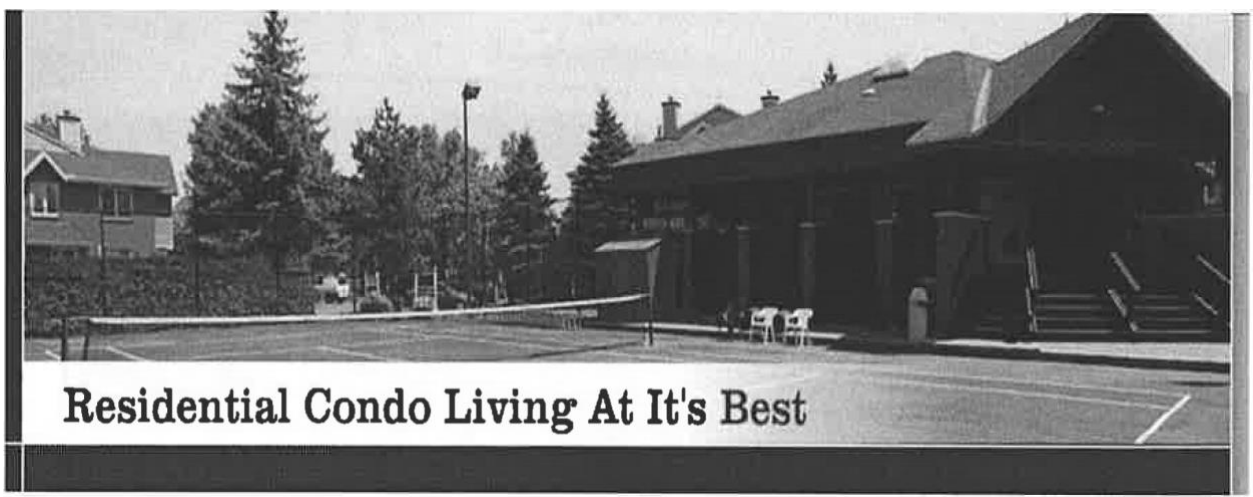


Rules and Regulations Book 2022

Russell Condominium Corporation No. 09

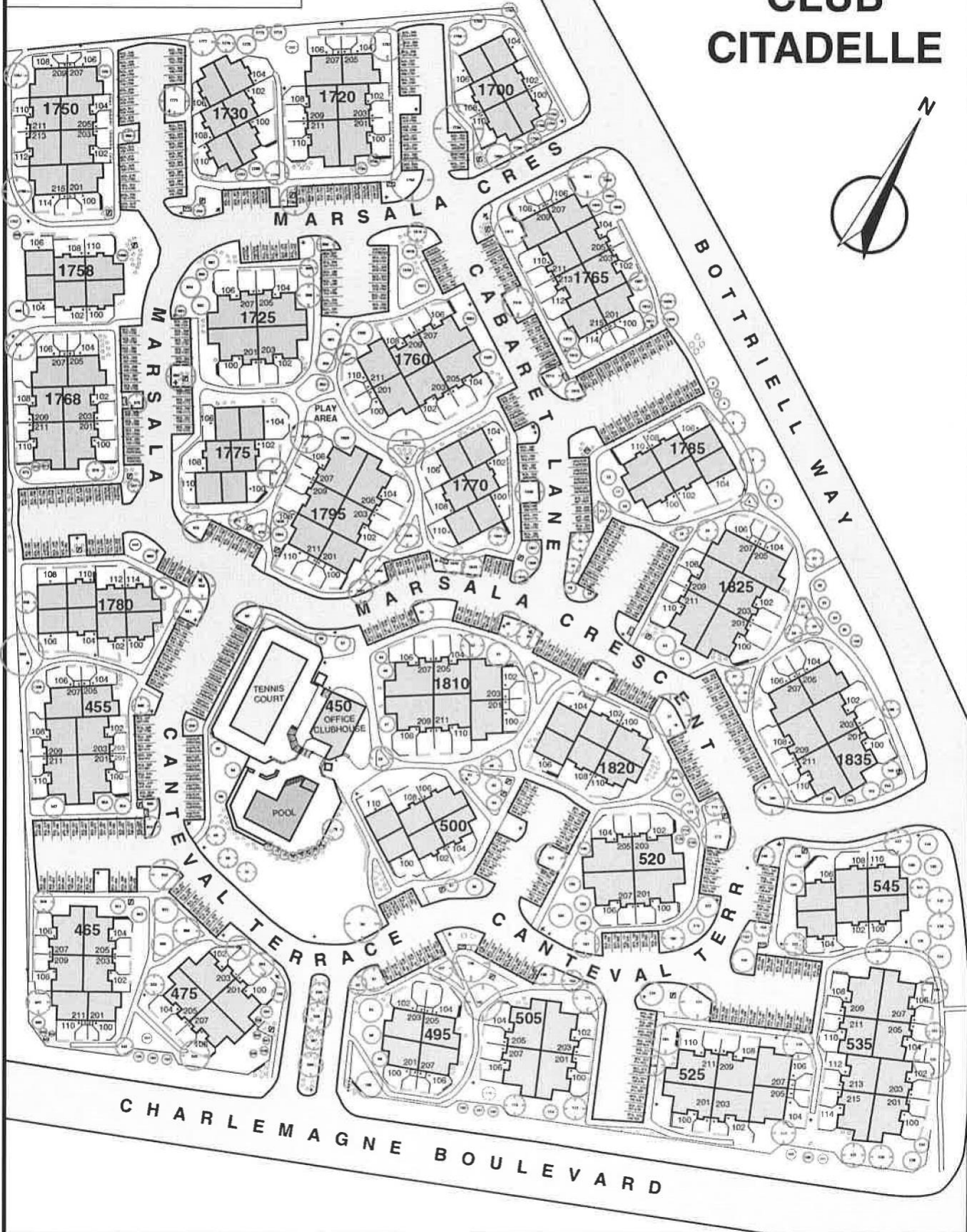


... A guide to living at Club Citadelle

LEGEND

- DECIDUOUS ○ EVERGREEN ○ SHRUBS • BOLLARDS
- ☐ MAIL ☐ ELECTRICAL ✦ STREET LIGHTS ✦ FIRE HYDRANT

CLUB CITADELLE



Condominium Owner/Tenant Panic Guide

PROBLEM	ACTION
Water entering the unit from any point	Call the property management company immediately
An unauthorized vehicle parked in your exclusive use parking spot	Call the City of Ottawa at 3-1-1 (proof of parking ownership can be located on your Status Certificate)
Internal plumbing problems (plumbing is a unit owner's responsibility, i.e., frozen pipes)	Call a licensed plumber
Sewer backup	Call the property management company immediately
Fire	Call 9-1-1 and then call the property management company
Total power failure	Call Hydro One 1-800-434-1235
Electrical problems (check the breakers in your unit)	Call the property management company
Break-ins/vandalism	If emergency call 9-1-1; otherwise call the Ottawa Police Services at 613-230-6211 Advise the property management company
Broken window glass	Unit owner's responsibility; call the property management company for advice
Uncontrollable alarms (fire or theft) and noise disturbance	Call the Ottawa Police Services at 613-230-6211

All residents should be familiar with the Property Manager's office and emergency numbers (see Telephone Numbers and Contacts on next page). All complaints, problems, requests, and recommendations should be directed to the property management company.

