

SECTION B: STRUCTURE OF OUR COMMUNITY AND OWNER GUIDELINES

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CONDO 1079: WHO ARE WE?

Our group of homes is situated in York Region Vacant Land Condominium Corporation 1079, commonly referred to as YRVLCC 1079. **YRVLCC 1079** is **Phase 4** of the Ballantrae Golf and Country Club Condominium development and comprises 172 homes in the North central section of the development. There are five phases in total in the development, all of which are separately registered and numbered condos. See map on page B4.

In **YRVLCC 1079** each Owner holds registered title to the property on which our homes stand, and together we share ownership of the Common Elements. However, since we do not allow fences, it is sometimes difficult to delineate between an Owner's private property and the common elements. Privacy is important to all of us, so when not certain about the dividing line be careful not to trespass. We are all entitled to "quiet enjoyment" of our home and property.

It is important to understand that the structure and organization of each of the condominium corporations, is controlled by the individual Declarations the Developer has registered for each condominium under the jurisdiction of the Ontario Condominium Act 1998.

All details of the structure, organization, description of units, common elements, common expenses, community standards and other controls and restrictions, are contained in the Declaration for each condo, which Owners received at the time of purchase and which continues to be the controlling document for each condominium corporation.

Regardless of any interpretations we might give in this manual, the final authority remains the Condominium Act 1998, Declaration, Bylaws and the Rules.

OWNERSHIP - WHO OWNS WHAT?

The entire development contains several **Parcels of Tied Land (POTL's)** See map on page B4 The development comprises a number of residential condominiums as follows:

THE RESIDENTIAL CONDOS

YRVLCC 968 (Phase 1) was registered in February 2002 and includes 250 homes South of Masters South.

YRVLCC 1002 (Phase 2) was registered in September 2003 and includes 205 homes in the Southeast area of the development.

YRVLCC 1066 (Phase 3) was registered in August 2006 and includes 108 homes in the Northwest area of the development.

YRVLCC 1079 (Phase 4) was registered on January 5, 2007 and includes 172 homes North of the Club House and Masters North.

YRVLCC 1193 (Phase 5) was registered on April 21, 2011 and includes 159 homes in the Northeast area of the development.

YRVLCC 1202 (Recreation Centre) was registered on January 10, 2012. This corporation is governed by five (five phase of Ballantrae) Condominium Unit Owners. Each Condominium Corporation has one Director on the Board of Directors and one vote per corporation. The 1202 Condominium Corporation is proportionately owned by each of the five Residential Condominium Corporations based on the number of residential units. It is not owned by the residents of any of the corporations. The Recreation Centre is currently managed by FirstService Residential with direction from the 1202 Condominium Board of Directors.

In addition, there is another Corporation, which holds title to the common elements, which are for the benefit of all the residential condominiums. YRCECC 967 is short for York Region Common Element Condo Corporation 967 and this corporation is responsible for all the POTL's in the development and holds title to the following areas for the benefit of all the residential condominiums and the golf course.

- The entrance ways at Hwy. 48 and the Ninth Line
- Masters North and South
- First Round, Last Round, Rawlings Gate, Legendary Trail
- Road allowances, the gatehouse at Hwy. 48, and the services areas at Ninth Line

YRCECC 967 is also responsible for the operation, maintenance, landscaping, irrigation and snow clearance of these roads and common areas. The residential condominiums are billed monthly for their share of these expenses. **THE GOLF COURSE** is privately owned by the Schickendanz Bros. It is a public course, and you are not allowed to trespass on course property unless you are a paying player at the time. Access to the course is restricted to golfers admitted through the Pro Shop. Entrance on or use of any Golf Course property for any other purpose or activity is strictly prohibited and dangerous due to the risk of serious injury from golf balls, unfenced ponds and other hazards. The wooded area along the ninth line is also private property and has been attached to the golf course. Therefore the Developer controls access to this area. Please do not trespass.

THE WATER TREATMENT PLANT AND SERVICE AREA on the Southern boundary of the development is privately owned and operated by the Developer.

