completion of the work, the Contractor shall submit to the Owner properly completed written warranties from the manufacturer(s), for all products supplied for the Work.
4. The Contractor shall act on the Owner's behalf in ensuring the manufacturer(s) fulfil all warranties on the products and materials supplied.

5. PRODUCT REQUIREMENTS

5.1 Window Products

1. Windows and all integral components supplied shall meet the requirements of the Ontario Building Code (OBC), Subsections 9.7.2 and 9.7.3.
2. Windows and all integral components supplied shall meet the requirements of CAN/CSA-A440-M, "Windows", latest edition.
3. New P.V.C. windows shall match the style, appearance and performance of equivalent Northstar® windows, and shall meet the criteria specified below.
4. Insulating glass units shall bear the stamp of the Insulating Glass Manufacturers' Association of Canada (IGMAC), including IGMAC logo, date, company name and place of manufacture.
5. The finish colour of the PVC windows shall be white on the interior and brown on the exterior (to match colour of existing replacement Northstar® windows at other units).
6. Manufacturer's warranties shall be at least 10 years for the insulating glass units and at least 20 years for the frames and hardware.
7. All windows shall meet the following performance criteria, as defined by CAN/CSA-A440:

Characteristic	Requirement	
Insulating Glass Unit	3 mm clear glass with Low-E coating and Argon gas fill.	
Operator Style & Hardware	Single-Slider (one fixed, one operator), Simple Lift-Out, Standard Hardware	Casement, Standard Hardware
Operator Size	To match existing conditions	To match existing conditions
Insect Screens	Standard (full size of operator)	Standard (full size of operator)
Forced Entry	F20	F20
Energy Rating (operators)	25 (min)	25 (min)
Energy Rating (fixed)	35 (min)	35 (min)
Air Tightness (operators)	A2	A3
Water Tightness	B4	B7
Wind Load Resistance	C3	C4

5.3 Accessory Materials

1. Shims, setting blocks and miscellaneous other blocking shall be of No. 2 or better Spruce-Pine-Fir.
2. Fasteners for attaching windows to frames shall be non corrosive wood screws of appropriate size and length for the specific installation being performed.
3. Insulation for use in shim spaces around windows shall be spray foam injection. Standard foam cans available from hardware and building material supply stores will not be accepted. Spray foam must be an approved high-quality foam that is loaded into specialized foam injection guns which have control over the rate of foam injection. An acceptable product for use on this project is "EnerFoam®" manufactured by The Dow Chemical Company. This product shall be used with its accompanying proprietary injector gun "Ener 15".
4. Interior casings shall be standard stock milled pine style casings and shall match as close as possible to the existing casings. Casings shall be pre-primed and ready for paint.
5. Required jamb extensions shall be sized to match existing conditions and shall be pre-primed pine, ready to paint.
6. Sealant for vapour barrier materials, if required, to be a one-part butyl rubber sealant such as "Butyl Sealant" by Tremco.
7. Interior caulking to be a high-quality acrylic latex sealant, such as "Tremflex 834" by Tremco. Colour to be white.
8. Exterior caulking to be a high-quality, one-part polyurethane sealant such as "Dymonic" by Tremco, "Sikaflex A1" by Sika or "NP1" by Sonneborn. Thermoplastic rubber based sealants, such as "Supra Expert" by Mulco will not be permitted for use. Colour to match perimeter window flashing colours.
9. Building paper for wrapping the rough opening shall be standard 15 lb. asphalt impregnated felt.
10. Exterior finishing around windows shall consist of site fabricated, prefinished aluminum flat stock, 0.023" thick. Colour shall be brown, to match exterior colour of windows.

6. INSTALLATION REQUIREMENTS

6.1 Inspection and Sizing of Products Prior to Ordering Windows

1. Measure all existing windows prior to ordering new products, to determine the rough opening size so that the new windows will be appropriately sized to suit the existing rough frame opening. Account for any out-of-square in the openings. While it is acknowledged that products may be ordered slightly undersized to ensure that they will fit within the existing openings, undersizing shall not be overly conservative such that there is a significant decrease in glazing dimensions. New products shall be sized to fit within the existing openings, but with no more than one inch of blocking and/or shim thickness on any side of the windows, such that any necessary reduction in glazing area is minimized.

6.2 Inspection Prior to Installing Windows

1. Inspect and verify that all framing of rough opening is dry, clean, sound, secure and free of voids at the opening.
2. Immediately report to the Owner any significant site conditions (such as decay or damage), which must be rectified prior to proceeding with the window installation work.
3. Check squareness of rough opening so that opening irregularities may be accounted for during placement and installation of new window.

