

Resident Information Booklet



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Introduction

Welcome! This booklet provides you with all the information about 299 Thomas Street.

This booklet is organized by subject in alphabetical order.

299 Thomas Street was built in 1985 and contains 16 individual units, 16 resident parking spaces, two visitor parking spaces and a common area garden.

911

Carleton Place now offers 911 emergency services.

Do **not** call Cal Chapman for a police related incident such as a disturbance in the parking lot, a stolen car, noisy neighbors, etc.

Annual General Meeting

The annual general meeting (AGM) usually occurs in mid September in the meeting room at the Carleton Place Public Library. All owners, or an appointed proxy can attend the AGM. Owners are encouraged to attend this meeting. This meeting allows everyone to learn about the building's finances and any future renovation projects. Furthermore, owners are encouraged to address any problems with the building and make suggestions for improvement.

Balconies

Resident are asked to keep their balconies neat and orderly. Your balcony is not a place to store garbage. Please leave garbage in the garbage room.

The Board has decided to relax the rule about storing blue boxes on balconies, for **upper units** only. We ask that you rinse your cans and recycle weekly to prevent smells and pests.

Resident are welcome to display holiday lights and decorations on their balconies. Please ensure that the lights are in good working condition and plugged into a suitable outlet and that any other decorations are firmly anchored so that they don't blow away. Please remove holiday decoration and lights by mid January.

Barbecues

Barbecue use on balconies is permitted as long as the barbecue is a propane barbecue. Fire regulations prohibit the use of charcoal barbecues. Everyone is reminded to exercise common sense when barbecuing. Keep your barbecue away from flammable materials such as paper, wood and the living room drapes/blinds.

Residents are reminded that it is illegal to store a propane tanks indoors. You may store your barbecue indoors, however you must store your tank outside in a well ventilated area. The Board understands that upper unit residents must carry their tank through the building in order to place it on the balcony. We request that you carry the tank directly to your balcony.

Ford Propane fills tanks for \$14.

By-laws

Copies of the condo by-laws are available from Joanne Norman.

Cable and Phone Installation

In order for a representative from Bell Canada or Rogers Cable to activate your cable/phone services, the electrical room must be unlocked. Please fill out a **Resident Request Form** (see page. 8) stating the time and date.

Condo Fees

Owners and not tenants are responsible for paying the fees. All condo fees are collected in September during the annual general meeting. Owners are to provide 12 post dated cheques (dated the 1st of each month). Cheques are made out to:

Lanark North Condominium Corporation #2 or LNCC #2

Condo fees vary depending on the type of unit you own.

Failing to pay condo fees results in:

- interest charges applied to your fees
- a lien being placed against your property after ninety (90) days of arrears

A **lien** is defined as a property right which remains attached to an object that has been sold, but not totally paid for, until complete payment has been made. It may involve possession of the object until the debt is paid or it may be registered against the object. Ultimately, a lien can be enforced by a court sale of the property to which it is attached and then the debt is paid off from the proceeds of the sale.

Fire Plan

The building now has a fire plan as required by our insurance company. Copies are posted at each entrance and residents are asked to familiarize themselves with the location of alarms and fire extinguishers.

In case of a fire alarm the gathering point for all residents is the parking lot of Berry's. This ensures that all residents can be counted.

Garbage and Recycling

Garbage

Garbage and recycling collection occurs every Monday except if Monday is a statutory holiday. Garbage is then collected on Tuesday. There is no recycling collection if pick up is postponed due to a holiday. If you are unsure about collection services, holiday collection schedules are published in the Carleton Place Canadian.

Each resident is entitled to 60 garbage stickers. They are available at the town hall from 8:30am-4:30pm, Monday to Friday. Large items such as furniture or appliances require two stickers. You must remove all doors to any appliances to prevent children from climbing inside the discarded appliances.

Each building has a garbage room located near the Thomas Street exit. Cal Chapman collects the garbage at approximately 6:30am Monday morning. Cal has asked that residents to adhere to some simple guidelines concerning garbage.

- dispose of garbage often. It has come to our attention that some residents are placing full bags of garbage in the garbage room on Monday afternoons or Tuesday mornings. The garbage sits in the room for almost a week which leads to unpleasant odours and unwanted pests such as flies. Please adhere to the collection schedule.
- place any garbage/recycling by the curb Monday morning
- do not overfill garbage bags, otherwise they break
- double bag messy garbage such as liquids and diapers
- cat owners are asked to double bag cat litter
- do not put recycling in the garbage room

Since there is limited space in the garbage room, residents in lower level units are encouraged, however not required to, store their garbage in an appropriate garbage can and place their garbage curbside on Monday morning.

If you do not place your garbage curbside in time for collection, **it is your responsibility to retrieve your garbage/recycling.** Do not leave your garbage/recycling curbside until the next collection date. Failing to retrieve your garbage violates a municipal by-law and you face a fine.