POSTAL CODES FOR YRVLCC 1079

<u>Bobby Locke Lane</u>		<u>Turn Taylor</u>		<u>Braid Bend</u>	
2-86	L4A 1R4	5-23	L4A 1R5	2-82	L4A 1R7
27-67	L4A 1R4	27-71	L4A 1R3	3-85	L4A 1R7
90-136	L4A 1R5	2-68	L4A 1R3	86-110	L4A 1R8
91-137	L4A 1R5			89-107	L4A 1R8
140-168	L4A 1R6		<u>Morris Belt</u>		<u>Vardon Gate</u>
141-203	L4A 1R3	1-23	L4A 1R5	2-10	L4A 1R7
172-204	L4A 1R3	10-36	L4A 1R4	1-11	L4A 1R7

NOTE: A map is provided below on page B5. This map shows adjacent BG&CC golf course area for orientation purposes.

The Canada Post mail boxes for YRVLCC 1079 are located just south west of the corner at The Masters North and Morris Belt.

Map of Ballantrae Golf & Country Club Community



THE BOARD OF DIRECTORS AND PROPERTY MANAGEMENT

WHO IS IN CHARGE?

YRVLCC 1079 currently has a Board of five Directors who have been elected by the owners for various terms. *See Section A: Page A2.*

The Board meets regularly to deal with financial and policy matters, Owner requests for changes or alterations, and legal and other issues etc., as they arise.

The Board also reviews and approves contracts with suppliers, such as property management, landscape and snow removal contractors, etc.

The Board conducts an Annual General Meeting to report to the Owners and regularly publishes newsletters to keep our Owners informed about a variety of matters. Also, the Board arranges additional meetings of Owners as required. The Property Management Company, which has been retained by the Board, handles the day-to-day management and administration of the affairs of YRVLCC 1079, and operates under a contract with YRVLCC 1079.

If there is an issue, please contact Property Management. The Property Manager will deal with problems and report to the Board on communications received and actions taken. Situations requiring Board input and decisions are dealt with at regular Board meetings. Board members should not be directly contacted on routine matters.

Communication with the Property Manager and Board is facilitated via a mailbox which is located in the entrance to the front lobby at the Recreation Centre, or by e-mail or by telephone.

STATUS CERTIFICATES

Owners may require a Status Certificate for a mortgage, or the sale of their property. To obtain a Status Certificate, please go to www.fsresidential.com/ontario/home and follow the links 'Order Status Certificates'. Any issues experienced ordering online please call 416.293.5900. If you require further assistance please contact the Proper Manager.

CONDOMINIUM LIFESTYLE – LEARNING TO LIVE WITH RULES

When a home is purchased, a new Owner receives a package with the Status Certificate that's out the parameters of our unique environment. When reading these documents it will not take long to realize that condo living is somewhat different than ownership of a freehold property or typical unit in a condominium building.

All Owners are encouraged to read the Declaration, By-Laws and Rules as soon as possible. Please remember, that while this manual has been prepared to provide some clarification on a number of matters relating to the operation of the affairs of the Condominium Corporation, the Act, the Declaration, By-laws and Rules are the governing and final authority on all matters relating to the affairs of the Corporation.

Condominium Corporation 1079

Condominium Owners are not free to make the alterations and changes to their property that they were used to as Owners of freehold property. The 'Design and Community Standards' are meant to maintain the consistency of appearance of our homes and landscaping and the quality of construction that attracted buyers to this development in the first place. The Design and Community Standards are set out under Rules in **Section C** of this manual and all owners must become familiar with them.

Please Note: If changes are made without permission or the standards ignored, owners will be required to conform and, if they fail to do so, they will be liable for any expenses, including legal expenses, incurred by the Condominium Corporation to enforce the standards. Please understand that the Directors must, by law, enforce the provisions of the Condominium Act including the provisions of the Declaration, By-laws and Rules.

Please be aware that each Condominium Corporation, due to different dates of incorporation, may be governed by a different Declaration. Therefore, each have established their own set of Rules and Regulations by which they are governed. If a particular item is allowed in one Condominium Corporation it does not hold true that it is allowed in all so it is important to ascertain what is allowable in Condo 1079 before proceeding with any changes to your home or landscape.

There is no home mail delivery. Door to door advertising drops are prohibited.

CONDOMINIUM SERVICES

Monthly condominium fees cover many services. These services include, but may not be limited to:

- Residential grass cutting, lawn care and irrigation (including maintenance and control of the irrigation system)
- Snow removal
- Maintenance of all common elements, including roadways, and streetlights
- Maintenance of all standard gardens
- Recreation Centre
- Condo 967 (Ring Road etc.)
- Waste water treatment facility

LAWN AND GARDEN MAINTENANCE

The gardens installed on the property by the developer are specified as **Standard Gardens**. The homeowner may **not** put in additional gardens or borders nor plant additional trees, shrubs or perennial flowers without approval from the Board. Standard gardens may **not** be extended, added to, or reshaped. Refer also to Section E (E2 & E3). Lawn and Garden Maintenance generally includes:

- | | | |
|-------------|-------------------------------------|-------------|
| Edging | Limited Weed Control (gardens only) | Cultivating |
| Fertilizing | Grass Cutting and Trimming | Pruning |
- * Weeds in the lawn, interlock/cobble driveways and steps are an Owner's responsibility.

