

Y.R.V.L.C.C. #968

RULES PACKAGE
For Residents

IMPORTANT
PLEASE READ

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RULES FOR YORK REGION VACANT LAND CONDOMINIUM CORPORATION 968

The following rules made pursuant to the Condominium Act, (the 'Act') shall be observed by all owners (collectively, the 'Owners' and any other person(s) including, without limitation, members of the Owner's family, his tenants, guests, invitees, servants, agents and contractors. Any losses, costs or damages incurred by the Corporation by reason of a breach of any Rules in force from time to time by any Owner, or his family, guests, servants, agents or occupants of his/her home, shall be borne and/or paid for by such Owner and may be recovered by the Condominium Corporation (the 'Corporation') against such Owner in the same manner as common expenses.

RULE #	DESCRIPTION	SPECIFICATIONS: <u>ANY</u> External Change requires an Alteration Request
General	General Information	<ol style="list-style-type: none"> Any losses, costs, or damages incurred by the Corporation (the 'Corporation') by reason of a breach of any Rules in force from time to time by any Owner, or his family, guests, servants, agents or occupants of his residence, shall be borne and/or paid by such Owner and may be recovered by the Corporation against such Owner in the same manner as Common Expenses. Use of the common elements and residences shall be subject to the Rules which the Board may make to promote the safety, security or welfare of the owners and of the property for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and or other residences. Rules as deemed necessary and altered from time to time by the Corporation shall be binding on all residence owners and occupants, their families, guests, visitors, servants or agents. No animal, which is deemed by the Board or the Property manager, in his/her absolute discretion, to be a nuisance shall be kept by any Owner in any residence. Such Owner shall, within two (2) weeks of receipt of a written notice from the Board requesting the removal of such animal, permanently remove such animal from the Property. Notwithstanding the generality of the foregoing, no attack dogs shall be allowed in any residence. No breeding of animals for sale shall be carried on, or in or around any residence.
1	Window air Conditioning Units	Not Permitted
2	Non Coloured Stained Glass in Existing Front and Rear Steel Doors and surrounding Glass	Non-Coloured Stained Glass Permitted Coloured stained glass requires Board Approval. The Board of Directors will consider muted colours in context of consistency with approved colour pallet for the homes.
3	Building Permits	Required for all construction affecting the residence.
4	Satellite Dishes	Satellite dish must be 20 inches or less in diameter and must be installed on side or rear walls only to receive standard approval. Satellite dishes must not be installed on front street walls or any roof surface. Cables to be concealed wherever possible and affixed securely to the masonry walls. An Alteration Request must be submitted to the Board for approval. UNAUTHORIZED INSTALLATION TO BE REMOVED AT OWNER'S EXPENSE.
5	Residences	Owners are responsible for maintenance and repair of front, rear and side lawns including patios, walkways, driveways and gardens. Notwithstanding that the Corporation may provide service to the residence by contract. Owners are prohibited from adding, changing or enlarging existing garden beds in a major or significant way – without Board Approval.

