

CC Cornwallis Condominiums

Annapolis County Condominium Corporation No. 2

Policies and Procedures

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ANNAPOLIS COUNTY CONDOMINIUM CORPORATION #2

Policies and Procedures

(Newly Condensed)

As of April 2014

ANNAPOLIS COUNTY CONDOMINIUM CORPORATION NO. 2
POLICIES (NEWLY CONDENSED)

1.. DECKS & BALCONIES:

The condominium owner is responsible for:

1. The construction, maintenance and repairs to the decks or balconies installed on their units
2. Any damage to the condo unit resulting from the construction or installation of the decks or balconies
3. Having the deck or balcony stained with the clear wood finish CWF-UV manufactured by Flood. It should be applied after the wood has seasoned for six months and reapplied every two years

All work is to be in accordance with the national building code and local bylaws and be constructed from pressure treated lumber. All nails, spikes, lag screws and bolts are to be galvanized. No trees may be removed or damaged. Minor pruning is recommended. Existing windows which are removed to install patio doors become the property of the Corporation.

Listed below are the designs to be followed:

1. Back deck - enclosed - as per unit 541
2. Back deck - open - as per unit 540
3. Front balcony - South Broadway – as per unit 550
4. Side deck - as per unit 526
5. Front deck - as per unit 508 (rails) or 518 (platform / open)

No work is to begin without the approval of the Board of Directors, and a Municipal Building Permit must also be obtained. All ground level decks are to be self supporting and are not to be attached to the building or siding (common elements) by any means. A front ground level deck or any balcony (front or back) will not exceed the depth of the protrusion (jut out) of the neighbouring unit's exterior wall.

Note: A moratorium has been placed on the construction of balconies on Lower Harbour View Crescent until the problems identified with the visibility and privacy of adjoining units and the transfer of the street to the Municipality are resolved.

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2. EXTERIOR WALLS:

The exterior walls, including the insulation and wallboard (from the inside of the joists outwards) are part of the common elements. No owner can change the shape, appearance or modify in any way any part of the common elements without the approval of the Board of Directors.

3. WINDOWS:

The replacement of windows is the responsibility of the Corporation. Owners are permitted and encouraged to replace window panes where the seals have broken. Owners are responsible for the repair of windows which were left open and subsequently damaged by the wind. Owners may install a window, not exceeding 16" X 32", in the wall of the shed which faces the unit.

4. DOORS:

Maintenance and replacement of doors will be at the owner's expense. Exterior front and back doors may be replaced but must conform to CMHC specifications and be the same dimensions as the existing doors. Installation of insulated windows in existing doors will also be acceptable. Screen doors may be removed and do not need to be replaced.

5. SHEDS (Exclusive Use Area):

Where sheds have sunk, owners may proceed, at their own expense, to raise the sheds by placing new 2" x 4" boards on the concrete pads. Owners should submit receipts and will be reimbursed by the Corporation, at a later date, to a maximum of \$225.00 per shed.

6. GRANNIES:

At owners' expense, grannies may be installed in those units whose bathroom vent system terminates in the attic.

7. SKYLIGHTS:

The installation of skylights is not permitted.

8. CLOTHESLINES:

Clotheslines are not permitted in the common areas (exclusive use areas are the exception).

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9. BARBEQUES:

A barbeque is permitted on a deck/balcony provided extreme caution is exercised and the unit is placed at least three feet from the side of the building. The three foot restriction also applies to units placed in the exclusive use areas.

10. SATELLITE DISHES:

Satellite dishes with a diameter not exceeding 34" are permitted and should be attached to the gable ends of the units or the shed roof. Units on South Broadway should place the dish on the gable at the rear of the unit.

11. PARKING:

There is one paved parking space available for each unit and twenty-four spaces for visitors. All second vehicles must be parked either in the graveled areas on upper Harbor View or visitors parking at the east end of the complex (opposite unit 526) or the RV parking area.

12. STORAGE FACILITIES:

Anyone wishing to store articles in the storage building it is completely at their own risk.

13. LANDSCAPE COMMITTEE:

The Landscape Committee, with a maximum of five members, will ensure that the Condominium grounds present a positive appearance and contribute to the overall attractiveness of the area. It will function in accordance with the following guidelines.

1. The Committee will draft, for Board consideration, a five-year plan, with appropriate annual components. Total expenditures will not exceed the amount set out in the Condominium annual budget. The five-year plan will be broad in nature but each finalized annual plan will be specific and concrete. The annual plan will be approved by the Board during the winter months, so work can proceed in a timely manner in the appropriate season(s). Included will be the pruning and trimming of trees and shrubs following a Committee "walk about" to determine needs.
2. The goal of the Committee, with guidance from the Board, will be to achieve very low maintenance, attractive grounds surrounding the buildings. Attention will be paid to native plants, shrubs, with attractive coloured branches, some flowering or with winter/off-season features. The areas of highest visibility should be featured in the plan, i.e. the areas at the corners of our development. It is recognized that some existing plantings may be removed or

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replaced with lower maintenance alternatives, with mulch assisting in weed control.