SNOW REMOVAL

Snow removal will begin after an accumulation of a minimum of 2 inches or once the snow has stopped falling if a major snowfall is expected. Please note that cars parked on the street interfere with snow removal, therefore please refrain from parking on the street. Also, **driveways with cars parked in them will not be plowed for safety and insurance reasons.** The contractor will not be responsible to return to plow the driveways or areas where the cars were previously parked. With regard to plowing the driveways, the blades used on the plows have a non-metallic protective edge. The blades may leave marks, stains or scratches on the driveways during the snow removal process. This is considered normal wear and tear on the driveways and the contractor and/or the corporation is not responsible for these damages. Removal of planters and other objects from driveways and front porches are necessary to accommodate shoveling.

Damages to items left out for the winter are the unit Owner's responsibility. The Maintenance Contractor will repair damage done to lawns and sprinkler heads, related to snow removal, in the spring. **Please note that Ice Melt for the driveways and the walkways is the responsibility of the homeowner.** Ice melting compounds are less damaging to concrete and driveways than salt. However please note ice-melting compounds are less effective in extremely cold conditions.

OWNER RESPONSIBILITIES

Owners may plant annuals, however, maintenance of annual flowers remains the responsibility of the Owner. Any damage caused to these annuals during garden maintenance or at any other time also remains the responsibility of the Owner. Also refer to Section C Rule 17 and Section E (E2 and E3).

The replacement of dead plant material, trees, shrubs and grass, is the responsibility of the Owner. Also refer to Section C Rule 18 and Section E (E2 & E3).

Please note that no additional trees, shrubs, grasses, or perennial plants may be added to the gardens or the yard area of the unit without approval from the Board. Any replacement planting of trees or shrubs is subject to approval for species, quantity, and arrangement of the plants. Perennials may be replaced without approval of the Board provided they are selected from the approved List of Trees, Shrubs and Plants.

Owners are required to maintain the exterior area in a clean and tidy manner. Storage of items on driveways, patios, lawns, or along the sides or rear of the unit is prohibited. Heavy planters and barbecues may remain on the rear patio during the winter.

If an owner is going to be away in the winter, it is important to update the Property Manager the name and telephone number of a neighbour or someone close by, who has a key to the house. Please ensure someone is available to clear snow away from the furnace and hot water tank exterior vents while on vacation since there have been a few incidents that required entry to a few homes to restart furnaces that had shut down.

Owners are responsible for all maintenance and replacement of all parts of their unit, including but not limited to windows, roofing, doors etc.

It is the Owner's responsibility to ensure that the carbon monoxide and smoke detectors are functioning properly and are maintained in accordance with Ontario Fire and Building Codes.

Owners are required and it is in their best interest to file and keep current certain information with the Property Manager. *See Section D2 and D3.*

ENTRANCE GATES AND REMOTE CONTROL POLICIES

Please note the gates are under the control of YRCECC 967.

There are two points of entry to the BG&CC community. The front gates on Highway 48 are also for public use. During the summer they are open most of the time to provide access to the public golf course. The 9th Line Gates are for "residents" use only and are always closed, Therefore, all delivery traffic must be advised to enter via Highway 48. The exit gates at both locations are

automatically raised as a vehicle approaches them. Never try to exit more than one vehicle at a time.

Each new Owner has been provided with two remote controls for personal use to enter the front and rear gates. Additional remote controls are currently available from FirstService for a nominal charge. Contact information, which controls access to the front entrance, is processed through the computer system. Please ensure the information in the system about your home is current.

During the golfing season, the entrance gates at Highway 48 will be open at 6:00 a.m. and closed at 10.00 p.m. (During the winter the gates will close earlier, depending on weather conditions). All times are subject to change due to weather conditions. The gates at the ninth line entrance will be closed at all times.

Any guests visiting BG&CC must be informed about the following procedures for admittance to the community when the Highway 48 gates are closed.

Follow the procedure on the screen to find the Owner's name.