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6	Gardens	Owners are responsible for maintenance including keeping front and rear tree saucers on their property weed free. Allowing grass to encroach to the tree trunk is not permitted. Non-plant borders of ANY kind between gardens, trees and lawns are not permitted. No rock beds are permitted.
7	Driveway Markers	Markers and solar driveway lighting not permitted (Amended April 20, 2019)
8	Driveway Edging	Installation of driveway edging is prohibited. Installation of edging between garden area and driveway is permitted for soil retention purposes. Landscape and snow removal companies are not responsible for any damage to edging, however caused.
9	Additional Residential Landscaping or Planting in the Rear Property Lines	Hedges and dense linear planting are NOT permitted along rear property lines in order to maintain views of the golf course. Any landscape design shall be compatible with the surrounding environment and will require Board Approval.
10	Common Elements plus Planting or Landscaping	<ol style="list-style-type: none"> 1. Absolutely no plantings or alterations to the common areas are permitted. 2. No one shall harm, mutilate, destroy, alter or litter the Common Elements or any of the landscaping work on the property. 3. No equipment shall be removed from the Common Elements by, or on behalf of any owner or occupant of a residence. 4. The passageways and walkways which are part of the Common Elements shall not be obstructed by any of the owners or occupants. 5. Any physical damage to the Common Elements caused by an owner or occupant, his/her family, guests, visitors, servants or agents shall be repaired by arrangement and under the direction of the Board at the cost and expense of such owner or occupant. 6. No building or structure or tent shall be erected, placed, located, kept or maintained on the Common Elements and no trailer, either with or without living, sleeping or eating accommodations shall be placed, located kept or maintained on the Common Elements. 7. Each pet owner must ensure that any defecation by such pet must be cleaned up immediately by the pet owner, so that the Common elements and Residences are neat and clean at all times. Should a pet owner fail to clean up after his/her pet as aforesaid, the pet shall be deemed to be a nuisance, and the owner of said pet shall, within two (2) weeks or receipt of written notice from the Board or the Manager requesting removal of such pet, permanently remove such pet from the property.
11	Common Area Planting or Landscaping Garden Decorations and Lawn Furniture	Dwarfs, Flamingos, Swans, ground ornaments, birdbaths are NOT permitted on the grass. Lawn furniture is not permitted on the grass overnight. No items are to interfere with the landscaping activities at any time.
12	Irrigation System	Owners are not permitted to modify or interfere with the irrigation system.

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13	Vegetable Gardens	Not permitted
14	Patio and BBQ Pads	May not extend any further than 5 feet from the back wall of the house and not beyond the side wall of the house. Patio extensions or BBQ pads may be flush with existing surface or stepped down. All patio extensions or BBQ pads require Board Approval and sample of finished products if necessary. Coverings of any kind to front or rear patios require Board Approval. Contractor's name, all measurements, material, colours are required for Board Approval. (Amended October 21, 2020)
15	Exterior attached or Free Standing Storage Sheds	Not permitted
16	Outdoor Play Equipment such as Basketball and Hockey Nets	No permanent installations. All must be stored indoors at night.
17	Changing Exterior Light Fixtures	Replacement fixtures must be similar in style and size to the original equipment. (Amended April 20, 2019)
18	Hanging of Patio Lights	Lights must not be permanent and shall be removed by winter.
19	Garden Lights	Installation shall not interfere with the irrigation system or maintenance of the lawns. Installation is at the owner's risk. The Corporation will not be responsible for any damages or replacements, however caused. Lights are to be a maximum of 2 feet in height and installed in such a manner that other residences are not affected. Lights must be properly maintained. (Amended April 20, 2019)
20	Festive Lights, Decorations and Flags	Festive lights and door decorations are allowed 6 weeks prior to December 25 and 1 month following December 25, weather permitting. The Canadian Flag may be flown at any time on the Owner's residence when the Owner is residing in the residence. The Canadian Flag must be flown on an approved flag standard, mounted on the residence in a manner so as not to interfere with access to the residence or to groundskeepers working on the residence. No free-standing flag poles are permitted. No flags other than the Canadian Flag may be displayed on the residence. (Amended April 20, 2019)
21	Asphalt, Concrete, Pavers, or Cobble Driveway Replacement	Size shall be as per original installation. Installation of curbs or raised borders is prohibited. Grading to remain as per original. Changes require Board approval with samples of finished pattern, product and colour provided.
22	Clothesline or Similar Outdoor Hanging/ Storage of Clothes for any purpose	Storage of clothes NOT permitted. Clotheslines or similar outdoor hanging as per provincial legislation is allowed but must be constrained to Umbrella-type on Back Patio only. Clothes must be removed at night.