6.3 Window Installation

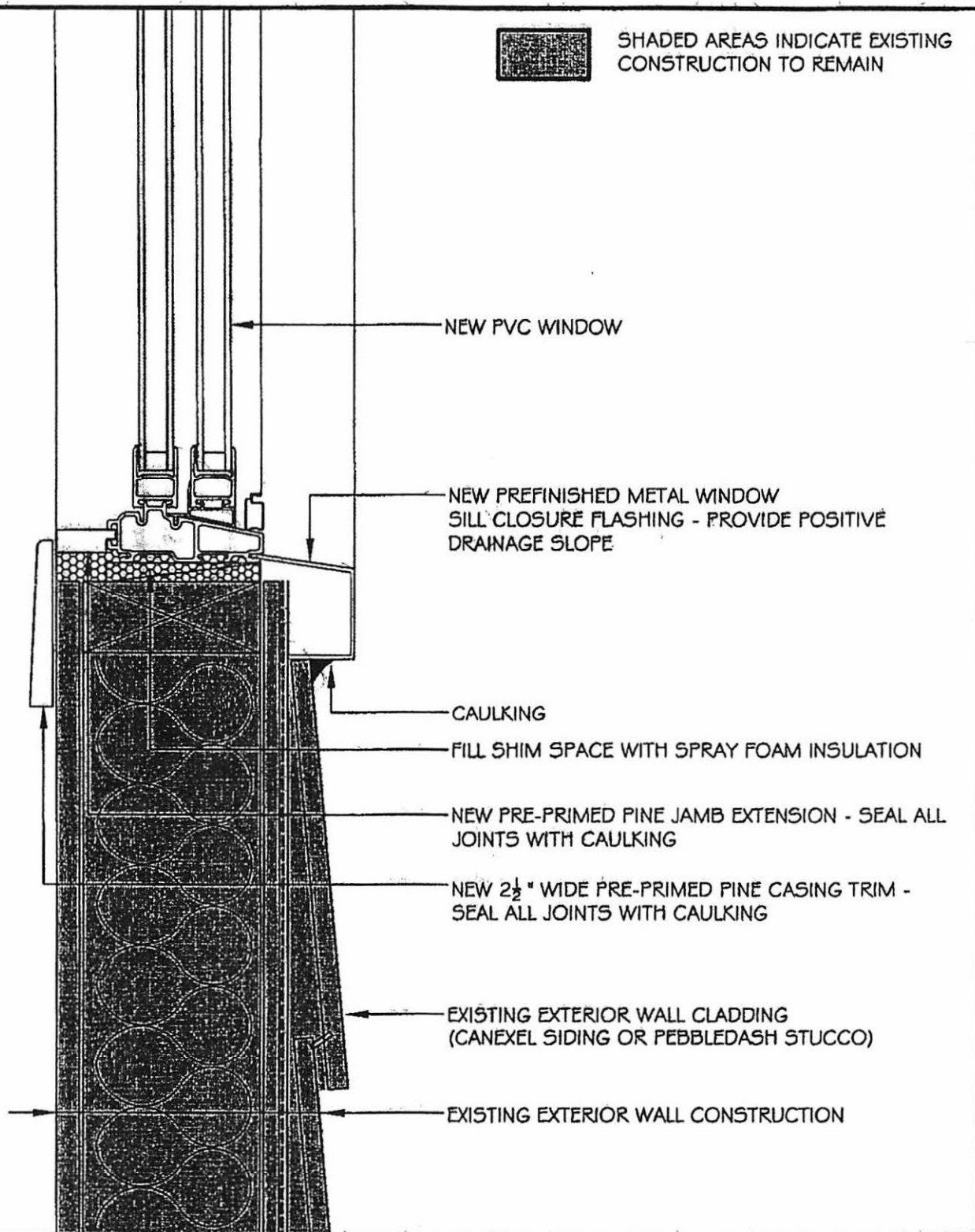
1. Refer to attached drawings for illustrated details for typical window installation requirements.
2. Use drop cloths in all areas of work, as required, to ensure the interior of the unit remains clean.
3. Carefully remove interior casings and any other perimeter window elements.
4. Cut all interior and exterior caulked joints before removing any window elements affected by caulking.
5. Completely remove and clean all existing caulking from all interior and exterior surfaces.
6. Dismantle and remove existing windows in a careful manner.
7. Take care not to damage adjacent building elements.
8. Carefully cut and remove any existing felt paper wrap from the inner portion of the wood framing around the perimeter of the opening, so that the spray foam may bond to the surrounding wood framing to provide a continuous air/vapour seal between the window and the rough opening.
9. Dispose of all removed materials off site in accordance with all local disposal regulations.
10. Clean up all debris from area of work on the exterior and interior, in preparation for installation of new windows. All dust and debris around the perimeter of the rough opening should be vacuumed clean.
11. Trim up exposed edges of drywall around opening to ensure that they are ready for the installation of new windows.
12. Unpackage window and all parts. Inspect unit and verify that the unit is not damaged and all parts are included.
13. Install window units, hardware, operators, accessories and other components according to manufacturer's installation instruction sheets.
14. Set windows plumb, level true to line, without warp or rack in frames or sash.
15. Position and install wood shims to properly set windows in place.

16. Attach windows to rough framing using two or three wood screws per side, with screws located and spaced as recommended by the window manufacturer.
17. Install required pine jamb extensions around the interior of window frames with inner face of jamb extension flush with interior face of drywall, so that the interior casings can be installed level, plumb and square.
18. Apply spray foam insulation to fill the perimeter shim space. Spray foam insulation shall be applied at a uniform rate, taking care not to underfill or overfill the shim space, but also providing allowance for the spray foam to expand within the shim space.
19. Clean up around interior of window in preparation for the installation of interior perimeter casings.
20. Cut new wood casings to accurate 45° angles so that all corners of adjacent casing pieces fit tight together. Fill joints with wood filler, as required.
21. Install interior wood casings using finishing nails. Countersink nails slightly and fill nail holes with wood filler.
22. Caulk all interior joints between window casing and jamb extensions, as well as interior casings and surrounding gypsum board with interior sealant. Ensure caulking beads are as small as reasonably possible.
23. Fabricate and install new exterior aluminum closure flashings around the perimeter of windows to conceal the shim space and to provide a clean finish to exterior cladding elements. When possible, ensure that closure flashings on all sides of the window are of the same width.
 - .1 Exterior flashings shall be secured in place through a combination of concealed nails, clipping metal edges to window frames, and well applied and well tooled sealant beads.
 - .2 Hem all exposed edges of metal flashings.
 - .3 Overlap intersecting pieces of cap flashing in a "shedding" manner (i.e. lower pieces installed first so that upper pieces overlap on top of lower pieces).
 - .4 All sill flashings shall be fabricated with a positive drainage slope.
24. Clean vinyl surfaces to remove dirt. Use only cleaning materials specifically recommended by window manufacturer.
25. Remove all debris from work site.
26. Leave window units in closed and locked position.
27. Protect interior and exterior of window units until structure is sealed from the weather.

END OF SPECIFICATION

A1

Drawing Section Details
(A1 to A3 of 3)



Laviolette
building engineering inc.