Telephone Numbers and Contacts

Emergency: 9-1-1 for any fire or life-threatening situation

Ottawa Police - Non-life-threatening emergency: 613-236-1222

City Services and City by-law enforcement office: 3-1-1

Property Manager

Christine Jade, RCM, ACCI

Telephone: 613-822-0701

Email: condo@stratamgtinc.com

Property Management Company

STRATA Management Inc.

4338 Innes Road, Suite 6, Ottawa, Ontario K4A 3W3

Tel: 613-822-2734 (**RCC No. 9/Strata EMERGENCIES ONLY**)

Emergencies include fire, serious flooding into your unit and break-ins. In the event of flooding from a broken pipe or a plumbing or sewage backup, please shut off the water to your unit immediately to minimize any further damage.

Parking

Capital Systems

Telephone: 613-686-5991

Email: parkingregistrations@sympatico.ca

Visitors' vehicles parked between 2 a.m. and 7 a.m. must be registered. For extended visitor's parking, please contact the Property Manager.

Club Citadelle (Russell Condominium Corporation No. 9)

Clubhouse and Office: 450 Canteval Terrace, Orleans K4A 2C8

Telephone: 613-837-8654

Email: clubcitadellercc9@gmail.com

Website: www.clubcitadelle.com

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Introduction

This book has been prepared for the benefit and guidance of all owners and tenants of Club Citadelle to provide a summary of and general information about the Condominium Corporation's duties, powers, Rules and Regulations, as well as residents' responsibilities.

For the precise legal texts of any of the matters discussed in this book, please consult the *Condominium Act 1998*, the Declaration (as amended by the *Condominium Act 1998*), and the Rules and Regulations of Russell Condominium Corporation No. 9 (RCC No. 9). All owners should have a copy of these documents. Owners who do not have them, and would like to get a copy, should contact the property management company.

It is the responsibility of non-resident owners to ensure that their tenants have a copy of this book. Additional copies may be purchased by contacting the property management company.

We hope you will find this book useful and informative. It will be updated from time to time, as required.

PLEASE RETAIN THIS BOOK FOR FUTURE REFERENCE

Condominium living, by its very nature, involves living near neighbours and the sharing of common elements.

Residents' cooperation is necessary for the maintenance of standards, aesthetic qualities, and property values for the benefit of all.

Author unknown

Administration

The registration of a Declaration and description on December 23, 1986, in the Township of Russell created a Corporation without Share Capital whose members are the owners from time to time. The Declaration may be changed by the courts if it is deemed to be inaccurate and as outlined in the *Condominium Act 1998*. The assigned name was Russell Condominium Corporation No. 9 (RCC No. 9), and the Corporation location is known as Club Citadelle.

In accordance with the *Condominium Act 1998*, which falls under the jurisdiction of the provincial government, the obligation of the Corporation is to manage the property and any assets of the Corporation. The Act provides that the Corporation has a duty to control, manage and administer the common elements and assets of the Condominium Corporation and a duty to effect compliance by the owners with the Act, Declaration, Rules and Regulations of the Corporation.

Passage or amendment of a requires confirmation by owners who own no less than 50% plus one of the units (136 of 270) at a meeting duly called for that purpose. The mandate of the Board of Directors is to ensure compliance with all these documents. Rules and Regulations are generally created to protect and maintain the appearance and integrity of the condominium and to ensure residents' quiet enjoyment of their property.

Board of Directors

The *Condominium Act 1998* states that the affairs of the Corporation shall be managed by a Board of Directors elected by the owners. Our Board consists of five directors and includes the appointment of a President, Vice-President, Secretary, Treasurer and one Director (By-law No. 1).

The *Condominium Act 1998*, Declaration, and Rules and Regulations guide the Board of Directors in the decision-making process. These documents must not conflict with each other. For example, no rules or regulations may conflict with the *Condominium Act 1998*. This would make the Rules and Regulations invalid. In addition, it is mandatory, under the law, for the Board of Directors to ensure enforcement of all aspects of these documents. A Board of Directors, which does not enforce the Rules and Regulations, the provision of the Declaration and the *Condominium Act 1998* is accountable to the owners.

Owners, who believe the Board of Directors has been negligent in the enforcement of these documents, have the right to call a special meeting to remove the Directors, on an individual or

group basis, and to appeal to the courts to have the Act, Declaration, and Rules and Regulations enforced.

To conduct the affairs of the Corporation, Board meetings are held once a month. At least three directors are required to form quorum at a Board meeting. The President of the Corporation chairs the meeting and in the case of his/her absence, the Vice-President acts on the President's behalf.

From discussions, recommendations and decisions arising at these meetings, the property management company is directed to carry out any required action. If an owner wishes to address the Board of Directors, the property management company should be advised in writing in order for the matter to be included on the meeting agenda.

Board of Directors positions are voluntary and carry no remuneration. The election of new directors, equal to the number of directors retiring or resigning, takes place at the Annual General Meeting of the Condominium Corporation. Directors' terms are two years and are staggered so that one year, three Directors are elected, and the next year, two Directors are elected (By-law No. 7). This helps to ensure continuity and a "corporate memory."

Property Management Company

The Corporation, since its inception, has entered into written agreements with companies or persons to perform duties and services necessary to manage the property. Subject to specified financial limitations and conditions set out by the Board of Directors, the Property Manager ensures common elements are maintained and repaired, as required.

All residents should be familiar with the Property Manager's office and emergency telephone numbers and should direct complaints, damage reports, requests, and other matters to the property management company (see Telephone Numbers and Contacts on the 2nd page).

The Property Manager is to be relied upon for the coordination of all issues regarding your unit. Should you have a problem getting service, please direct your concerns to your Board of Directors by leaving a note in the mailbox at the Clubhouse or by emailing clubcitadellercc9@gmail.com.

Finance

Condominium Fees and Special Assessments

Condominium fees pay expenses, charges, and costs of maintaining and repairing just about everything except the inside of individual homes. Other expenses include water costs for all units, snow removal, grounds maintenance, the property management company and administration costs.

Some of the condominium fees are set aside in a reserve fund to cover future major and minor repairs and replacement of common elements. The amount required is set out in a reserve fund study prepared by an independent engineering firm. The Corporation is required to have a new study completed every six years and an update every three years.