1. Find the Owner's name.
2. Once found, the system will ring through to the Owner's Home/mobile telephone.
3. The Owner should then press number '9' on his or her telephone, after confirming that the person at the gate is the guest he or she is expecting.
4. The gate will then open for your guest to enter the community.

Emergency services have been given access to the community through the front gates. In the case of an emergency and failure of the gates to operate, emergency services will break through the gates to enter the community. Any damage to the gate by a resident in a non-emergency situation will be charged to that resident. YRCECC 967 has installed closed-circuit cameras at both gates to monitor security and identify violators.

Report any problems with the gates and obtain additional remote control fobs by contacting the Property Manager.

REMOTE CONTROL FOB POLICY

Please note remote control fobs are handled by YRVLCC 967.

This policy has been developed to ensure reasonable protection in controlling access to the community. While residents may feel restricted by this policy we ask that you recognize the efforts to provide security is in the best interest of all the Owners and residents.

Remote controls will be distributed only to persons registered with the corporation and authorized under this policy. At the time of purchase, each unit will receive two remote control fobs. In addition to the two remote control fobs issued at the time of purchase, units will be able to purchase one extra

Absentee Owners will be permitted to purchase one remote control fob in addition to the resident policy.

PARKING AND VEHICLE RESTRICTIONS

See also Section C: Page C8.

We would like to remind all Owners to lock your vehicle at all times and avoid leaving valuables inside.

No motor vehicle is to be driven on any part of the common elements at a speed in excess of 25 KPH.

There are no designated visitor parking areas in the Ballantrae Golf & Country Club. Residents are allowed to park only in their own driveways. Owners and visitors may park on the street for short periods of time. If having a function with many guests, please ask guests to park on one side of the street only in order for Emergency Vehicles to have easy access to any home in the area should the need arise.

Parking is prohibited in the following areas: fire zones, traffic lanes, delivery and garbage collection areas.

No servicing or repairs may be made to any motor vehicle on the common elements.

Trailers, boats, snowmobiles, machinery, resident service vehicles or equipment of any kind must be parked in the garage of a unit. This means they may not be parked on the driveway, on the grass or beside the house. Recreational vehicles may be parked on the driveway for no longer than 48 hours in order to be packed or unpacked.

All Owner/occupant vehicles must be registered with the Property Manager.

See also Section D2.

GARBAGE AND RECYCLING

The Municipality generally picks garbage up every Friday. Recycling material is collected weekly and regular garbage every other week.

Garbage must be contained in garbage containers or properly tied plastic garbage bags not exceeding 22 kg. (50 lbs.) per bag. There is a maximum of 3 bags per household. For extra bags you must buy tags from a local outlet or at the Town Offices.

Residents must break down and bind all large containers, i.e. cardboard boxes, and shall place all recyclable materials in the appropriate boxes.

Garbage must be placed at the curb outside your home no earlier than 6:00 p.m. the night before and no later than 7:00 a.m. the day of garbage pick-up. Remove containers from the curb, no later than 8:00 p.m. on the day of collection.

Residents should consult information issued by the Town of Whitchurch/Stouffville for changes, up-to-date information and where to purchase blue and/or green bins.

INSURANCE

As a vacant land condominium unit Owner, it is important to be aware of insurance responsibilities, as well as the obligation to the condominium corporation. In the event of a major loss, severe financial hardship could occur if adequate insurance is not in place.

The responsibility of the vacant land condominium Owner is to insure the following:

- Their dwelling unit
- Their personal property—all contents to include furniture and clothing etc.
- Their exterior assets—driveway and landscaping etc.
- Third party liability

Insurable Loss Assessments: The Corporation has an obligation to insure the common element property for damage from a major peril. Should the Corporation incur an insurable loss and be inadequately insured, the Corporation would have no other option but to special assess each Owner for the funds required to make up the shortfall. This is where a severe financial hardship could occur unless personal coverage for Condominium Corporation Loss Assessments has been purchased.

Few Home Owner Policies for vacant land condominiums include coverage for Condominium Corporation Loss Assessments. It is best to ascertain through personal insurance representatives whether a purchased Homeowners Package Policy includes this very important Homeowner Assessment Insurance protection.

PLANNING ANY CHANGES TO A HOME OR PROPERTY?

Don't make any exterior changes without getting approval in writing from the Corporation. All applications for replacement, alteration or change must be submitted to the Property Manager using the Alteration Request Form for YRVLCC 1079 available on the Ballantrae Community website, ourbgcc.com or from the office at the Recreation Centre. It is important to understand the restrictions and requirements regarding maintenance, repair, replacement or improvement as set forth in the Design and Community Standards of our Declaration.