28 Concourse Gate - Unit 2, Ottawa, Ontario, K2E 7T7
Phone: (613) 226-4204; Fax: (613) 226-9514
Architectural & Building Sciences Engineering

Project:
CARLETON CONDOMINIUM CORPORATION NO. 86
1595 TO 1619 MEADOWBROOK ROAD
WINDOW REPLACEMENT SPECIFICATIONS

Title:
SECTION DETAIL
TYPICAL WINDOW SILL

Date:
2011.01.27

Scale:
NTS

Drwn:
EK

Chkd:
SL

Contract No.

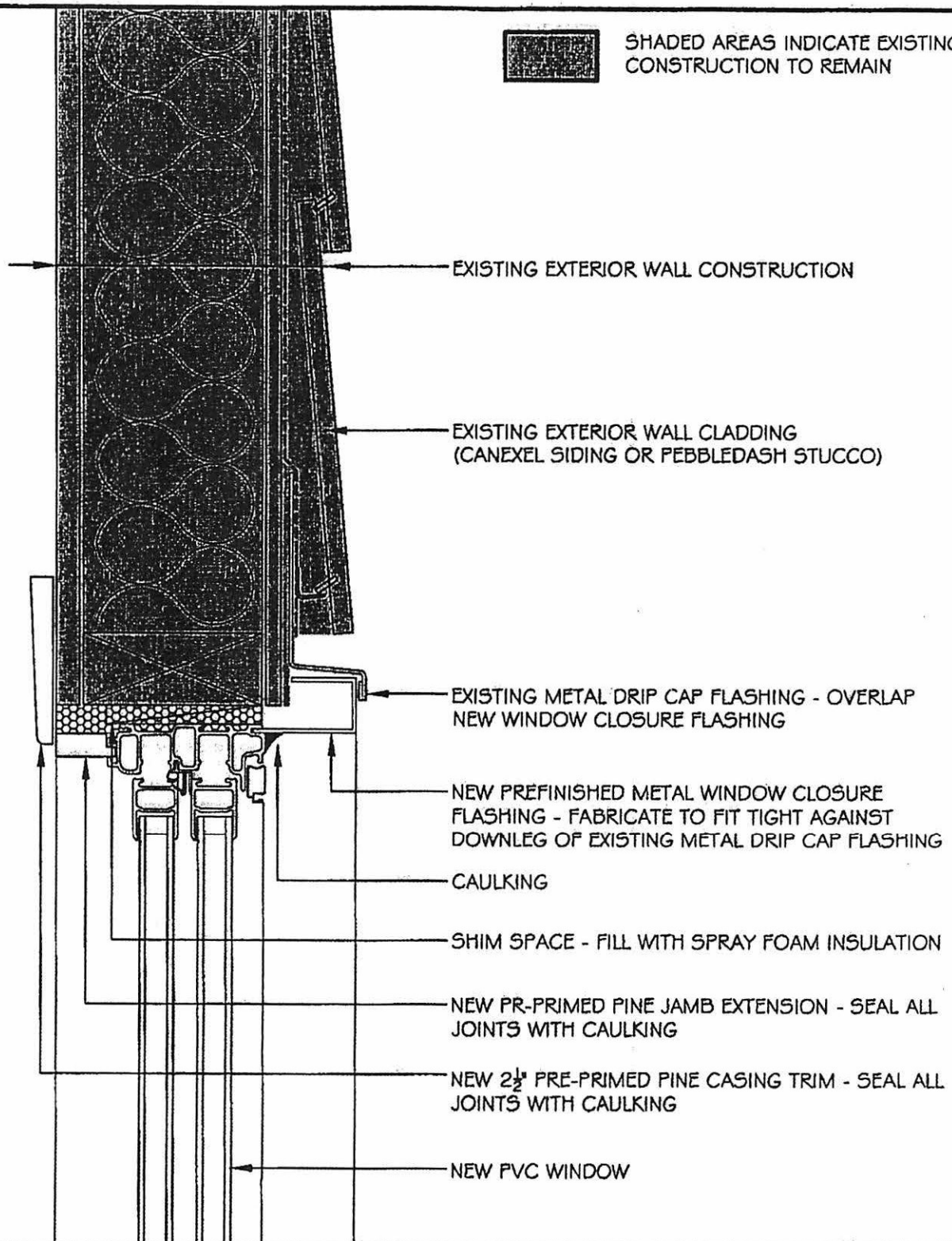
Job No:
L1792

Dwg. No.

A1 of 3



SHADED AREAS INDICATE EXISTING
CONSTRUCTION TO REMAIN



Laviolette
building engineering inc.

28 Concourse Gate - Unit 2, Ottawa, Ontario, K2E 7T7
Phone: (613) 228-4204; Fax: (613) 228-9514
Architectural & Building Sciences Engineering

Project:

CARLETON CONDOMINIUM CORPORATION NO. 86
1595 TO 1619 MEADOWBROOK ROAD
WINDOW REPLACEMENT SPECIFICATIONS

Title:

SECTION DETAIL
TYPICAL WINDOW HEAD

Date:

2011.01.27

Scale:

NTS

Drwn:

EK

Chkd:

SL

Contract No.