A special assessment is a possible reality of condominium living of which all owners should be aware. Such a levy could arise if unexpected circumstances occurred, and the costs could not be met other than by raising the required funds through a special assessment against each owner. This payment would be collected **over and above** the monthly condominium fee and legally becomes a charge against each unit.

Defaults, Liens, and Late Charges

Condominium fees are due on the first of each month. Fees collected after the first day of the month are subject to late charges. If an owner defaults in his/her obligation to contribute to the common expenses (for any reason), under Section 85 (1) of the *Condominium Act 1998*, the Corporation has the right to obtain a lien against the owner's unit. This lien will be registered within a statutory 90-day period and incurs substantial legal costs for the owner, which will be collected as a common charge. Lien action may be commenced when condominium fees are 1 day in arrears.

Insurance

The Corporation has direct damage insurance subject to the terms and conditions specified in the policy. The Corporation has a legal responsibility to maintain adequate insurance coverage (Declaration) and periodically has an appraisal of the property completed by an independent firm to ascertain the replacement costs for insurance purposes. This insurance covers all buildings owned by the Corporation excluding individual owners' improvements made after the original purchase of the unit. Any improvements/upgrades, not listed in our standard unit By-law No. 12 are not covered by the Corporation's insurance policy.

Owners should maintain insurance covering personal liability, loss or damage to personal property and improvements made to individual units.

The Corporation also has liability insurance covering the interests of RCC No. 9. This liability insurance does not in any way provide personal liability insurance for individual unit owners. Insurance companies have condominium packages which meet all the requirements of condominium owners.

Where an insurance claim against the Corporation's policy is made by a unit owner for loss or damage to a non-common element within the unit, the claiming owner will be responsible for all the deductible portion of each claim (as set out in our insurance deductible By-law No. 12). Damage resulting from a failure of common elements is not subject to this deductible.

Any repair costs to a non-common element not covered by the Corporation's insurance policy becomes the sole responsibility of the unit owner. A Certificate of Insurance detailing the coverage of the corporation's policy and the current deductible is sent to each owner annually. Owners will be notified if changes are made to this policy or the deductible. Non-resident owners will be responsible to inform their tenants accordingly.

The Corporate insurance rates have gone up due to the number of claims, mostly because of leaks between units. Owners should hire (licensed) professionals to do repairs in their units (i.e., electricians, plumbers), so that the work is insured. Owners should ensure that they have the proper insurance coverage (including sewage backup) and that their insurance is up to date and sufficient. Leaks should be taken care of immediately, to prevent further or more extensive damage.

Rules and Regulations – Living at Club Citadelle

Access to Units

The Corporation has the right to enter any unit, at any reasonable time, on forty-eight (48) hours' notice to the owner/occupant. Access to the unit may be required in order to make inspections with a view to discovering any condition which is likely to damage any part of the property or to correct any such condition, or for the purpose of maintenance and repair of any installation in the property, which is necessary for the provision of services to any Unit or the Common Elements. In case of emergency, such entry may be made without notice. The right of entry shall be exercisable by the Board of Directors or by a person delegated by the Board. It should be noted that costs relating to emergency access to the unit are the unit owner's responsibility (or insurance).

Social Obligations, Noise, Quiet Enjoyment

Close quarters and shared facilities require some give and take. More rules and regulations will not improve condo living, but cooperation and respect can make it better for all.

No owner/tenant, their family, guests, visitors, servants, or agents, shall create or permit the creation of, or continuation of, any noise or nuisance which, in the sole discretion of the Board of Directors or the Property Manager, may disturb the comfort or quiet enjoyment of the property by other residents. This restriction is applicable to all hours of the day or night and is separate and apart from the City of Ottawa Noise By-law (#2004-253). In the event of the above being disregarded, an owner/tenant having a complaint should do the following:

1. Attempt to speak to the owner/tenant causing the disturbance.
2. If the behaviour violates the city noise limitation , please call 3-1-1 immediately.
3. Failing further compliance with the above By-law, contact the property management company in writing with complete details of the infraction for further follow-up.
 - a. All complaints must be in writing and can either be delivered to the Clubhouse mailbox, sent by mail, faxed, or emailed directly to the Property Manager.

Please do not contact the Board of Directors personally concerning your complaints. The directors are volunteers. The property management company has been hired to deal with your concerns and complaints in accordance with the Board's direction.

The following link provides information on the Ottawa City Noise By-Law (#2017-255):
<https://ottawa.ca/en/living-ottawa/laws-licences-and-permits/laws/laws-z/noise-law-no-2017-255>

Clubhouse Guidelines

Access

The clubhouse and other facilities (pool, tennis court, fitness room and saunas) have been equipped with an electronic access system.

Only owners can obtain access devices by contacting the property management company or the Clubhouse Attendant during office hours (posted at the Clubhouse entrances).

Owners will be required to sign a waiver form. The cost for each device (maximum of two per condo unit) is \$25.00 (\$10.00 is refundable when the device is returned in working order). Non-resident owners are responsible to pick up and provide the electronic devices to their tenants (maximum 2 devices per condo unit).

Clubhouse Attendant

The Clubhouse Attendant is available to residents, once a week from 6 p.m. to 8 p.m., on a designated evening (posted at the Clubhouse entrances), for the purpose of booking the party room, requesting access devices (fobs and fitness room keys), obtaining unit modification documents, paint for mailbox, outside door and door frame repainting, etc.

Lost and Found

See the Clubhouse Attendant for lost and found items.

Mailbox

A clubhouse mailbox, located at the side of the veranda door, is available to residents for any communication they may wish to direct to the property management company or the Board of Directors.

Rental - Personal Use

Owners may rent the party room for personal use by planning with the Clubhouse Attendant during the designated office hours (posted at the Clubhouse entrances). At the time of booking, owners will have to provide two cheques payable to RCC No. 9 in the amount of:

- \$70.00 rental cost (during the COVID-19 pandemic, and until further decision is made, an extra \$55 for touch/spot cleaning is required for a total of \$125.00)
- \$150.00 security deposit

Tenants may rent the party room for personal use, but all arrangements must be made by their landlord (non-resident owner). The landlord must provide the two cheques at the time of booking and is held responsible for any damages done by his/her tenants.

The security/cleaning deposit cheque will be returned to the owner/landlord if, upon inspection, it is confirmed that the facilities have been cleaned, are free of damage and are back to its original state.

Owners/tenants and guests using the facilities are required to remove boots and shoes upon entrance to the Clubhouse.

Notes:

- Owners and non-resident owners (renting the party room for their tenants), who are not respecting the Rules and Regulations or are not in good standing with RCC No. 9 will lose the privilege of being able to rent the party room.
- Smoking is not permitted anywhere in the Clubhouse facilities (there are containers provided for cigarette butts near the shed and outside the pool area).
- The Clubhouse must be vacated by 1 a.m., at the latest.