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23	Exterior or Interior Signs including Real Estate, Advertising & Commercial	Not Permitted. Small security signs in windows only.
24	Exterior wall-mounted decorations, Pots, Urns, Flower Baskets, including Mail Boxes or Number Identification	Must be properly secured. Owner is responsible for all damages, however caused.
25	Storm and Screen Doors	Door must be part of original jam.
26	Awnings, Shades, Screens, Enclosures or installations of any kind erected on the outside of any residence	All installations require Board Approval. Awnings and Sun/Bug screens should be retractable and retracted when not in use. The name of the contractor doing the work shall be included on the Alteration Request application form. (Amended October 21, 2020)
27	Dog Houses or Dog Run	Not Permitted
28	Invisible Dog Controls	Permitted
29	Carriages, Bicycles, or General Storage, etc. Outside of residence on common areas	Not Permitted
30	Garbage and Recycling Containers and Disposal	No owner shall place, leave or permit to be placed or left upon the Common Elements (including exclusive use) any debris, refuse, or garbage, except on days designated by the Town as garbage pickup days. It shall contain properly tied polyethylene or plastic garbage bags not exceeding twenty-five (25) pounds per bag in weight and shall be disposed of as directed by the Town. For large items, crates or cartons, the Owner shall arrange with the Town for disposal thereof.
31	Garden Hoses – Down Spouts	Garden Hoses must be coiled and hung when not in use and must be wall-mounted at the side or rear of the residence only. Downspouts are not to be extended by any means beyond original length.
32	Outdoor Furniture and BBQ's	Seasonal exterior type garden or patio furniture and BBQs are permitted, but must not be left on lawns. If the patio furniture is to remain outside for the winter months, it must be covered with a neutral coloured covering specifically designed for that purposes. Tarps or similar coverings are not permitted. (Amended April 20, 2019)

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33	Sun Umbrellas, Pergolas, Gazebos or Belvederes	To be used on Patio area only and to be stored at the end of the season.
34	Storage of Items	There is to be no storage whatsoever between the residences.
35	Super mailboxes	Canada Post "Super Mailboxes" have been installed at appropriate locations. No posting of signs or advertising whatsoever on mailboxes.
36	Hot Tubs, Ponds, Pools Water Features	Not Permitted
37	Window Coverings	Must be specifically designed for the purpose intended. None of the following may be used: Printed matter, foil, sheets, flags, metal foil, or other material that would alter the appearance of the exterior.
38	Exterior House Colours	Please see Schedule (A).
39	Roofs	The roof colour must be in accordance to the colour permitted on Schedule (A). Replacement shall be asphalt or fibreglass singles. Deviations from asphalt or fibreglass shingles must be approved by the Board. Pre-painted open metal valleys to match roof shingles are permitted.
40	Exterior Doors and Trim	<ol style="list-style-type: none"> 1. Shall be in accordance with approved colours. See attached Schedule (A). 2. Garage Door replacements are to be four sectional overhead doors, either manual or electronically operated. Panels are to be similar to existing, two or four panels wide for a single door. Glazed panels are permitted in the top section only in either clear or opaque plan glass. Hardware, except for operational hardware is not permitted on the door's exterior. All replacement doors require Alteration Request completed with drawings or photographs in one of the approved colours from Schedule (A) Requires Board Approval. (Amended October 21, 2020)
41	Vents	Shall be the same as the roof mass. All additional exterior venting of any kind must be approved by the Board and must include specifications and must adhere to the Building Code.
42	Skylights	Does not adhere to the architectural design code of the residences within the Declaration and therefore NOT permitted.
43	Sun Tunnel/Solar Tube	<p>Owners may request approval to install a Sun Tunnel or Solar Tube under the following conditions:</p> <ol style="list-style-type: none"> 1. The maximum diameter of the tube may not exceed 14 inches. 2. The exposed dome must have a low profile with the roof. 3. The flashing must match the roof shingle colour.