Job No:

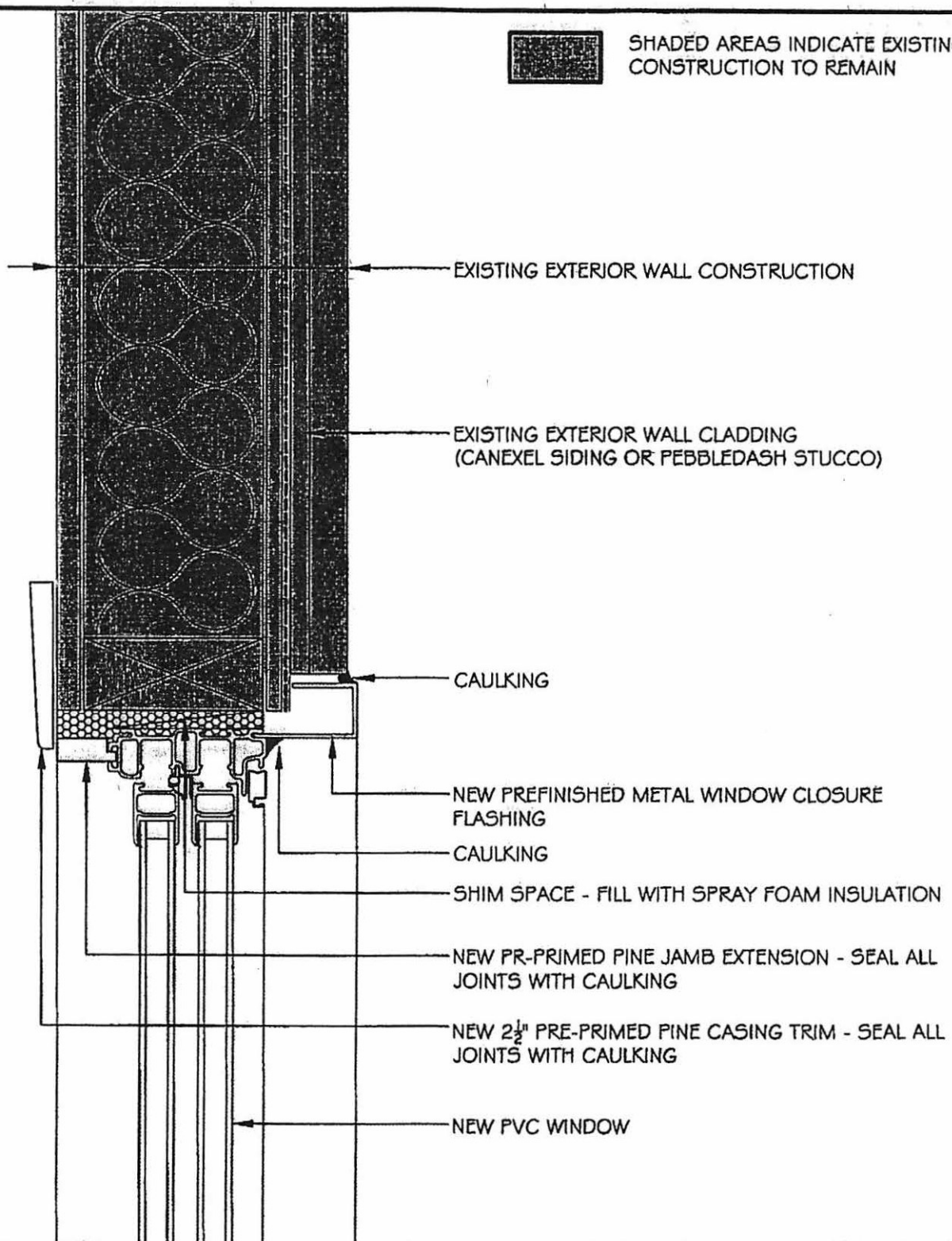
L1792

Dwg. No.

A2 of 3



SHADED AREAS INDICATE EXISTING
CONSTRUCTION TO REMAIN



Laviolette
building engineering inc.

28 Concourse Gate - Unit 2, Ottawa, Ontario, K2E 7T7
Phone: (613) 226-4204; Fax: (613) 226-9514
Architectural & Building Sciences Engineering

Project:

CARLETON CONDOMINIUM CORPORATION NO. 86
1595 TO 1819 MEADOWBROOK ROAD
WINDOW REPLACEMENT SPECIFICATIONS

Title:

SECTION DETAIL
TYPICAL WINDOW JAMB

Date:

2011.01.27

Scale:

NTS

Drwn:

EK

Chkd:

SL

Contract No.

Job No:

L1792

Dwg. No.

A3 of 3

April 1, 2004

The Deductible on the Corporation's Insurance Policy

NOTICE TO OWNERS:

Further to the Annual General Meeting held on March 22, 2004, please be advised that the Insurance Deductibles By-law, as included in your notice package, was passed and will be registered on title to all units at the end of May, 2004.

As you know, the purpose of this By-law is to reduce the overall uninsured loss after a claim by utilizing unit owner's individual policies to pay the deductible under the corporation's master policy, where applicable. This is consistent with the Guiding Agreement, adopted by many insurance companies. In any event, each unit owner should contact his or her own broker and ask the broker to ensure that the required coverage is in place. (In some cases, the owner may have to pay a small additional premium to obtain this coverage.)

We have delayed registration of the By-law in order to ensure that owners have sufficient time to discuss this By-law with their insurance brokers.

Our solicitors, Nelligan O'Brien Payne, retained Gifford Associates Insurance Brokers to provide a report with respect to which unit insurers provide coverage for the deductible on the condominium corporation's property insurance policy. We are attaching an article recently published in the Condo Law Newsletter together with attachments, a copy of the By-law and a copy of the Corporation's current certificate of Insurance for your information.

We hope you find this helpful.