3. The Committee may utilize a combination of professional assistance and volunteers in order to provide enjoyment for our residents and minimize expenses.
4. It must be understood by all residents that all common area landscaping must be approved beforehand by the Committee and must be in accordance with the Board-approved plan. The Committee will supervise all such approved work.

GENERAL GARDENING INFO FOR RESIDENTS:

5. Window boxes are not permitted.
6. Exclusive use areas (backyards): Alterations in landscaping in these areas are at the discretion of the individual owners, except that trees may not be planted.
7. Any planting outside individual owners' exclusive use areas (backyards) must be approved by the Landscape Committee. Owners are encouraged to plant around the foundation and sidewalk areas with approval.
8. All plantings become the property of the Corporation. If a unit is sold and the owner wishes to remove any or all of the plantings around the unit, the area(s) must be returned to its original state i.e. sod should be laid.

14. TENANTS (Signed Agreement)

"No owner shall lease his Unit unless he causes the tenant to deliver to the Corporation an agreement signed by the tenant to the following effect:

'I, _____, covenant and agree that I, my licensee, invitees, guests and visitors from time to time will, in using the Unit rented by me and the Common Elements, comply with the Condominium Act, the Declaration, the by-laws and all rules and regulations of the Condominium Corporation during the term of my tenancy.'"

A late filing fee of **\$100.00** will be levied against any unit owner who does not ensure that a signed tenant agreement form is received at the Corporation's office prior to a new tenant occupying the unit.

15. CHANGES TO COMMON ELEMENTS:

A letter of intent must be received by ACCC2 and written approval granting approval for any alteration being undertaken to the common elements.

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16. ANNUAL GENERAL MEETINGS:

Any Annual Meeting shall start either at 10:30 a.m., after 1:00 p.m. or in the evening.

17. INSURANCE:

Owners must provide proof of insurance to the Corporation office.

18. KEYS TO UNITS:

Owners must provide the Corporation with a key to be used in emergencies.

19. BUILDINGS MAINTENANCE MANAGER:

Responsible to: Board of Directors through the Corporation Manager

Responsible for:

1. Responding to maintenance complaints and building repair requirements as directed by the Corporation Manager;
2. Submitting results of any investigation to the Corporation Manager;
3. Having repairs completed to the buildings as necessary if such repairs cost less than **\$1,000.00** to complete;
4. Obtaining a quotation from at least **three** contractors for repairs costing more than **\$1,000.00** and forwarding copies with a recommendation to the Corporation Manager;
5. Issuing a Work Order for each repair to be carried out by a contractor;
6. Monitoring the progress of any work being carried out by contractors for repair and maintenance of any portion of the buildings owned by the Corporation and reporting the work status to the Corporation Manager when requested;
7. Undertaking a periodic physical inspection of all building exteriors and advising the Corporation Manager of any perceived problem areas;
8. Submitting a monthly summary of hours expended after which payment shall be made in accordance with hourly rates set by the Board of Directors;

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9. Maintaining a secure storage for copies of the keys to individual units and only entering a unit in an emergency and always accompanied by a Board Member or the Corporation Manager.

20. OUTSIDE LIGHTING:

Original fixtures are the responsibility of the Corporation but the purchase and installation of new fixtures are the responsibility of owners.

21. FOR SALE SIGNS:

A professional real estate company sign is permitted in the window of any unit "for sale". For sale signs that are not professional signs cannot exceed the standard or similar size of a professional sign and the design must be aesthetically pleasing from the street at the discretion of the Manager (on behalf of the Board).

22. EXCLUSIVE USE AREA ALTERATIONS:

If, in order to make repairs to a unit, it is necessary for the Corporation to dismantle and replace alterations previously made to an exclusive use area by an owner, then the charge for such labour shall be the responsibility of the owner, not the Corporation.

23. LATE FEE re POST DATED CHEQUES:

A fee of **\$25.00** will be levied against any owner who does not provide the required twelve post dated cheques (or the equivalent value in fewer cheques) by **July 1st** in each year.

24. FLAGS:

Flags may be flown only from the Exclusive Use Areas and not from the common elements.

25. CORPORATION MANAGER:

Responsible to: Board of Directors through the President.