Recycling

Residents are encouraged to recycle to reduce the amount of garbage generated in the building. Each resident is entitled to two recycle bins. These bins are available free of charge at the town hall. Please write your unit number on your blue box(es). Recycling is **NOT** collected unless a blue box is present curbside.

The Board has decided to relax the rule about storing blue boxes on balconies, for **upper units** only. We ask that you rinse your cans and recycle weekly to prevent smells and pests.

Residents are encouraged to place plastic/cans in one box and paper in the other.

Resident are asked to collect their blue boxes Monday night. If you are unable to collect your box, please make arrangements for a neighbor to pick up your box(es). Empty boxes reflect poorly on the building.

What can I recycle?

Recyclable Products

Cans/Plastic	Paper
pop cans	cardboard, must be folded
large juice cans, i.e. apple, tomato, coffee	newspapers (do not tie together)
plastic drink bottles - any size	books and magazines
#1 or #2 narrow mouth plastic bottles such as ketchup, salad dressing, syrup etc. Check the bottom of the bottle for the number. You cannot recycle wide mouth plastic containers such as yogurt, margarine, or ice cream containers.	household paper
empty paint cans/lids (lids removed)	envelopes (cut out any windows)
The town operates a recycling depot from June-Oct. You can dispose of hazardous waste such as motor oil, scrap metal (pots and pans) paint and solvents. The depot is open 9am-noon and is located at 19 Francis Street.	

Compost

Joanne Norman has a composter in her yard and invites anyone who wishes to add food scraps to the compost. Composting helps decrease the amount of garbage generated in the building.

Compost Myths

It smells - a healthy compost smells earthy. It becomes dormant during the winter.

Attracts animals and bugs- Since there is no meat in a compost pile, animals/bugs are not interested.

What can I **NOT** compost?

- any meat/fish
- fat (lard, butter, grease)

- dairy (milk, cheese, yogurt, cream based sauces)
- animal waste

Hose

A common use hose is available for all residents. It is located near the common area garden. Be sure to follow the water restriction by-laws during the summer. The by-law is in effect from mid May to the end of September. The by-law is as follows:

- no person using the Town of Carleton Place water supply system shall water from more than one connection.
- residents occupying an even-numbered address may water on even-numbered calendar days only.
- residents occupying an odd-numbered address may water on odd-numbered calendar days only.
- watering is allowed only between the hours of 5:00 am and 9:00 am, and between the hours of 7:00 pm and 11:00 pm.
- a fine may be issued to anyone not following these rules.
- the only exception is if a significant amount of new grass or sod

Keys

Residents must provide Cal Chapman with a copy of their door keys. These keys are used only during an emergency. If you lock yourself out, Cal will unlock your door for a \$30 fee. Residents are encouraged to cut copies of their keys and to make arrangements with a friend or family member to keep a spare copy. If you change your lock, please provide Cal with a new key as soon as possible.

Internet

299 Thomas Street is equipped to handle both Rogers and Bell Sympatico high speed internet services.

Maintenance

Cal Chapman is the building manager. His responsibilities are as follows:

- garbage removal
- lawn care
- shovelling, sand/salting steps. Snow is removed after a snowfall greater than 5cm.
- minor repairs and weekly inspections
- liaison with local contractors
- parking

Cal carries a pager with him (except while on vacation) and residents should call him in case of any of the following **EMERGENCY** situations:

- flooding in a common area
- fire alarm panel malfunction
- broken pipes in a condo common area to open the door of a unit where damage to the building is imminent. For example, a broken water pipe in an upper unit can damage a lower unit or common area.
- The table below outlines the regular maintenance performed in the building.

Regular Maintenance	
chimney cleaning	annually, early fall
carpet cleaning	annually
garbage removal	Monday mornings by Cal Chapman
interior cleaning	Sunday mornings by Barry Blanchard
salt/sand, clearing of steps	The steps are cleared when the snow accumulation is greater than 5cm, Salt/sand added as needed.
snow removal	Plow operators will attempt to clear a big enough path so that residents can exit the parking lot in the morning. Notices will be posted for thorough clearing. Please move your car for any additional snow removal.
lawn care	Grass is cut weekly (usually Thursday or Friday) during May and June. As needed during July-Sep.

Resident Liaison

Joanne Norman has been appointed the resident liaison between Cal and residents. Please direct you inquires to her. To address inquires and requests by any resident (owners and renters), we ask that you fill out a **Residents Request form**. The form is available in each building. The form has been designed to help us serve you more efficiently as well to provide feedback to your questions or inquiries. The board's aim is to provide you with a response within a week

Lanark North Condominium Corporation #2

Moving

- restrict your loading/unloading time from 7am-11pm.
- do not block other resident's parking spaces, use the loading zone space or park on Thomas Street.
- do not jam items into the locking mechanism or interfere with the door's hinges to prevent the door from closing. Use a heavy box to prop the door open. Please do not tie the door handle to a fence.
- do not dispose of boxes in the hallway. Store them in your unit until garbage day. Please do not litter your yard or the garbage room with empty boxes. Boxes are to be **folded** and placed curbside for recycling.