Yours truly,



Reuben Brown
Secretary

UNIT COVERAGE FOR CONDO DEDUCTIBLE

NAME OF INSURER	MASTER POLICY DEDUCTIBLE COVERAGE PROVIDED UNDER CONTINGENT COVERAGE	LIMIT	ADDITIONAL COST
Allianz	Yes; in case of act or omission of owner	250% of the limit on personal property	Automatically included
Allstate	No	n/a	Not available
AVIVA	Yes	No reference to limits	Automatically included
Axa	Yes	250% of the limit on personal property	Automatically included
Chubb	No	No reference to limits	n/a
Citadel	Yes	250% of the limit on personal property	Automatically included
Co-op	Yes	\$25,000.00	Automatically included
Dominion of Canada	No	n/a	Not available
Economical	Yes; in case of act or omission of owner	\$5,000.00	Automatically included
Federation	Yes	\$5,000.00	Automatically included
Gore	Yes	No reference to limits	Automatically included
Guarantee Company	Yes	\$10,000.00	Automatically included. Options to increase
ING	Yes	No reference to limits	Automatically included
Kingsway	n/a	n/a	n/a
Liberty Mutual	Yes	\$1,000.00	Automatically included
Lloyds	Yes	\$15,000.00	Automatically included
Lombard	Yes	2.5 times personal property limit	Automatically included
Meloche Monnex (Security National)	Yes	No reference to limits	Automatically included
Perth	Yes; in case of act or omission of owner	\$5,000.00	Automatically included
Royal	Yes	No reference to limits	Automatically included
State Farm	Yes	No reference to limits	Automatically included
The Personal	Yes	200% of the limit on personal property	Automatically included
TD Canada Trust	Not available	Not available	Not available
Wawanesa	Yes	No reference to limits	Automatically included
York Fire	Yes	No reference to limits	Automatically included

Form 11

Condominium Act, 1998

CERTIFICATE IN RESPECT OF A BY-LAW
(under subsection 56 (9) of the *Condominium Act*, 1998)

Carleton Condominium Corporation No. 86 (known as the "Corporation") certifies that:

1. The copy of By-law No. 6, attached as Schedule "A", is a true copy of the bylaw.
2. The By-law was made in accordance with the *Condominium Act*, 1998.
3. The owners of a majority of the units of the Corporation have voted in favour of confirming the by-law.

Dated this day of *April* *1*, 2004.

CARLETON CONDOMINIUM CORPORATION NO. 86

R. Brown
Print Name: *REUBEN BROWN*
Print Title: *Secretary*

(Seal)

I have authority to bind the Corporation.

Schedule "A"

CARLETON CONDOMINIUM CORPORATION NO. 86

BY-LAW NO. 6

BE IT ENACTED as By-Law No. 6 (being a by-law respecting insurance deductibles) of Carleton Condominium Corporation No. 86 (hereinafter referred to as the "Corporation") as follows:

**ARTICLE I.
DEFINITIONS**

All words used herein which are defined in the *Condominium Act*, 1998, or any successor, ("the Act") shall have ascribed to them the meanings set out in the Act as amended from time to time.

**ARTICLE II.
SECTION 105(3) OF THE ACT**

This by-law is passed pursuant to Section 105(3) of the Act, to extend the circumstances under which a deductible loss, as described in Article III, shall be added to the common expenses payable for an owner's unit.

**ARTICLE III.
INSURANCE DEDUCTIBLES**

- (1) Property insurance for the units and common elements (excluding improvements) is obtained and maintained by the Corporation (the "Master Policy"), but is subject to a loss deductible clause.
- (2) The Master Policy accordingly does not cover any loss, or portion of a loss, falling within such deductible. Responsibility for any such loss shall be determined as follows:
 - (a) Any deductible loss relating to damage to a unit (whether or not there has been an act or omission by the owner or lessee of the unit) shall be the responsibility of the owner of the unit, and shall be added to the common expenses payable for the owner's unit [in accordance with Article III (4)].
 - (b) Any other deductible loss shall be the responsibility of the Corporation.
- (3) Notwithstanding the foregoing,
 - (a) each unit owner shall indemnify and save harmless the Corporation and all other owners from any deductible loss (under the Master Policy) related to damage resulting from an act or omission of the owner, or his or her guests, agents or occupants of the unit. (Accordingly, if any such damage is caused to any part of the property, any related deductible loss under the Master Policy shall be added to the common expenses payable for the owner's unit, in accordance with Article III(4)).
 - (b) the Corporation shall indemnify and save harmless each unit owner from any deductible loss resulting from an act or omission of the Corporation or its directors, officers, agents or employees.
- (4) Any amounts owing to the Corporation by a unit owner by virtue of the terms of this by-law shall be added to the common expenses payable by such unit owner and shall be collectible as such, including by way of condominium lien.

- (5) Each owner shall obtain and maintain insurance, including personal liability insurance; covering the owners' risks as set forth in this by-law.
- (6) The Corporation shall promptly provide written notice of any change in the deductible related to the Master Policy to all owners.


ARTICLE IV. MISCELLANEOUS

- (7) Invalidity: The invalidity of any part of this by-law shall not impair or affect in any manner the validity and enforceability or effect of the balance hereof.
- (8) Waiver: No restriction, condition, obligation or provision contained in this by-law shall be deemed to have been abrogated or waived by reason of any failure to enforce the same irrespective of the number of violations or breaches thereof which may occur.
- (9) Headings: The headings in the body of this by-law form no part thereof but shall be deemed to be inserted for convenience of reference only.
- (10) Alterations: This by-law or any part thereof may be varied, altered or repealed by a by-law passed in accordance with the provisions of the Act, and the Declaration.

The foregoing by-law is hereby passed by the Directors and confirmed by the owners pursuant to the *Condominium Act, 1998*, of Ontario.

DATED this 22nd day of March, 2004.

CARLETON CONDOMINIUM CORPORATION NO. 86


Print Name: REUBEN BROWN
Print Title: Secretary

I have authority to bind the Corporation

Version 5 - March, 2002

© All rights reserved.
This document was prepared by Nelligan O'Brien Payne LLP for CCC No. 86 based on a thorough review of all relevant documentation and the specific circumstances of this condominium. This document may not be appropriate for another condominium.
Please note: The form from which this document was prepared is regularly revised and updated.

CARLETON CONDOMINIUM CORPORATION NO. 86

RULE AND REGULATION

October 16, 2000

Satellite Dishes

Satellite dishes are allowed under the following terms and conditions:

- the dish may not exceed a diameter of 18";
- the dish may only be installed in the rear yard of unit on a self-standing post (not attached to the unit or fence);
- the height of the dish and post must not exceed the highest part of the fence;
- the unit owner is responsible for ensuring that their unit has the proper exposure for service;
- the unit owner is responsible for any damages to the common element as a result of installation or removal.