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		<ol style="list-style-type: none"> 4. No Sun Tunnel/Solar Tube may be installed on the roof fronts facing the street. (Installations for corner lot homes will be dealt with on an individual basis.) 5. Owners must provide a diagram with the application identifying: the make and model of the tube, the exact roof location proposed for the installation, the height in inches to the top of the dome above the roof, the colour of the roof shingles and flashing. 6. A maximum of two (2) Sun Tunnel/Solar Tubes are permitted for ANY house. No installation may proceed until Board Approval has been obtained.
44	Handrails	<p>Handrails must be non-wood with a black finish, either painted or vinyl covered, securely attached to the masonry walls. Front or street elevation handrail returns must not exceed 18 inches.</p> <p>All handrails require Board Approval. (Amended April 20, 2019)</p>
45	Tree Replacements	<p>All tree replacements must be from the approved list. See Schedule (B) for front street and rear areas of Property.</p> <p>Requests to remove and not replace trees require Board Approval.</p>
46	Quiet Enjoyment	<ol style="list-style-type: none"> 1. Owners and their families, guests, visitors, servants and agents shall not create, nor permit, the creation or continuation of any noise or nuisance which, in the opinion of the Board or the Manager, may or does disturb the comfort or quiet enjoyment of the Residences or Common Elements by other Owners or their respective families, guests, visitors, servants and persons having business with them. 2. No noise shall be permitted to be transmitted from one residence to another. If the Board determines that any noise is being transmitted to another residence and that such noise is an annoyance or a nuisance or is disruptive, then the Owner of such residence shall at his/her expense take such steps as shall be necessary to abate such noise. The Board shall take such steps as it deems necessary to abate the noise and the Owner shall be liable to the Corporation for all expenses hereby incurred in abating the noise (including reasonable solicitor's fees). 3. No auction sales, private showings or public events shall be allowed in any residence or the Common Elements. 4. Firecrackers or other fireworks are not permitted in any residence on the Common Elements. 5. Any repairs to a residence shall be made only during reasonable hours.
47	Vehicle Parking & Parking Restrictions	<ol style="list-style-type: none"> 1. Parking any vehicles overnight on streets is not permitted. RVs, Boats, Trailers, Snowmobiles or Motorcycles cannot be parked in driveways or anywhere else outside the residence. Any vehicle over 1.85 meters high is restricted from being parked on the driveways. All vehicles parked in driveways must be legally licensed and insured to operate in the Province of Ontario. The driveways are not to be used for the storage of vehicles including seasonal storage.

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		<ol style="list-style-type: none"> 2. No unlicensed motor vehicle shall be driven within the community complex and no person shall operate a motorized vehicle within the complex without a proper operating license other than resident-owned golf carts. 3. No person shall park or use a motor vehicle in contravention of these Rules. Otherwise, such person shall be liable to be fined or to have his/her motor vehicle towed from the property in which event neither the Corporation, not its agents, shall be liable whatsoever for any damage, costs or expenses whosoever caused to such motor vehicle or to the Owner thereof. 4. A Resident who has a car(s) parked in his/her driveway when the contractor is plowing his/her driveway, will not have any part of the driveway plowed while the car(s) remain in the driveway. Also, once the contractor has passed his/her driveway, the contractor will not be obligated to come back to plow his/her driveway, even if the cars have since been moved. 5. No Owner shall place, leave or permit to be placed or left on the Property ANY storage, construction bin or likeness thereof for a period greater than 5 days without the prior written approval of the Board. Construction bins or likeness thereof cannot be placed on any roadway.
48	Border at the side of the house	<p>Must consist of either 12 inch x 12 inch x 2 inch patio slabs with ground dug up approx. 4 inches and sterilized. Filter cloth is then to be laid and 3 inches of sand used to level and lay slabs flush with the lawn.</p> <p>Any such installation MUST NOT interfere with the Operation of the Sprinkler system.</p> <p>Board Approval is required.</p>
49	Air Conditioner Replacement & Pads	<p>For maximum stability and operation, replacing Air Conditioners with new units of bigger size and capacity may be installed on either properly affixed wall brackets or at ground level, in accordance with the following requirements. The Owner MUST provide full details of the air conditioner size, the size of the wall bracket or pad and the sub-base pad. If at ground level, the pad and the sub-base pad must be completed before the air conditioner is installed. When a pad is constructed, the following Specifications must be met:</p> <ol style="list-style-type: none"> 1. First, a detailed proposal must be submitted. 2. The pad must consist of pre-cast concrete installed over a properly prepared sub-base to protect against possible heaving due to frost. The detailed proposal must specify the manner in which this will be achieved. 3. Owner must confirm there is no interference with the sprinkler system. <p>Board Approval Required. (Amended October 21, 2020)</p>
50	Exterior Power Generators	<p>The Owner MUST obtain approval of the Board.</p> <p>Only a Medical Certificate that specifies a power supply is necessary to meet a medical condition, and that an interior supply is not sufficient will be acceptable. The Owner must supply specifics on the generator related to:</p> <ol style="list-style-type: none"> A) The specific unit and rated noise level B) The installation plan C) The location D) The venting required E) Actions to moderate the noise level of the unit