Rental - Club Citadelle community events

Owners residing in Club Citadelle may book the party room free of charge, between Monday and Thursday (except civic holidays), for community events serving **residents of Club Citadelle only. Exterior guests are not permitted.** These community events may include non-resident guest speaker(s) or activity organizer(s) hosting the event. Arrangements must be made with the Clubhouse Attendant.

Notes:

- Owners/tenants attending these community events must write their name in the logbook provided for that purpose.
- Owners organizing these community events must keep in mind that their events may have to be cancelled or rescheduled if, for example, the party room is required for Board of Directors' meetings or if an owner wants to rent the party room for personal use.

Billboard

Located inside the back entrance to the Party Room, it can be used to advertise:

- special events
- clubhouse news
- advertisements
- parking space rentals
- lost and found
- sale items

Fitness Room Rules

This facility is to be used by residents at their own risk.

- Access is from 6:00 a.m. until 10:00 p.m. daily.
- Use of the fitness room is limited to 3 persons at a time (18 years and older).
- Usage is limited to one hour only when other residents are waiting.
- Proper athletic shoes are to be worn.
- During inclement weather (rain, snow, salt, etc.), please change shoes at main entrance before descending the stairs to the exercise room.
- Good sportsmanship and common courtesy must be always adhered to.

It is the responsibility of the residents to leave this facility clean and orderly.

Sauna Rules

This facility is to be used by residents at their own risk.

- Access is from 6:00 a.m. until 10:00 p.m. daily.
- Use of the saunas is limited to persons 18 years of age or over.
- Consuming alcohol is not permitted.
- These are **dry saunas** and as such water is not to be poured over the rocks at any time.
- During inclement weather (rain, snow, salt, etc.), please change shoes at main entrance before descending the stairs to the sauna room.

It is the responsibility of the residents to leave this facility clean, orderly and sauna doors open.

Tennis/Pickleball Court Rules

This facility is to be used by residents at their own risk.

- Access is from 8:00 a.m. until 10:00 p.m. daily, on a first come first served basis.
- Good sportsmanship and common courtesy must be always adhered to.
- This court is for playing tennis, pickleball// or basketball and not for any other purpose.

- Play times is “First come, First to play.
- Soft-soled athletic shoes must be worn on the court.
- An adult must accompany children under the age of 12.
- Only players are permitted on the court while play is in progress.
- Animals are not allowed in the court or veranda enclosure unless it is a service animal identified as such.
- It is the responsibility of the residents to leave this facility clean and orderly.

Fence climbing will not be tolerated, and offenders will be charged with trespassing and may lose their privileges to the facilities.

Pool rules

The pool normally opens Victoria Day weekend and closes Labour Day weekend. Pool hours and rules are posted outside the pool area and at the Clubhouse. The pool enclosure (fenced in area) has ground-level access for wheelchairs and strollers.

- Guests must be always accompanied by an owner/tenant.
- No one under the age of 18 is allowed in the pool area unless there is a qualified lifeguard on duty.
- Lifeguards are authorized to request any person using the pool facility to leave the area if they are not obeying the rules.
- Lifeguards are not babysitters. Their primary responsibility is the safety of all swimmers and enforcing pool rules.
- An adult or guardian must always accompany children under 12 years of age while at the pool. Children are not to be left unattended at any time.
- Health Department regulations require that a shower must be taken with soap and hot water before entering the pool.
- No smoking allowed inside the pool enclosure.
- Absolutely no consumption of food or beverages inside the blue line.
- No glass or breakable containers are permitted in the pool enclosure.

- All pool users must be able to swim one length of the pool unassisted before being allowed in the deep end, be able to tread water for thirty (30) seconds and be able to exit the pool on their own without the use of pool steps. The lifeguard may require you to prove your swimming proficiency.
- Three (3) whistles mean "Clear the pool"! If three whistles are sounded, **all bathers** must immediately leave the water and sit at the side of the pool until further instructed by the lifeguard.
- No person shall engage in running, pushing or boisterous play on deck or within the pool enclosure.
- No diving is allowed in the shallow end. No deep, long, or back dives permitted.
- No animals are allowed in the pool enclosure unless it is a service animal identified as such.
- Beach balls, floating furniture, inner tubes, toys, etc., are not permitted.
- No person shall pollute the water in the pool in any way. Spitting, spouting water and blowing the nose in the pool or on the deck are prohibited.
- Bathers may be asked to leave the pool at the lifeguard's discretion.
- All bathers must have appropriate swimwear. Street clothes are not permitted.
- Infants not toilet-trained must wear waterproof diapers such as Little Swimmers' diapers.
- An adult must accompany babies and children wearing floatation devices into the pool. The only floatation devices permitted are "floaties", life jackets, ring jackets and noodles.
- No person infected with a communicable disease or having open sores on his or her body shall enter the pool.
- When one (1) lifeguard is on duty, a maximum of thirty (30) persons are permitted inside the pool enclosure (fenced in area). Should the number surpass 30, a portable roped-off system will be erected to identify the lifeguard supervised area.
- When the pool is unsupervised, a maximum of 10 persons are permitted inside the pool enclosure.
- When you are finished using the pool, please ensure that you have tidied your area, replace chairs, close umbrellas, pick up food scraps and garbage.
- Owners/tenants using the barbecue must clean it immediately after they have finished cooking as others may also want to use it.

The pool area is monitored by video cameras 24/7. Anyone entering the pool area outside official pool hours will be charged with trespassing and will forfeit all Club Citadelle privileges.

Common Elements

Adherence to the special Rules and Regulations governing Club Citadelle is not always easy, but it is integral to the maintenance of high property values and the preservation of the overall look and integrity of the complex for the benefit of all owners. Ensuring compliance to these Rules and Regulations is part of living at Club Citadelle. Everyone must carefully review and abide by the following rules:

1. Water shall not be left running unless it is in use. Owners/tenants are encouraged to water the lawns, hedges, and trees around their units. Washing of commercial vehicles is not allowed.
2. No owner/tenant shall place, leave, or permit to be placed, or left in or upon the common elements, including those of which he/she has the exclusive use, any debris or refuse. Owners/tenants must tightly wrap all garbage bags and place them in garbage containers. Strict sanitary conditions must be always maintained. Black and blue recycling boxes, green bins and garbage containers must be hidden from view as much as possible.
3. No one shall harm, mutilate, destroy, alter, or litter upon any of the landscaping on the property, including grass, trees, shrubs, hedges, flowers, or flower beds.
4. Owners/tenants and their guests smoking outside in the yard, stoop, or balcony, must be respectful of their neighbours and the environment. No cigarette butts should be thrown on the grass, whether it is in your exclusive use yard or common element areas.
5. No building, structure or tent shall be erected, no trailer, with or without living, sleeping, or eating accommodation, shall be placed, located, kept, or maintained on the common elements.
6. Nothing shall be placed in the window wells, on the outside of windowsills or projections.
7. No owner/tenant shall do or permit anything to be done which will:
 - a. result in the increase of the risk of fire;
 - b. obstruct, interfere, injure, or annoy other residents;