The Board of Directors



Don Reed
Secretary



Premiere Property Management Associates

A Division of 128431 Canada Incorporated

October 17, 2000

Carleton Condominium Corporation No. 86

re. Satellite Dishes

Dear Unit Owners and Residents:

Attached is a new Rule and Regulation regarding the installation of satellite dishes.

This rule was passed by the Board of Directors at its meeting of October 16, 2000. You will note that the rule prohibits the attachment of satellite dishes to any part of a unit, this means to say that they are not to be secured to any part of the exterior of a unit including the roof, siding, window frame, fences, etc..

As you will eventually learn, only those units which have rear yards facing in a south-westerly direction will be able to install satellite dishes. It is also our understanding that units which have a rear yard facing north will be able to install a Look TV antennae.

As stated in the rule, it is up to the unit owner and/or resident to ensure that they have the proper exposure.

This rule will be posted for 30 days (November 17, 2000) and will become binding after that.

Yours truly,

Premiere Property Management Associates
Agents for Carleton Condominium Corporation No. 86

A handwritten signature in black ink, appearing to read "John Denisavitch", is written over a horizontal line.

John Denisavitch
Property Manager

PREMIERE

Property Management Associates

CARLETON CONDOMINIUM CORPORATION NO. 86

NOTICE - SECURITY INFORMATION PACKAGE

June 22, 1995

Please find enclosed a security information package which has been prepared by the Board of Directors.

Please review the pamphlet as it contains a number of helpful hints and recommendations.

We hope you find this information useful.

Yours truly,

Premiere Property Management Assoc.
Agents for Carleton Condominium
Corporation No. 86



John Denisavitch
Property Manager

Encl.

STONERIDGE NORTH

CARLETON CONDOMINIUM CORPORATION NO. 86

SECURITY INFORMATION PACKAGE

(JULY 1995)

Please retain with your personal documents

IS YOUR HOME SECURE?

OUTSIDE SECURITY

YES

NO

- Are your doors fitted with deadbolt locks? () ()
- Are your doors of solid construction? () ()
- Do your doors fit their frames snugly? () ()
- Do you lock your porch and garage? () ()
- Do you lock your doors when away from home for short periods? () ()
- Do you lock the doors out of your view when working in the yard? () ()
- Do you avoid leaving keys hidden near access doors? () ()
- Are your windows fitted with locks and do you lock them? () ()
- Do you have a bar or secondary lock for sliding doors and windows? () ()
- Do you keep tools and ladders in places inaccessible to potential burglars? () ()
- Do you have a peephole or interview grille in your door? () ()
- When you move to a new home, do you hire a reliable locksmith to re-key all locks? () ()

INSIDE SECURITY

- Do you ask for identification before allowing unknown servicemen into your home? () ()
- Do you refuse to provide information regarding your property to telephone surveys? () ()
- Do you avoid leaving valuables, coin collections or large amounts of cash at home? () ()
- Do you leave lights on and a radio playing when out for short periods? () ()
- Have you marked your valuables or recorded serial numbers for identification? () ()

VACATION SECURITY

YES

NO

- Do you notify a neighbour of your travel plans and give a key with a request for a periodic house check? () ()
- Do you leave window shades in the normal positions? () ()
- Do you cancel all deliveries? () ()
- Do you make arrangements for your yard to be kept tidy and any mail or brochures to be picked up? () ()
- Do you use a light timer on interior and exterior lights? () ()

APARTMENT SECURITY

- Do you refer unknown persons seeking entrance to the manager? () ()
- Do you report suspicious activities to the manager or police? () ()
- Do you advise the manager of any travel plans and request apartment checks and mail pick-up? () ()
- If you are a single woman, do you list only initials with your surname on mail boxes and entrance directories? () ()

IF YOUR ANSWER IS NO TO ANY OF THE ABOVE QUESTIONS YOU SHOULD IMPROVE YOUR HOME SECURITY.

DAY-TO-DAY ACTIVITIES



Beware of callers you are not expecting who claim to be repairmen, inspectors, meter-readers or strangers needing help. Offer to call for help for anyone in trouble while they wait outside. Call the company that servicemen claim to represent. Look up the telephone number yourself. The one they give may be answered by an accomplice.

When leaving home during the day:

1. Check and secure all windows and doors before leaving the house empty and leave a radio turned on.
2. Bring in the mail and morning newspaper.
3. Engage the deadbolt locks, not just the key-in-knob lock.
4. Turn on the burglar alarm.
5. Close and lock the garage doors.
6. Do not leave a note saying when you will be back.
7. Have a neighbour pick up mail or packages while you are away. If these are visible, a burglar will know you are not at home.
8. If you have a second car, park it in the driveway.

When leaving home at night:

1. Use timers to turn lights on and off in a pattern that corresponds to your normal activities, i.e. to come on in the living room during the normal hours of occupancy, then in a bedroom for a set period. You may also wish to leave on a low-wattage light in a bathroom or hallway all night.
2. Check all windows and doors to ensure that they are locked and set the deadbolt on the door you leave by.
3. Leave a radio turned on. This can be on the same time schedule as the living room and bedroom lights. Never leave your television turned on as it could be a fire hazard.
4. Close and lock the garage door.
5. If you have a second car, park it in the driveway, preferably close to the garage door.