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		<p>F) The final appearance showing efforts to make the installation as inconspicuous as possible</p> <p>The Owner must agree to inspections by the Property Manager.</p> <p>The generator will be used only during a power outage.</p> <p>The Board's Approval is limited in duration to the Medical need of the owners or occupant. When the Medical need no longer exists, or the Owner sells the property, the Owner must remove the generator and restore the property to its original condition.</p> <p>All costs associated with this application will be borne by the Owner.</p> <p>Board Approval for this application must be signed by the Owner indicating that the Owner has read, understood and agrees to all the conditions.</p>
51	Security	<ol style="list-style-type: none"> 1. All owners shall supply to the Property Management the names of all residents and tenants of all dwelling residences. 2. Residents are to immediately report any suspicious person(s) seen on the property to the Manager or its staff without engaging such person(s). (Amended April 20, 2019)
52	Safety	<ol style="list-style-type: none"> 1. Propane or natural gas tanks shall be stored in a safe manner. 2. No Owner or occupant shall do, or permit anything to be done in his/her residence or bring or keep anything therein which will in any way increase the risk of fire or obstruct or interfere with the rights of other Owners, or in any way injury or annoy them, or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Corporation or any owner or conflict with any of the rules and ordinances of the Board of Health or with any statute of municipal by-laws.
53	Tenancy Occupation	<ol style="list-style-type: none"> 1. No residence shall be occupied under a lease unless, prior to tenant being permitted to occupy the residence, the Owner shall have delivered to the Corporation a completed Form 5, a duly executed copy of the Application/Offer to Lease and the Lease itself. 2. In the event that the Owner fails to provide the foregoing documentation in compliance with paragraph (1) above prior to the commencement date of the tenancy, or persons intending to reside in the Owner's residence shall be deemed a trespasser by the Corporation until and unless such person or persons and the Owner comply with the within Rules and with the Act. 3. Within seven (7) days of ceasing to rent his/her residence (or within seven (7) days of being advised that this tenant has vacated or abandoned the residence, as the case may be,) the Owner shall notify the Corporation in writing that the residence is no longer rented. 4. The foregoing documentation shall be supplied promptly and without charge to and upon request for same by the Corporation. 5. No lease shall be for a period of less than six (6) months without the approval of the Board. 6. No Owner shall allow his tenant to sublet his residence to another tenant. 7. All Owners shall be responsible for any damage or additional maintenance to the Common Elements and/or residence caused by their tenant(s) and will be assessed and charged therefore. 8. The Owner shall supply to the Board, his/her current address and telephone number during the period of occupancy by the tenant.

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54	Reasonable Variation Alteration-Enlargement of Basement Window Well – Three Step Program	<p>The Unit Owner may be permitted to alter/modify/or enlarge as a reasonable variation of the basement window & well. This variation will be permitted only when applicable as an emergency fire exit.</p> <p><u>Three Step Program</u></p> <ol style="list-style-type: none"> 1. If for safety concerns an owner wishes to alter/modify/enlarge their basement window with an egress window (designed for possible escape purposes) they must first comply with the Town Building Code. 2. Any applicable permit issued by the Town, must be submitted to the Board of Directors along with the detailed alteration request to alter/modify/enlarge a window well, prior to construction. 3. The home owner is responsible for any backyard/side yard landscaping and or sodding that may be required resulting from the installation. <p>Following provision of Declaration restriction on Alteration of Units, any requirement of the Unit Owner hereunder, and any such variation, modification shall not be construed as a waiver of the Declaration requirements and the enforcement of those restrictions in the future. (New Rule April 20, 2019)</p>
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SCHEDULE A – COLOUR PACKAGES