- c. conflict with Federal, Provincial or Municipal statutes, laws, or s (as per Schedule A, No. 3 of the Declaration)
8. Owners/tenants shall not overload electrical circuits.
9. Outlets on the bollards in the parking areas are part of the common elements. Therefore, the cost for electricity consumption is shared among all owners. Nothing should be plugged into these outlets for long periods of time. In the winter season, cars may be plugged in for a reasonable period, not 24 hours a day, 7 days a week. **It is important to note that there are no recharging stations for electric cars in Club Citadelle.**
10. No auction sale, garage sale, rummage sale, yard sale of any kind shall be held on the property unless sanctioned by the Board of Directors. The only exception shall be the Annual Fallingbrook Community Garage Sale, during which residents may place items along the RCC No. 9 easement on Bottriell Way only.
11. No storage of coal, any combustible or offensive goods, provisions or materials shall be kept on the property.
12. No noise, caused by any musical instrument, stereo system, or other devices (i.e., chimes), which in the opinion of the Board of Directors may be calculated to disturb the comfort of the other residents, shall be permitted.
13. Items such as flowerpots, chairs, tables, barbecues, toys, recycling boxes, small shed, etc., shall not be placed in the path of travel to or from the entrance of your unit, including common sidewalks, steps, stoops, and exclusive use walkways. This is an insurance issue that leaves the Corporation financially vulnerable.
14. Bicycles, skateboards, and roller blades are not permitted on sidewalks.
15. Each owner/tenant shall indemnify the Corporation against loss, cost, damage, or injury caused to the common elements because of the willful or unlawful act or omission of such owner/tenant of his/her unit.
16. Any loss, cost or damages incurred by the Corporation by reason of a breach of any Rules and Regulations by an owner, his/her family, guests, servants, agents, or tenants of his/her unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.

17. Owners/tenants, their family, guests, and servants shall observe all Rules and Regulations posted from time to time by the Corporation in connection with the use of the swimming pool and other recreational facilities.
18. All present and future owners, their tenants, family, guests, invitees, and licensees, shall be subject to and shall comply with the provisions of the Declaration, the s, and all other Rules and Regulations of RCC No. 9.

Exclusive Yards

19. No owner/tenant shall place, leave, or permit to be placed, or left in or upon the common elements, including those of which he/she has the exclusive use, any debris or refuse. Owners/tenants must tightly wrap all garbage bags and place them in garbage containers. Strict sanitary conditions must always be maintained. Black and blue recycling boxes, green bins and garbage containers must be hidden from view as much as possible.
20. Animal feces must not accumulate. The landscaping crew will not cut the grass and the snow removal crew will not clear the snow if animal feces are present. Clean up charges will be levied against residents whose exclusive use yards have not been maintained in a sanitary condition. The City of Ottawa's "poop and scoop" By-law No. 2003-77 applies to all areas of the common elements including your exclusive use yards. For more information, please see the link on the City of Ottawa's website: <https://ottawa.ca/en/living-ottawa/laws-licences-and-permits/laws/laws-z/animal-care-and-control-law-no-2003-77>.
21. Owners/tenants are responsible for damage done by their pets to the common elements, exclusive use yards, lawns, and hedges. At no time should a pet be left alone in the yard (See Animal Control page 27).
22. Clotheslines and/or clothes racks are not permitted.
23. Owners/tenants are not to plant trees in their exclusive use yards or on the common elements. Heights of plants, bushes and shrubs are limited to 6 feet. Vines are not permitted to creep up on any of the buildings' walls, fences, or electrical boxes. Hedges are part of the common elements and are maintained by the Corporation.
24. Decorative pieces of dry wood or tree stumps are not allowed on all common element areas including exclusive use yards.
25. No fuel, fuel containers, propane tanks except for the one connected to the barbecue) shall be stored in the exclusive use yard.

26. A barbecue (whether propane, electric or charcoal) can be used in the exclusive use yard, if it is placed at a minimum distance of 3 feet from the building, the fence, and hedges.
27. Exclusive use yards and common element areas may not be used as storage areas for unusually large or unsightly items such as canoes, kayaks, surf boards, stand-up paddle boards, ladders, tires, boats, etc. Vehicles, trailers, scooters, and motorcycles are not permitted in exclusive use yards.
28. All modifications to exclusive use yards must be approved by the Board of Directors (i.e., installation of interlock, stones, etc.). **No work is to be undertaken until written approval has been received.** By exception, no approval is required to put large patio stones under a barbeque.

Balconies

29. No awnings or shades attached to the building are permitted.
30. Nothing shall be thrown out of the windows, doors, or off balconies.
31. Mops, rugs, etc., must not be shaken off balconies.
32. Clotheslines and/or clothes racks are not permitted.
33. Nothing shall be placed on balcony ledges or railings.
34. Nothing shall be affixed to the balconies, soffits, or fascia.
35. Nothing may be attached in any way to brickwork or metal flashings.
36. No large or unsightly items such as kayaks, surf boards, stand-up paddle boards, ladders, tires, freezer, firewood, decorative dry wood, tree stumps, fuel, fuel containers, propane tanks, etc., shall be stored or used on balconies.
37. A barbecue (whether propane, electric or charcoal) **cannot be used on balconies.** It can be used in the exclusive use yard if it is placed at a minimum distance of 3 feet from the building, the fence, and hedges.
38. Owners/tenants are responsible for damage done by their pets to the common elements including balconies, yards, lawns, and hedges. At no time should a pet be left alone on the balcony.

Steps, Stoops, Walkways

39. No items shall be placed in the path of travel to or from the entrance of your unit, including common sidewalks, steps, stoops, and exclusive use walkways. This is an insurance issue that leaves the Corporation financially vulnerable.
40. A barbecue (whether propane, electric or charcoal) **cannot be used on the stoops**. It can be used in the exclusive use yard if it is placed at a minimum distance of 3 feet from the building, the fence, and hedges.
41. No awnings or shades attached to the building are permitted on stoops
42. Nothing shall be attached in any way to the brickwork.

Paint

43. Front doors and mailboxes may be repainted in an approved Club Citadelle colour **ONLY**. A supply is stored at the Clubhouse and can be obtained '**at no cost**' from the Clubhouse Attendant during designated office hours (posted at the Clubhouse entrances).

Seasonal/Holiday Decorations

44. Seasonal/holiday decorations (i.e., Easter, July 1st, Halloween, Christmas, etc.) must be removed no later than 30 days after the holiday event. Decoration must not be installed earlier than 30 days before the holiday event.