When leaving home for a vacation:

1. Use the same procedure for lights as stated in the foregoing section.
2. If you have a burglar alarm, set it and see that a trusted neighbour has a key to shut it off and reset it, if necessary, should the alarm be activated. If the shut-off is inside, the neighbour will also require a key to the residence. A key will also be required by the police should they be investigating an incident. Some systems will reset themselves after a given period of time.
3. Keep as many of your valuables as possible in a safety deposit box.
4. Cancel deliveries of newspapers, milk or any other items that are delivered on a regular basis.
5. Request the post office to hold the mail until your return.
6. Make arrangements to have your lawn mowed during the summer, snow removed during the winter and junk mail disposed of.
7. If you have a second car, park it in the driveway and make arrangements with a neighbour to vary its position from day-to-day.
8. Do not hide keys outside the building.
9. If possible, avoid loading your car for vacation in plain view.
10. Do not advise the neighbourhood of your vacation plans and do not publish them in the gossip column of the newspapers. You can tell everyone about it when you return.
11. Some police departments encourage you to advise them when you will be on vacation and may provide a house-check service. Contact them for details or advice about such a service.
12. Leave an itinerary with a friend or neighbour, as well as a description of your automobile and its licence number. Emergencies may arise and you may have to be contacted.

PERSONAL SECURITY

- Never indicate to anyone that you are home alone.
- Do not open your door for just anyone. Install a viewer. Confirm credentials.
- If there is an emergency and someone wants to use the phone, ask them to wait outside while you phone.
- Do not rely on night chains. They can usually be broken with little effort.
- Upon arriving home, if you think there is someone inside ... YOU GET OUT ... THEN CALL POLICE.
- When talking to unknown persons on the phone, do not give out personal information.
- When using answering machines, say "I'm not available at this time", not "There's no-one in at the moment."
- In the event of prowlers or 'Peeping Toms' call the police immediately. If you wish you can turn on your outside lights. This will frequently scare prowlers away.

ALARMS

- Alarms should be used in *addition* to other security measures, and not be the *only* security measure.
- These should be carefully chosen as there are many kinds at many prices. They should be CSA and Underwriters' Laboratory approved.
- Please check with your Police Force for local rules and regulations.

OPERATION IDENTIFICATION

- The object of Operation Identification is to deter break-ins and thefts and to assist police and owners to identify stolen property. Burglars seldom steal valuable items for their own use; they steal merchandise which can be easily converted to cash. Operation Identification is intended to discourage burglars before they attempt to break into a home.

- Every year the police recover thousands of valuable items which they are unable to return, due to a lack of positive identification. If items are taken by burglars and recovered by the police, the officers would be able to locate the owner quickly if the goods are properly engraved with an identifying mark such as the owner's social insurance number. Identifiable stolen property can now be placed on CPIC (a nationwide police information computer).
- Operation Identification is sponsored by the Police and often assisted by the local Independent Insurance Agents Association or a Service Club. Electric engraving markers are often loaned to the public for the purpose of marking all valuable items. After the items have been marked, the property owner advertises the fact that all of the property in the home is marked for identification, by placing decals on front and rear doors.
- The electric engraving pencil is the most efficient tool for marking goods permanently. This tool is simple to use on metal, wood, plastic or glass and should be applied to:

appliances	cameras	motorcycles
televisions	sports equip.	typewriters
radios	garden tools	trailers
stereos	lawn mowers	sewing mach.
power tools	weapons	cottage valuables
photography equip.	musical instrum.	binoculars
snowmobiles	tape recorders	auto accessories

Other methods of marking property, as supplements to the engraver are:

- **Fur Coats:** Stitch a mark in the lining and/or use an indelible pen on the skins.
- **Paintings:** Use a non-toxic crayon to inscribe across the back of the canvas. The engraver may be used on the frame.
- **Silverware:** The engraver may be used on tea services, but not on flatware. Flatware can be better marked by a jeweller, using the more precise engraver that is used on watches.

VEHICLE SECURITY

Millions of dollars in merchandise are stolen from vehicles every year and the amount is steadily increasing. The total cost does not include damage to autos, the insurance costs as a result of these thefts, or the bitter disappointment of a victim.

A large number of these thefts occur at night; however, they can and do occur any time the opportunity presents itself to a thief.

The purpose of this information is to show you how to increase the risk to the thief. The tips given are simple, inexpensive, and mainly require observing proper habits in respect to the care of your car when leaving it unattended.

PREVENTION

- Close windows and lock your vehicle *any time* you leave your vehicle unattended.
- Place valuables you *must* leave in your car out of sight - preferably in your trunk.
- Park in areas with pedestrian traffic if possible. Avoid dark, secluded areas.
- Auto burglar alarms are available. Advertise the fact that you have one if you do (i.e. window decal).
- Stereos and CB radios - prime targets - should be engraved with your driver's licence number. Ideally, they should be out of sight when parked. Purchase removable brackets which allow you to remove these items and lock them in the trunk or take them with you.
- Locking gas caps should be installed to prevent theft or vandalism.
- Cars with outside opening hoods should be secured with a lock.
- To prevent a thief gaining access using a coat hanger, smooth door-locking buttons should be purchased.
- Mark all valuables with your driver's licence number and apply an identification decal. These decals are available at no cost from your police.
- Keep an inventory of all accessories and items with serial numbers for identification, such as tools, etc.
- **Do not hesitate** to report suspicious persons in or around motor vehicles.

IF YOU ARE VICTIMIZED ...

- Report immediately to your police. Time is of the essence.
- Be able to supply a list of items stolen, with serial numbers or any identifying marks if possible.
- Do not damage or remove any evidence before the police arrive.

MOTOR VEHICLE IDENTIFICATION

Vehicle Licence # _____

Vehicle I.D. # _____

Year _____

Make _____

Colour _____

Special Identifying Characteristics _____

BEFORE YOU ARE THE VICTIM OF A BURGLARY

Join "*Operation Identification*" by having all attractive and valuable items in your home marked with your social insurance number. The electrically operated engraving pens for this use are, in many cases, provided by the local police department or your insurance agent. If not available from these sources they can be purchased for a reasonable price. Some police departments provide decals, which can be placed on your doors and windows, advising that you have joined "*Operation Identification*" and that your property is identified.