Parking

Assigned parking spaces.

units 101-204					units 105-208					Timeline Road
101	102	loading	103	104	105	106	loading	107	108	
201	202	203	204	205	206	207	208	visitor 1	visitor 2	

Loading Zone Parking

The loading zone parking spaces are intended for:

- emergency vehicles
- moving vans
- delivery vehicles

Do not park in these spaces.

Visitor Parking

There are two visitor parking spaces where guests can park. All longterm (overnight or longer) visitor's cars must be registered. To register your car:

Before 10pm

Call Cal at 253-7551 and provide him (or his answering machine) with the following details:

- your name and unit number
- make and licence plate of the car
- how long your visitor will be staying

After 10pm

Leave a note on the dash board with the your name and unit number and the number of days your guest will be staying.

You may park you car during the day on Thomas Street, however winter parking regulations are in effect from 15 Nov to 15 April. If you park overnight on Thomas street or any other side street, you face the risk of a ticket. The town prohibits parking on any side streets, at any time, after a snowfall of greater than 6cm until the street is plowed.

Lower unit residents are asked not to park their cars too close to the parking lot curb so that Cal can shovel the sidewalk.

Pets

Pets are welcome at 299 Thomas Street. We remind residents that poop and scoop laws apply in Carleton Place.

Cat owners are asked to double bag cat litter before disposing it in the garbage room.

For more information about pets, refer to Appendix A "Condominium Rules."

Project Go Green

The condo has approved the launch of Project "Go Green." The goal of Project "Go Green" is to reduce the cost of common area electricity. Our goal is to reduce Kilowatt hour (KWh) use by 50-60%. To achieve this goal we have performed the following changes:

- installed energy efficient lighting
- insulated the windows at the top of the stairs
- adjusted the entrance heaters

How Can I Help Reduce Costs?

In order to reduce electricity consumption in common areas, such as the parking lot outlets, we ask that residents purchase a timer for their car's block heaters. A timer gives you the flexibility of plugging your car in for a set period of time and saves on electricity consumption.

Timers are available at Canadian Tire and Home hardware. Ensure your timer has a three prong plug and is designed for outdoor use.

Since we all share the cost of the common area electricity, it is important to conserve. Please exercise some common sense when it comes to plugging your car in during the winter months.

Renovations

The board requests that any owner who is renovating their unit, to outline in a **Resident Request Form** a brief summary of the renovation project. Please also include the following particulars:

- a brief description of the work being done, e.g. replacing carpets with hardwood flooring.
- number of days required to complete the job.
- whether or not the unit's plumbing or electrical system will be effected.
- the name of the contract(s) who are performing the work (if applicable)

Water Shutdown

Residents are advised to inform their upper/lower neighbors if they plan to shut off their water.

shut off for each unit goes here.....

Figure 2 Water Shut off Valves



Yards

Lower unit residents are asked to keep their yards tidy and free of debris and garbage. You are welcome to plant a garden. The condo also has a common area garden at the edge of the parking lot. Anyone who wished to plant flowers are welcome, however, they must maintain the garden themselves.

Appendix A - Condominium Rules

Architectural Policies and Guidelines

The Board is responsible for preserving the architectural integrity of the condominium complex as originally established by the architects who designed the building. To do so, standards have been established to ensure that protective restrictions do not stifle the imagination or creative desire of the residents, but rather help to maintain the coherent appearance and value of the resident's property.

1. No sign, advertisement or notice (except for a For Sale/Rent) sign shall be inscribed, painted, affixed or placed on the outside or in a window of any unit. A For Sale/Rent sign shall be professional in design as opposed to being homemade.
2. No awnings, shades, security bars, etc., shall be erected over or outside any window or door.
3. No resident shall place, leave or permit to be placed, in or upon the common elements or yard/balcony any debris or garbage on any days designated as garbage day.
4. The sidewalks, hallways, walkways, driveways, etc., used in common by the resident shall not be obstructed by the resident or used by them for any purpose other than to enter or exit their respective units. The stairways, paths, entrances, and other areas designated for passage shall not be obstructed by bicycles, baby carriages, toys or other objects. No article shall be stored for any period of time whatsoever on any part of the common elements.
5. No television antenna, aerial, tower, satellite dish, or similar structure are allowed.
6. No building or structure or tent shall be erected, and no trailer (either with or without living, sleeping or eating accommodation) or boat or motor shall be placed, located, kept or maintained anywhere on the property. Exceptions will be considered for bona fide visitors.
7. No part of a unit which has been deemed to be the responsibility of the Corporation shall be painted or otherwise affected by anyone other than the Corporation under the direction of the Board.
8. Any changes to the exterior of a unit must have the Board's approval. Only changes which are, in the Board's estimation, compatible with the existing design will be considered. A brief description of alterations such as height, width, size, shape, colour, location of the proposed project is required in writing prior to any construction.
9. No part of the structure of any unit, and no part of the drainage or plumbing system shall be altered, removed, replaced, moved or extended, without prior written consent of the Board. Any damage to the plumbing, electrical, or heating systems, caused by the wrongful act of any resident, their families, guests or visitors, servants, shall be repaired at the expense of the unit owner or resident.
10. No excavation shall be made on the lands (common or resident's yard) for the purpose of building or for the improvement of gardens and grounds, and no soil shall be removed or added except with the written