ADMINISTRATION:

Generally responsible for the day to day operations of the Corporation in accordance with the procedures and guidelines described in the *Condominium Act* and the respective By-Laws. Specifically, the Corporation Manager is responsible for:

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1. Preparing agendas for meetings of the Board of Directors and/or Owners, determining if a quorum is present and taking the minutes thereat;
2. Maintaining the Minute Book up to date with minutes of all Board of Directors and Owners meetings; providing to the Board of Directors minutes of Board meetings within seven (7) days following the previous meeting; similarly, all other documents necessary for a board meeting shall be provided seven (7) days before such meeting to allow adequate time for review;
3. Ensuring that the Maintenance Manager completes the duties outlined as per Policy Reference # 19;
4. Providing the Registry of Condominiums with a copy of the Audited Financial Statements, the Reserve Fund Study, changes to the Board of Directors and information of any changes to the boundaries, or of major structural changes to condominium units as described in the Condominium Act; providing the Registry of Joint Stock Companies with changes to the Board of Directors and/or Agent;
5. Ensuring that the Corporation's insurance policy is current and advising the Board of Directors of any recommended changes to the policy;
6. Being aware of the contents of the Reserve Fund Study and advising the Board of Directors of any changes affecting the repair timetable in the Study;
7. Preparing and issuing Estoppel Certificates in accordance with Corporation policy in the transfer of unit ownership;
8. Keeping current and accurate records of the Unit Register, unit owners and tenants; mailing notices etc. when required; all communication with owners shall be via electronic means (such as e-mail) unless otherwise requested by an individual owner;
9. Advising the Board of Directors of all complaints received in writing or otherwise from unit owners or tenants;
10. Maintaining copies of such complaints as well as copies of all correspondence replying to such complaints; at each meeting of the Board of Directors, the Manager will provide a brief verbal report summarizing the month's activities, such as complaints, inquiries, maintenance completed and any other relevant material;
11. Maintaining a current membership in the Canadian Condominium Institute and advising the Board of Directors of relevant developments by the group;

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12. Assisting in the preparation of contracts for maintaining the common elements including, but not limited to, grass cutting and snow removal;
13. Ensuring that all contracts entered into by the Corporation are completed in a timely manner and in accordance with the agreed upon conditions; approving all invoices for payment;
14. Keeping current with Committee activities (e.g. Landscape) and providing administrative support as required;
15. Keeping current and accurate records on individual unit repairs;
16. Liaising with the Corporation's lender by submitting a monthly accounts receivable report to Maxium under the terms of the loan agreement; advising the Board of term loan renewals as they become due;
17. Drafting condo newsletters for approval by the Board and circulation on an ad hoc basis;
18. Acting as the administrator for the Corporation's website and keeping the information published current;
19. Undertaking such other duties as may, from time to time, be determined by the Board of Directors;
20. Submitting a monthly invoice for services;

BOOKKEEPING / ACCOUNTING:

21. Depositing to the Corporation's Operating bank account all cheques for common element fees on the first business day of each month;
22. Depositing other cheques or monies received to the Corporation's bank account(s) in a timely manner;
23. Maintaining Accounts Receivable Ledger, collecting outstanding accounts and advising the Board of Directors of any uncollectible amounts;
24. Preparing invoices (or cheque vouchers) for payment and issuing cheques for signature;
25. Recording all Corporation income and expenditures;

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26. Completing monthly bank reconciliations;
27. Preparing monthly Cash Position Statements of the Operating, Contingency and Reserve Fund accounts;
28. Preparing quarterly interim Financial Statements including a Balance Sheet, Statement of Income and Expense and Comparison of Budgeted and Actual Expenses;
29. Preparing a draft budget for the ensuing fiscal year for the Operating, Contingency and Reserve Funds;
30. Providing the Corporation's auditor with the necessary information to audit the Corporation accounts;

26. LEAVING UNIT FOR EXTENDED PERIOD:

Due diligence is expected from all unit owners that plan to leave for extended periods of time, to ensure the safety and security of not only their unit, but the units attached to theirs. This includes taking measures that ensure water pipes do not freeze in the winter and that appropriate action is taken in regards to their insurance policy re empty premises.

27. PET POLICY

1. Pets allowed in each condo unit will be limited to dogs, cats and birds.
2. Pets shall not be of a vicious temperament.
3. No pet shall be allowed to become a nuisance or create any unreasonable disturbance.
4. A total of only two (2) pets may be kept in a single condo unit by any owner or tenant.
5. All dogs and cats must be spayed or neutered.
6. Dogs when walking outside the unit must be leashed and or under the care and control of a responsible person at all times.
7. Dogs shall not be left tethered and unattended on balconies or "exclusive use" fenced backyards.
8. Owners of pets are responsible for the collection and disposal of all feces which their pets may deposit on the common areas (which includes their "exclusive" fenced backyards).

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9. Any owner wishing to report a purposeful violation of this policy by another owner must first submit his / her complaint in writing to the Manager who will intervene to seek a voluntary compliance to the policy in a neighbourly fashion. Repeated non-compliance of the same complaint will result in the Manager bringing before the Board for consideration / resolution.
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