Signs

45. A sign offering a unit for sale or rent may be placed in a window or freestanding on the grass in front of the unit. If not visible from the roadway, one sign may be placed on the grass at the end of the nearest pathway leading to the unit. The sign shall not impede pedestrian access or sight lines for traffic. The sign shall not exceed the usual size of 2 x 3 feet. Signs must be maintained in good condition. No other form of signage is permitted.
 - a. A "Sold" real estate sign must be removed after 2 weeks.
 - b. No sign may be placed at the entrances to Club Citadelle, except for a temporary "Open House" sign on the day of the open house. Any signs placed in these areas will be removed by the maintenance crew immediately without warning.
46. No commercial signs (i.e., alarm companies, contractors, etc.) or federal/municipal electoral signs are permitted.

Hanging Flowerpots, Flower Boxes and Other Items

47. Flowerpots or flower baskets can be hung from soffits or fascia if they are attached to the wood and not the brick or metal flashings.
48. Flower boxes on the top rail of the fence are not permitted. Flowerpots, flower boxes, decorative items, baskets, and the bracket for a garden hose **must be hung on the inside** and attached to one of the 4x4 fence posts.
49. Heavy items such as bicycles, ladders, canoes, kayaks, any type of surf boards, large decorative paintings, ornaments, or mirrors, etc., cannot be hung on fences or electrical boxes.

Antennas

50. No television antenna, satellite dish, aerial, tower or similar structure and appurtenances thereto shall be erected on or fastened to any unit or the common elements, except in connection with a common television cable system.

Air Conditioners

51. No window air conditioners are permitted.
52. Portable air conditioners are permitted with Plexiglass or manufactured install kit only (i.e., no plywood, cardboard, etc.).
53. Central air conditioner (ductless) installations are allowed as per By-Law No. 11. Drawings and specifications have been produced by an independent engineering firm and are available from the Club Citadelle website (<http://www.clubcitadelle.com/>), the property manager or Clubhouse attendant. **No work may be undertaken until specific approval has been received in writing from the Board of Directors.** Installations will be further inspected for compliance and owners whose installations are not compliant with the specifications will be required to make the necessary changes at their own expense.

Outdoor Taps

54. All taps to the outside water supply are part of the common element for the use of all residents and must be turned on as requested by the Corporation. Taps should be turned on by April 1st and turned off by November 1st (weather dependent). Determination of

these dates will be by the Board of Directors and/or the Property Manager and not the owners controlling access to the water supply. If your unit has a main valve, it may be found in the ceiling of your laundry room behind a metal access panel. If you have any problems, please contact the Property Manager for assistance.

Barbecues

55. Club Citadelle has a gas barbecue that is available for use by all residents, located inside the pool area, accessible when the pool area is open. Food prepared using the pool barbecue must be consumed within the pool enclosure.

Owners/tenants using the barbecues must clean them immediately after they have finished cooking as others may also want to use them.

Firewood

56. Large quantities (i.e., **more** than 1 face cord) of firewood must be stacked neatly in the exclusive use yard using some type of rack/support to hold it together.

Small quantities (i.e., **less** than 1 face cord) of firewood must be stacked neatly in the exclusive use yard using some type of rack/support to hold it together or stored in a small shed.

The stack of firewood must be away from the building and walkway to main entrance, must not be resting against the fence or hedges and must be fully utilized by springtime or stored inside a container for the summer season.

The following are not permitted: storage of firewood on steps, stoops, and balconies nor tarps of any colour or size over firewood.

Chimney Cleaning

57. Units containing fireplaces must have their chimneys cleaned annually (contingent upon usage). A \$25.00 rebate will be returned to the owner upon providing proof of paid invoice to the Property Manager.

On-Site Inspection

58. Once a year, normally in May or June, an on-site inspection of all exclusive use yards and balconies is conducted by the Property Manager, a member of the Board of Directors and the maintenance staff to ensure residents are respecting the Rules and Regulations.

Owners who are not compliant with the Rules and Regulations, on the day of the inspection or at any other times during the year, will receive an Infraction Notice and will be given a deadline to rectify the issue(s). **Failure to rectify the issue(s) within the allocated timeframe will result in the owners being charged an administration fee of \$50.00 per month and every month until the issue(s) is(are) resolved.**

Informal inspections are conducted by the maintenance staff and/or Board of Directors member on a regular basis to ensure compliance and maintenance of the appearance and integrity of Club Citadelle.

Mailboxes

59. Every unit must have a functional mailbox (mandatory) below your municipal address sign.

Garbage and Recycling

Garbage and recycling are picked up on Wednesday unless a holiday delays it by one day. Always refer to the Collection Calendar sent to each household annually by the City of Ottawa to confirm pickup dates. If you do not have a Collection Calendar, you may obtain one by:

- visiting the City of Ottawa's website at <https://ottawa.ca/en/garbage-and-recycling/recycling/garbage-and-recycling-collection-calendar>
- calling City Services at 3-1-1

At the same time, you may also:

- obtain information on how to obtain recycling boxes and green bin free of charge
- get the various pamphlets on what goes into:
 - the black box, the blue box, the green bin, or the garbage
 - E-waste (computers, cell phones)
 - household hazardous waste
 - Take it Back
 - LCBO containers

Garbage and recycling rules

- Please place materials at the designated curb no later than 7 a.m. on collection day and no earlier than 6 p.m. the night before.
- Garbage is collected **every two weeks**. (check collection calendar).
- Green bins and yard waste are collected **weekly**, year-round.
- Recyclables are picked up on **alternate weeks** (black box one week, blue box the next).
- Blue boxes and garbage are picked up the same week.
- Furniture such as couches, chairs, mattresses, etc., are considered garbage and may be left at the curb every second week on garbage day.
- **To deter pests**, garbage must be placed in large, well-fastened, heavy-duty garbage bags. **Small flimsy bags are NOT permitted.**
- Garbage containers in exclusive use yards **must have lids**.
- Your cooperation is required in picking up your recycling boxes, green bin, and garbage containers promptly after they are emptied on garbage day.
- Recycling boxes, green bins or garbage containers left behind will be picked up by the maintenance staff and arrangements will have to be made with the Property Manager to retrieve them. It is recommended that you personalize your recycling boxes, green bin, and garbage containers.
- Household appliances such as television sets, dishwashers, stoves, freezers, refrigerators, etc., **are not garbage and will not be picked up** at the curb. When buying new appliances, please plan with your salesperson to remove the old ones or recycle appropriately at designated venues.

For more information on Garbage and Recycling you may consult the City of Ottawa's website at the following link: <https://ottawa.ca/en/garbage-and-recycling>.