permission of the Board. It is acceptable to installed (professionally) coloured patio stones or reddish coloured interlocking brick in your yard. Please advise the Board in writing prior to installation.

11. Window sills, balcony railings, all fences and other external parts of the building shall be encumbered with any garments, rugs or other articles of any kind. Planter boxes are allowed.
12. Permanent clothes lines/racks of any kind are not permitted in any common or yard/balcony at any time.
13. Portable air conditioners may be installed on a seasonal basis only. They must be installed prior to May 1st and removed no later than October 1st. The surrounding support must be of such material and colour as to blend in with the exterior finish of the unit. Cardboard and unpainted plywood is not acceptable. The surrounding material as well as the airconditioner must be kept in good repair at all times. Any damage cause to the window sill or window frame is the responsibility of the resident. Residents are not required to inform the Board if they wish to install an airconditioner.

Lifestyle Policies and Guidelines

1. Residents, their families, guests, visitors, or servants shall not create or permit the continuation of, any noise or nuisance which in the opinion of the Board disturbs the comfort or quiet enjoyment of the property by the other residents, their families, guests, visitor or servants and persons having business them.

If a noise problem becomes a nuisance to you, take the following action:

- contact the resident concerned and ask them to reduce the noise level
- if the resident is unwilling to reduce the noise level, contact the Town Hall during regular business hours at 257-6216 to file a complaint with the by-law enforcement officer.
- if the resident is unwilling to reduce the noise level at night, contact the Carleton Place Police Department to make a formal complaint. Please obtain any paperwork regarding the complaint.
- notify the Board in writing of your actions.
- **do not call** Cal Chapman about a noise complaint.

2. No resident shall do, or permit anything to be done to their unit or bring/keep anything therein that shall:
 - increase the risk of fire
 - increase the rate of the building's fire insurance policy
 - conflict with the laws relating to fire or with the regulations of the Carleton Place Fire Department.
 - obstruct/interfere with the rights of other residents or in any way injure or annoy them,
 - conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law

3. No auction sale shall be held on the property.
4. Should any resident, family member, guest, visitor, servant or pet harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers/flower beds. The resident will be held financially responsible for any damage.
5. No unit shall be used for any business, commercial or professional purpose such as the office of a doctor, dentist, or lawyer. Telecommuting is permitted as well a home based business.
6. Nothing shall be burned or cooked in the common areas except for barbecue use on the balcony. Barbecue use is restricted to propane barbecues. In accordance with the Propane Act, propane tanks cannot be stored indoors at any time.
7. Yards and balconies must be kept neat at all times and not used as storage areas. A reasonable amount of patio furniture is acceptable on balconies/yards. Furniture usually associated with the interior of a home, for example, kitchen chairs, are not acceptable. Patio lights of any kind are not allowed. If, in the opinion of the Board, a yard or balcony becomes unsightly, the Board has the right and duty to insist upon rectification with seven (7) days.
8. Residents are permitted to store one face cord or wood at any time in their yards only. One face cord is considered to be 8' long x 4' high x 16" wide. Firewood shall be piled neatly against the side of your fenced yard and may be covered with plastic provided the plastic is brown, dark green or clear.
9. Vehicle maintenance, for example, oil changes, engine repairs, body work, etc., is not allowed in the parking lot.

Pets

1. No animal, livestock or fowl other than a pet shall be kept or allowed upon the common elements or resident's yard/balcony. Pets are required to be kept on a leash while in a common area such as the lawn, hallways or parking lot. Any pet that is deemed by the Board in its absolute discretion to be a nuisance shall be kept by any resident. The resident must within two (2) weeks of receipt of a written notice from the Board remove the pet permanently from the property.
2. Any damage to the lawns (in the common area or resident's yard) as a result of digging or failure to remove pet waste, shall be repaired by the Board with the cost being levied against the resident.