Any changes that affect the exterior appearance of a home or property may be prohibited or restricted and if an Owner proceeds without approval they may be faced with expensive removal, legal costs, and considerable and unnecessary aggravation. Please follow the process outlined below.

Owners might be inclined to consider many of these restrictions to be somewhere between onerous and unreasonable. However, in the Condominium environment, standards are deemed necessary to make certain that personal tastes and priorities do not contradict, offend or are in conflict with the tastes and

priorities of the majority in the condominium community. For this reason, the Developer included Quality Assurance and Design criteria in the Declaration. We are all bound by the criteria and restrictions set forth in the Declaration or as outlined by the Corporation in the Owner's Manual.

Simple property changes that might be seen as inconsequential improvements may trigger unintended consequences for the Condominium as a whole. One Owner enhancing his/her garden affects everyone in our condominium. Higher maintenance fees may be charged due to the increased time required to maintain high density perennial plantings, working around rocks or ornaments in gardens. Landscaping is a service mandated by the Declaration and any changes to gardens result in the Board having less control over fees.

While Owners are free to make interior alterations or improvements to their units, many such alterations or improvements require building permits or other permits. Our Declaration requires that each Owner obtain these permits as required. As well, Owners should be aware that the failure to have the necessary permits could result in an insurance company denying a claim or, in the case of a resale, a buyer demanding that the Owner prove he/she had the required permits.

THE APPLICATION PROCESS FOR ALTERATIONS OR CHANGE

First, be familiar with the Design and Community Standards in the Declaration:

- Prepare the Alteration Request Form *see Section D3*

Send the Alteration Request Form to the Property Manager.

The Property Manager will review the request, will get more information if required and contact the Owner, if necessary. Every effort will be made to expedite the request and deal with it at the next Board meeting as required. The Property Manager will then notify the Owner of the decision as soon as possible, followed by a letter. Please **do not proceed with the alteration until a formal approval is received.**

BOARD PROCESS IN DEALING WITH INFRACTIONS of the ACT, the DECLARATION, BYLAWS, AND RULES

The Condominium Act of Ontario requires the Board of Directors of a Condominium Corporation to enforce the conditions specified in the Act, the Declaration, Bylaws, and Rules of the Corporation. In fulfilling this obligation the Board has no choice but to will follow this process.

Step One: Once the Board, on behalf of the Corporation, is informed of an infraction or violation of the Act, the Declaration, By-Laws, or Rules, the Property Manager will be instructed by the Board to contact the Owner, explain the nature of the infraction or violation and request the Owner's co-operation in correcting the problem. If telephone contact is not easily made, the Property Manager may send an e-mail or letter, as is most appropriate. The Owner is encouraged to talk

to the Property Manager and/or the Board in order to solve the problem in a timely and satisfactory manner. Normally, the Owner will have a couple of weeks to respond. The Owner will be provided by letter or e-mail with a date by which a response is expected. If the Owner fails to respond or initiate action to rectify the problem, the Board will initiate Step Two.

Step Two: The Board will instruct the Property Manager to send a registered letter to the Owner giving specifics of the violation, the corrective action that must be taken and the actions the Board may take. The letter will specify a date by which Owner action must be initiated. This would normally be ten (10) business days from the date of the letter. Once again the Owner will be encouraged to initiate dialogue with the Board in order to solve the problem. If the Owner fails to respond or initiate action to redress the problem by the specified date, the Board will initiate Step Three.

Step Three: The Board will instruct its lawyer to send a registered letter to the Owner giving specifics of the violation and requiring immediate compliance and correction of the violation. The Owner will be given five (5) business days to initiate remedial action. The letter will also specify further Board action if the Owner fails to respond. Administrative and legal costs incurred in this step will be charged to the Owner. Again the Owner will be encouraged to initiate dialogue with the Board to resolve the problem. If the Owner fails to initiate action to correct the violation the Board will initiate Step Four.

Step Four: The Board will instruct its lawyer to seek a court order permitting the Board to enter the Owner's property in order to correct the violation. All administrative, legal and contractor costs incurred in order to enforce compliance and resolve the problem will be charged to the Owner and added to the Owner's common charges. Failure by the Owner to pay the additional common charges will result in the placement of a lien on the property by the Corporation, such administrative and legal costs also being charged to the Owner.