Maintenance and Repairs

Generally, the Corporation is responsible for normal maintenance and repairs to all common elements. Common element, as defined in the Declaration, is loosely interpreted as everything outside your own unit including exterior walls, attic areas, shared walls, ceilings, and floors.

However, each owner is expected to maintain his/her yard, shrubs, and bushes in a responsible manner. The overall appearance of the exclusive use yards and any installations (i.e., patio stones,

flowerbeds, gates) made by owners must be maintained by them, in a manner acceptable to the Corporation.

Maintenance is defined as the pre-planned and continued servicing of an item prior to it reaching a stage where repair will be either much more expensive or not possible. The current program of preventative maintenance is determined by the Board of Directors upon the advice of the Property Manager and specialists, i.e., engineering or construction firms. General repairs and preventative maintenance will be described in the following paragraphs along with a breakdown of Corporation/unit owner responsibilities.

Categories of General Repairs

EMERGENCY

Repairs which are not addressed as soon as possible could result in serious damage to property or constitute imminent danger to life. Examples: excessive loss of roof shingles, water leaking into units, basement flooding, exposure of bare electrical wires, etc., **contact the property management company immediately.**

SEASONAL

Certain types of repairs must be made seasonally. These should be reported when they occur and will be logged by the property management company for action when seasonally appropriate. Examples: foundation leaks, electrical dig outs, fences, etc.

SELF-HELP

Repairs relatively minor in nature may be carried out by individual owners or their agent. Self-help repairs must be acceptable to the Corporation and are subject to conditions. All repairs will be completed as soon as possible after being reported to the property management company.

INTERIOR DAMAGE

The Corporation does not assume any liability for interior damage to a unit not covered under the Corporation's insurance policy.

Corporation and Owner Responsibilities

Certain items which may be thought of as common elements are actually for the exclusive use of residents. The chart below provides a breakdown of the corporation and owner responsibilities related to the maintenance and repair of these items.

CORPORATION RESPONSIBILITIES	OWNER RESPONSIBILITIES
Fitting and replacement of windows	Front door (including hardware and weather stir in)
Roof repairs and replacement	Broken windows and screens
Fence repairs and replacement	Porch/balcony light bulbs
Asphalt sidewalks and front steps	Aluminum storm or screen door
Foundation leaks	Insulation (more than building code requirements)
Exterior dryer vents	Interior dryer vents
Parking lots, roadways, bollards, and curbs	Internal wiring and plumbing by certified professionals
Exterior paint and caulking	Frozen pipes (insurance issue)
Common element fixtures, globes, and mailboxes	Doorbell switches
Front entrance and balcony light fixtures	Any damage to the common elements caused by the owner, his/her tenant(s) or
Grass cutting and snow removal	

Leases

Any owner leasing his/her unit is obliged to inform the property management company of their current address with the name and contact telephone number of the tenants occupying their unit in Club Citadelle. This information must be provided within 30 days of leasing, renewal, or termination of a lease to the Corporation or its agent (Section 83 of the *Condominium Act 1998*).

Any owner leasing his/her unit shall not be relieved hereby from any of his obligations with respect to the unit, which shall be joint and several with his/her tenant. The owner must provide to the tenant a copy of the Declaration, and the Rules and Regulations.

Any owner who leases his/her unit must deliver to the Corporation an agreement signed by the tenant as follows:

“I, _____ covenant and agree that I, the members of my household and my guests from time to time will, in using the unit rented by me, the common elements and the joint property, comply with the *Condominium Act 1998*, the Declaration, the s, and all the Rules and Regulations of Russell Condominium Corporation No. 9, during the term of my tenancy.”

The acceptance of a deed or transfer, or the entering into a lease, or the entering into occupancy of any unit, shall constitute an agreement that the provisions of this Declaration, the s, and all Rules and Regulations, as they may be amended from time to time, are accepted and ratified by such owner or tenant, and all of such provisions shall be deemed and taken to be covenant running with the unit and shall bind any person having at any time, any interest or estate in each and every such deed or transfer or lease or occupancy.

Exceptions

The Board may permit exceptions to this six-month minimum, provided the Board is reasonably satisfied that the occupancy in question will not offend or contravene the basic intent of the occupancy rule, and provided the exception is confirmed by the Board, in writing, in advance.

Such exceptions may include:

1. House sitting arrangements.
2. The accommodation of visitors in the unit without receipt of payment or other consideration, where that accommodation is incidental to and normally associated with the permitted single-family use of a dwelling unit.
3. A tenancy for less than six (6) months where the owner has the intention to complete a sale of the unit at the conclusion of the tenancy.
4. A tenancy for less than six (6) months if:

- a. the term of the tenancy is not less than one (1) month
 - b. the owner arranges only one such tenancy to start in a given calendar year
 - c. the owner is the next occupant of the unit, following termination of the tenancy
5. A sublease for less than six (6) months provided the sublease is for the entire balance of the lease (i.e., until the end of the lease).
 6. Section 83 of the *Condominium Act 1998* applies to all licenses, leases, subleases and other tenancies of any duration.

In any event, any use of a unit shall comply with all applicable restrictions of the municipality.

Parking

- The term "motor vehicle" shall be restricted to private passenger vehicles, motorcycles/scooters, sports utility vehicles and light trucks less than three-quarter (3/4) tons and **shall exclude** any type of commercial vehicles, trucks, trailers, machinery, equipment, recreational vehicles, as well as any vans, motorhomes, boats, ATVs, snowmobiles, and such other vehicles as the Board of Directors of the Corporation may wish to exclude from the property from time to time.
- A board must be placed under motorcycle/scooter kickstands to prevent asphalt damage.
- Owner/tenant vehicles must be parked in designated parking spots only. No more than two motor vehicles (i.e., car and motorcycle or scooter) per parking spot.
- The sidewalks, walkways and roadways which are part of the common elements shall not be obstructed by residents or used by them for any purpose other than for ingress and egress to and from a building, a unit, or some other part of the common elements.
- If you find another vehicle parked in your designated parking spot, contact the City of Ottawa's Parking Enforcement Division to have the vehicle ticketed and/or towed (see Telephone Numbers and Contacts on last page). You should park your vehicle in Visitor Parking until the offending vehicle is removed. If this involves an overnight stay, you will need to contact the parking control company (Capital Systems) to explain the situation.
- No vehicles shall be driven on any part of the common elements other than designated roadways.

- No repairs or maintenance may be made to vehicles on the common elements. Vehicle's fluid leaks of any kind must be repaired as soon as possible. Repairs to asphalt may be charged to the owner.
- Vehicles must be operative and carry valid license plates with a current sticker or they will be considered abandoned and consequently removed.
- Any vehicles parked on the common elements (including exclusive use yards) and not in accordance with the above rules are subject to removal.
- Tickets issued by the parking control company are the responsibility of the recipients. Chronic rule infractions, non-compliance or non-payment of fines will cause the offending vehicles to be removed from the property at the owners' risk and expense.
- Electric vehicles are not permitted to use bollards in Club Citadelle as charging stations. There are no recharging stations in Club Citadelle.