(Amended October 2020)

Location on House	Colour Packages	SPECIFICATIONS: <u>ANY</u> External Change requires an Alteration Request
Brick	Nevada Blend Old Frontier Wyndham Grey Old School Castlerock Santa Fe Huron Country Manor Abbey Blend	BRICKS MUST REMAIN AS PER ORIGINAL CONSTRUCTION. Mfg. by Brampton Brick
Shingles	Taupe Slate Black Slate Weathered Slate Black (New)	RESIDENTS CAN PICK SHINGLES FROM ANY DESIGNATED SHINGLE COLOUR
Soffit and Eaves	Ivory Pearl Grey Linen	MUST REMAIN AS PER ORIGINAL CONSTRUCTION
Painted Trim and Colours	Off white #974 Off white #975 Crown Point Sand # HC-90 Silver Fox 2108-50 Abingdon Putty HC-99 Winds Breath OC-24 Stone Hearth CC-490 (new) Lancaster Whitewash HC-174 (new) Ranchwood CC-500 (new)	RESIDENTS CAN PICK FROM ANY OF THE DESIGNATED TRIM AND COLUMN COLOURS. COLOURS ARE BENJAMIN MOORE, BUT, NON BENJAMIN MOORE COLOUR MATCH CAN BE USED.
Exterior Vinyl Windows	Autumn Ivory Silver Sand Pearl White	MUST REMAIN AS PER ORIGINAL CONSTRUCTION.
External Doors	Tate Olive HC-112 Sharkskin 2139-30 Sussex Green HC-109 Knoxville Gray HC-160 Lafayette Green HC-135 Black Pepper 2130-40 Gray 2121-10 Windsbreath OC-24 Townsend Harbour HC-64 Stardust 2108-40 Steel Wool 2121-20 Black Beauty 2128-10 (40-20-10 New) Metropolis CC-546 Louisburg Green HC-113 (New) Classic Burgundy HC -182 (New Oct 21, 2020)	RESIDENTS CAN PICK FROM ANY OF THE DESIGNATED EXTERNAL DOOR COLOURS. COLOURS ARE BENJAMIN MOORE, BUT NON BENJAMIN MOORE COLOUR MATCH CAN BE USED.
Garage Door	White Light Beige Brown Sandstone	MUST REMAIN AS PER ORIGINAL CONSTRUCTION.
GENERAL	SOFFITS, EAVES AND GARAGE	DOORS ARE PREFINISHED

RULES FOR YORK REGION VACANT LAND CONDOMINIUM CORPORATION 968

The following rules made pursuant to the Condominium Act, (the 'Act') shall be observed by all owners (collectively, the 'Owners' and any other person(s) including, without limitation, members of the Owner's family, his tenants, guests, invitees, servants, agents and contractors. Any losses, costs or damages incurred by the Corporation by reason of a breach of any Rules in force from time to time by any Owner, or his family, guests, servants, agents or occupants of his/her home, shall be borne and/or paid for by such Owner and may be recovered by the Condominium Corporation (the 'Corporation') against such Owner in the same manner as common expenses.

SCHEDULE B – TREE LIST

(Amended October 2014)

Location on House	Tree List	SPECIFICATIONS: <u>ANY</u> External Change Requires an Alteration Request
Front Yard	Amur Maple Chanticleer Pear Globe Maple Hornbeam (New) Hackberry (New) Katsura (New)	
Back Yard	Greenspire Linden Little Leaf Linden Serviceberry Sunburst Locust Crimson Maple Autumn Blaze Maple Ginkgo Hornbeam (New) Katsura (New) Norway Spruce (Evergreen New) Silver Fur (Evergreen New)	

YRVLCC 968

**ALTERATION
REQUEST
PROCEDURES**

**BOARD OF DIRECTORS
AND
PROPERTY MANAGEMENT**

APPENDIX "A"