Identifying your valuables does not guarantee they will not be stolen; however in areas where this system has been in use there has been a significant reduction in the number of burglaries. Identifying your valuables also assists in having them returned to you if they are recovered.



**ALL ITEMS
are marked for
POLICE
IDENTIFICATION**

Name of Neighbour:

120 Maple
Telephone no.

Name of Neighbour:

122 Maple
Telephone no.

Ash
Street

Maple Street

Name of Neighbour:

Telephone no.

Name of Neighbour:

119 Maple
Telephone no.

OUR HOUSE

121 Maple
Telephone no.

Name of Neighbour:

123 Maple
Telephone no.

Police Number

Fire Number

Start a "*Neighbourhood Watch*" group. You and the neighbours, whose homes can be observed from your home, get together on at least one occasion to agree to keep a watch on each others' property and to report any suspicious activity to the property owners concerned, or in their absence, to the police.

Draw up a simple plan of your area with the location of the surrounding houses represented by squares, and within the squares list the name, address and phone number of the occupants. Also list the telephone numbers of the police and fire services. Keep this card visible near the telephone so it is always readily available. When calling the police department about an incident, give your name and telephone number in case they wish to contact you again. **DON'T ASSUME SOMEONE ELSE HAS CALLED THE POLICE** -- three calls received by the police department are better than no calls at all.

"*Operation Identification*" decals advise potential burglars that your valuables are marked for easy identification by the police.

Simple area plan showing the location of surrounding houses, streets and the appropriate phone numbers.

WHAT TO DO IF YOUR HOME HAS BEEN BURGLED

When leaving the children alone at home or with a babysitter

1. Be sure the telephone is always answered. A potential burglar may call and think the house is unoccupied if there is no answer.
2. Instruct babysitters not to admit there is no adult on the premises. Offer to take a message and advise that the call will be returned.
3. Instruct babysitters not to open the door, but to advise callers to call some other time. If a caller persists, the police department should be notified.
4. Show the babysitter what action to take in case of fire: what exits are to be used, in what order to evacuate the children and where they are to report. Be especially watchful of young children who might try to re-enter the home in a panic or in hopes of saving a cherished possession or missing pet. Only after the children are safe should the fire department be advised, preferably from a neighbour's telephone.
5. Leave the telephone number and address where you can be located in an emergency. Print this information clearly and leave it near the telephone.

What to do if your home has been burgled

1. If you find that a door or window has been forced or broken while you were away, do not go inside -- the criminal may still be there. Use a neighbour's phone to call the police.
2. If you encounter a burglar in your home, do not confront him; he may be armed and attack should you attempt to stop him. Keep cool, note the detail of his physique, facial features, clothing, as well as his method of transportation -- foot, bicycle, automobile. Telephone the police as soon as he leaves and give them your full name and address.
3. Do not touch anything or clean up until the police have inspected the premises for evidence, but you can start making a descriptive list of missing items. The police will need this for their investigation and you will need it for your insurance claim if the property is not recovered. If additional property is missing, notify both the police and your insurance agent.
4. If a door appears to have been the point of entry and if there is no evidence of forcible entry, it may indicate the door was left unlocked or that the burglar has a duplicate key. If you are unable to determine which door was used you should have the cylinders of your locks changed. If your locks are of poor quality, this is an opportunity to have a better grade installed.

CARLETON PARKING MANAGEMENT

TELEPHONE: 725-6621

Dear Resident:

Illegal and improper parking is a constant irritant to all residents, as well as your guest. It is also a factor in your condominiums safety. Your safety and well-being are uppermost in the minds of your condominiums management. City by-laws governing the use of fire lanes are also primarily concerned with making your condominiums safe and readily accessible in case of emergencies.

With these considerations in mind, the management of your condominium has placed all matters pertaining to parking under the supervision of **CARLETON PARKING MANAGEMENT (cpm)**. In this regard, the following parking policies have been reviewed by your management and will be enforced by **CPM**.

All visitors vehicles must be parked in designated visitor parking areas. Guest staying between the hours of 2:00 a.m. to 7:00 a.m. must register their vehicles with **CPM. JUST CALL US**. Be sure to give the address, licence plate no. and the amount of evenings the vehicle will be in visitor parking. Please be sure to advise your guest of this policy. Registrations are taken twenty-four hours a day seven days a week. No vehicles may be registered for more than three (3) days in a seven (7) day period without making arrangements with your property management office.

**DO NOT CALL YOUR MANAGEMENT OFFICE FOR REGISTRATIONS
OF THREE (3) DAYS OR LESS IN A SEVEN (7) DAY PERIOD
CALL CARLETON PARKING
AT 725-6621**

Parking privileges will be revoked for any person's vehicle that has received a parking ticket and has not paid said ticket within the time allotted and their vehicle will be towed from the property each and every time Carleton Parking Management patrols until the ticket/tickets have been paid.

VEHICLES WILL BE TICKETED & OR TOWED FOR THE FOLLOWING OFFENCES:

- A: failed to register vehicle in visitor parking between 2 a.m. and 7 a.m..
- B: portion of vehicle parked on lawn area.
- C: vehicle occupying more than one parking space.
- D: vehicle parked on roadway.
- E: portion of vehicle obstructing roadway.
- F: parking a vehicle with an expired **VALIDATION** sticker or no licence plates.
- G: performing mechanical work on a vehicle.
- H: obstructing work crew **EXP.** (snow removal, paving, line painting, sweeping etc).
- I: parking in a space reserved for the physically disabled without a permit.
- J: unauthorized parking in a reserved parking space.
- K: **RESIDENT** or any unauthorized vehicles parked in visitor parking (this applies day or night).

When a vehicle is illegally parked in your assigned parking space, if you wish said vehicle to be removed it is your responsibility to notify your local **POLICE** force or city **BY-LAW OFFICE**.

**FOR OVERNIGHT REGISTRATIONS
PLEASE CALL 725-6621
THIS POLICY IS NOW IN EFFECT!!!**