Please note: The Board encourages the Owner to initiate dialogue with the Board at any time in this process, the sooner the better. The Board's objective is to resolve problems in the most positive manner possible in the best interest of the Owner, and all other Owners.

Section 132 of the Condominium Act of Ontario outlines the mediation process to settle a dispute.

See also YRVLCC 1079 Declaration: By-Law No. 1; Article XIII, Section 13.1 p. 67

RECREATION CENTRE GUIDELINES

This Recreation Centre facility is used for events and activities for the residents of the Condominium Corporations at the Ballantrae Golf and Country Club (hereafter called the Ballantrae Condominium Community). It is not a facility for holding commercial or profit-making events as such events and activities are prohibited.

EVENTS AND ACTIVITIES

The following are the events and activities that are currently allowed:

1. Activities are run by the Recreation Centre staff for a fee. Participation is restricted to residents and, on a space available basis, to non-residents provided a resident accompanies them at all times. **Fobs must not be given to non-residents.
2. Activities that are run for residents by the Ballantrae Condominium Community volunteers for a nominal fee or no fee. Participation is restricted to residents.
3. Activities that are run by the Ballantrae Condominium Community Social Committees or various Ballantrae Condominium Community athletic or social sections where tickets are sold to cover costs. Attendance is restricted to residents.
4. Social events that are hosted by residents of The Ballantrae Condominium Community at their expense such as birthday, wedding and anniversary celebrations, or other affairs of a social nature. Attendance is restricted to guests invited by the resident hosting the event.
5. General meetings, Board meetings and Committee meetings are held by the individual Ballantrae Condominium Corporations. Attendance at these meetings is restricted to residents and others attending in an official capacity.
6. Such other events or activities whether organized or sponsored by residents or outside organizations, which, in the sole discretion and approval of the Property Management Company, in conjunction with the Board of Directors for YRVLC 1202, reflect positively on the reputation of the Ballantrae Condominium Community and do not pose any legal exposure or risk of negative publicity for the Community.

**A Fob is necessary for every visit to the Recreation Centre. Even if the door is open, or four people are entering at the same time, each person needs to "swipe" their fob. Once the fob is swiped, valuable information is provided to the office such as the name, contact information and the day and time someone enter the recreation centre and locker rooms. This information helps to determine the need to increase or decrease hours of operation. When residents use their fobs we are able to determine what days/times are busier than others and whether the building needs to be open earlier during the week or be kept open later on weekends.

Refer to the current Recreation Centre recreation guide for activities available.

ADVERTISING AND PROMOTION

With respect to events, which are restricted to residents or invited guests of residents, no advertising or promotion is permitted beyond the confines of the Ballantrae Condominium Community. With respect to events and activities which the Property Management Company, in conjunction with the Condo 1202 Board of Directors, approves pursuant to clause 6 above, and which necessitate some

promotion beyond the confines of the Ballantrae Condominium Community, all such promotion, including advertising, shall be in good taste and shall not state or imply that the event or activity is in any way sponsored or endorsed by the Ballantrae Condominium Community.

APPROVALS

All requests to hold or sponsor an event or activity must be submitted to the Property Management office for approval and scheduling. In the event such request involves an activity or program that will occur over a period of time, the Recreation Centre office may, in its discretion, grant approval for the expected duration of such event or program.

Upon receipt of approval for an event or activity, the resident or organization requesting approval must promptly sign a contract confirming the terms and conditions of the booking. The Recreation Centre office staff will provide this contract.

USE OF FACILITY

The resident or organization requesting the use of the facility is responsible for maintaining proper decorum during the event or activity and is responsible for the cost of repairing any damage. At the discretion of the Recreation Centre office, the resident or organization requesting permission to hold or sponsor an event or activity may be required to pay a security deposit to cover the cost of repairing any damage or other unanticipated expenses. The amount of this security deposit shall be determined by the Property Management Company and, when appropriate, after consultation with the Board of Directors.

At the conclusion of any event or activity, the premises shall be left in a clean and tidy condition.

RENTAL FEES AND OTHER CHARGES

With respect to residents' private social events or other events or activities approved by YRVLCC 1202 Board of Directors, (Events and Activities on page B15) the Recreation Centre reserves the right to charge a rental fee, the amount of which is available from the Recreation Centre office. If the resident or organization requesting approval to hold an event or activity wants special arrangements with respect to the Recreation Centre's staff e.g. overtime or additional staff, or requests special physical arrangements, the Recreation Centre reserves the right to levy charges to cover the additional cost of these arrangements.