Visitor's Parking

Visitor's parking is for visitors only. Residents are not permitted to park in visitor's parking at any time, day, or night. Parking control has been instructed to ticket and/or tow the vehicle of any owner/tenant, who uses visitors' parking, at the owner's/tenant's risk and expense. Parking Control conducts daytime patrols as well as night patrols. Owners/tenants abusing visitor parking areas will be ticketed.

How to Register a Visitor's Vehicle

- Visitor's vehicle parked between 2 a.m. and 7 a.m. must be registered with Capital Systems.
 - Telephone: 613-686-5991
 - Email: parkingregistrations@sympatico.ca
- Provide the Corporation number (RCC 9), address, license plate number and the number of days the vehicle will be in visitor parking (1, 2 or 3 nights).
- If your guests require more than 72 hours, you must call the Property Manager's office during regular business hours to register their vehicle. **Guests visiting for an extended period must park their vehicles in visitor's parking located behind the tennis court.**

Winter Parking

- It is the responsibility of all residents to move their vehicles after a storm. The crews come early to clear the roadways and parking spaces. They return later in the day for further cleanup. The equipment used, makes it impossible to clear areas where there are less than two consecutive empty parking spaces. Not only will your spot not be cleared, but there is also a possibility that your neighbour's spot will not be cleared. Snowbirds and winter vacationers must arrange to have their vehicles moved. Before parking on the streets, you may want to refer to the City of Ottawa website on-street parking restrictions at the following link: <https://ottawa.ca/en/parking-roads-and-travel/parking/street-parking>

Fire Lanes

- All roadways in Club Citadelle are designated fire routes. Any vehicles parked on the roadways will be ticketed and/or towed.

Animal Control

Pet Owner's Duties and Responsibilities

At no time may a dog or cat to be allowed to roam freely in the common elements of the Condominium.

Animal feces must be immediately removed and disposed of as per City of Ottawa By-law (#2003-77).

- Cats/strays: City of Ottawa By-law #2003-77 permits cats to roam making it impossible to prevent cats/strays entering and roaming Club Citadelle from Orleans neighbourhoods. Understandably some residents are very annoyed by their destructive behaviour.
- If you are having ongoing issues with a problem cat, the Corporation will provide you with a humane trap for your use (please contact the property management company). However, once the cat is trapped, it will be your responsibility to arrange for it to be taken to the Ottawa Humane Society. If something other than a cat is trapped, please contact the property management company for immediate removal.
- When outside, a pet must be on a leash, under control, and accompanied by a responsible person at all times. Barricades or barriers are not permitted on balconies or exclusive use yards. Pets must not be left alone on balconies or in exclusive use yards.

- **At no time** should an owner/tenant allow his/her pet to urinate or defecate on the balcony. Training pads, artificial grass, etc., are not permitted on balconies.
- Each pet owner is responsible for keeping the noise level acceptable at all times. Excessive barking or other noise made by an animal must be stopped by the owner in an effective manner. Contact the City of Ottawa By-law at 311, for ongoing issues with a pet owner.
- No livestock or fowl may be kept on the property. No pet deemed a nuisance by the Board of Directors or Property Manager shall be kept on the property. A nuisance pet must be permanently removed within two weeks of receipt of written notice from the Board of Directors.
- Animals are not permitted in or about the recreational facilities (clubhouse, tennis court, pool), unless it is a service animal identified as such.
- For more information you may refer to the City of Ottawa By-Law #2003-77 at the following link: <https://ottawa.ca/en/living-ottawa/laws-licences-and-permits/laws/laws-z/animal-care-and-control-law-no-2003-77>

Pest Control

Club Citadelle (RRC No. 9) has a contract with a pest control firm. Any unit which is troubled by indoor/outdoor pests (ants, silverfish, rodents, etc.) must call the property management company for extermination, at no expense to the unit owner.

Squirrels/Chipmunks/Rabbits

Please do not feed any of these animals as they can cause serious damage to the property and cost the Condominium Corporation extensive repairs.

Birds Feeders/Baths

Bird feeders/baths are not allowed in Club Citadelle as they may attract unwanted birds (i.e., pigeons) or other small animals.

Do not use mothballs to deter problem animals. Mothballs are poisonous.

Corporation Policies

Unit Owner's Liability

Purpose: In accordance with the provisions of the *Condominium Act 1998*, the Declaration and s, owners of units are held responsible for any costs arising for any actions that have been taken in respect to that unit.

Should any damage or costs result from any authorized or unauthorized additions, modifications, or alterations by a unit owner of the common elements, that unit owner shall be responsible for the cost necessary to remedy the situation.

Any additions, modifications or alterations made by a unit owner:

1. must be maintained in a state of good repair at the owner's cost (except where otherwise noted);
2. must not endanger safety or health;
3. must not affect the Condominium's insurance policy, and
4. must be constructed so that there are no impediments or obstructions to the normal maintenance requirements for which to Corporation is responsible.

Failure to observe the above will result in the Corporation billing an owner directly for such costs as may be incurred by the Corporation to correct any unacceptable situation.

Request for Alterations and/or Additions

According to the Condominium Declaration, "No owner shall make structural changes in or to his/her unit or decorate, alter or repair any part of the common elements without the consent of owners of many units. The Corporation has in effect By-law No. 11 dealing with modifications to the Common Elements. This details the permitted modifications and the terms and conditions that apply to them.

The specifications, rules, and guidelines for each of these modifications can be obtained from the property management company or Clubhouse Attendant during office hours as well as on our website at clubcitadelle.com

Listed below are the permitted modifications covered by By-law No. 11:

1. Storm doors
2. Garden sheds

3. Gates
4. Railings
5. Installation of interlock
6. Ceiling fans
7. Central air conditioning system (ductless)
8. Landscaping
9. Flower boxes, flowerpots, and baskets
10. Municipal address numbers
11. Exterior light fixtures
12. Walkways and paths
13. Physical aids for the disabled
14. Seasonal decorations
15. Garden furniture
16. Front door replacement
17. Mailbox

No work may be undertaken until specific approval has been received in writing, from the Board.

If such work is done without prior approval and conflicts with the Rules and Regulations or the by-laws, the present homeowner will be required to return the common element to its original state at his/her own expense.

Reference Sources

Condominium Act 1998

Declaration of Russell Condominium Corporation No. 9 - December 23, 1986

Schedule A (By-law No. 1, Article 12) - January 15, 1987

By-laws of Russell Condominium Corporation No. 9

Minutes and Newsletters of Russell Condominium Corporation No. 9

Ontario Highway Act

Ontario Health Act

City of Ottawa By-laws