APPENDIX "A"

YRVLCC 968 ALTERATION PROCEDURES

- All requests for alterations to the property and exterior of the residence must be submitted on a 968 Alteration Request form. (see Appendix "A"). Available either online or hard copy.
- The completed form can be sent by e-mail, fax or dropped in the Property Manager's mail box located in the Recreation Centre vestibule.
- Owner is to inform Property Manager when work is completed and ready for inspection. Management inspection is done upon Owner informing work is completed.
- Alteration Requests received by Property Management to be checked, dated, assigned a tracking number and entered on a spread sheet. This number must appear on all follow up correspondence. The spread sheet will contain the name, address, of the home owner with a brief description of the request. (see Appendix "B")
- **Standard Requests:** Can be approved by the Property Manager. The approval is communicated to the owner by e-mail with a copy of the alteration request within three (3) business days.
- **Non-standard Requests:** The Property Manager acknowledges receipt of the request and advises the owner within three (3) business days that the matter will be presented to the Board for consideration. The Property Manager reviews the request, visits the location if required, adds comments as necessary and forwards the spread sheet to the respective Board Member(s) with the original request attached. (see Appendix "C")
- Unless extenuating circumstances exists, the Owner can expect confirmation within ten (10) business days.
- The Board Member reviews the request, makes recommendations and forwards to other Board Members for approval or denial.
- The Board Member advises the Property Manager of the Board's decision.
- The Property Manager issues an e-mail to owner advising of Board's decision including a copy of the completed Alteration Request form. If approved, the work may proceed.
- Board Member(s) receive a monthly Synopsis Report of all Alteration Requests received and processed, and a yearly summary of all Alteration Requests for the calendar year by December 31st, of that said year.
- NOTE: Residences which do not have an e-mail address will receive written communication by mail or delivered by hand. Alternately any communication by phone will be recorded on the alteration request.

YRVLCC 968

ALTERATION REQUEST PROCESS

An Alteration Request Form is required to be filled out and submitted to Property Management for approval when making any change/s to the exterior of your home. Alteration work cannot proceed until written approval is received.

To help initiate and enhance the approval process it is imperative that you read and understand the rules and regulations of the corporation before submitting your alteration request form (Appendix B) for approval. If an Alteration Request is approved, you as the home owner are responsible for completing the work and notifying management. Management inspection is done upon Owner informing work is completed.

Alteration requests expire 6 months after the date of approval, subsequently the work is to be completed in a timely manner.

For Corporation liability purposes, Property Management and the Board of Directors do not involve on any direct referrer or endorsement of any specific contractors. We strongly recommend that Owners apply due diligence and seek competitive quotes from reputable sources when selecting their contractor of choice.

The homeowner is responsible for not only complying with the conditions outlined in the alteration request approval. In addition homeowners must comply with all relevant provincial and municipal building codes including Plumbing, Electrical and Fire Codes of which your contractor should be aware.

To ensure compliance all alterations are subject to inspection by FirstService Residential during and/or after the work has been completed. Property Manager final inspection and signature will follow upon Owner informing work is completed.

Alteration Request Form (Appendix B) is available for pick up at The Ballantrae Recreation Centre Office or online at our community website: <https://www.hotg.ca/wp-content/uploads/2020/08/YRVLCC-968-Alteration-Request-Form-New-August-2020.pdf>

If you wish to complete the Alteration Request Form online you will require the latest version of Adobe Acrobat which can be installed for free at: <http://get.adobe.com/reader/>

Completed Alteration Requests can be dropped off at The FirstService Mailbox (located in the Recreation Centre's vestibule) or can be e-mailed online directly to the Property Manager email address or general email address: ballantrae.community@fsresidential.com

APPENDIX "B"

For Official Use Only

Alt. Request No.: _____

Date Received: _____

Ballantrae Golf & Country Club Residential Alteration Request Form

YORK REGION VACANT LAND CONDOMINIUM CORPORATION No. 968

Deposit in the FirstService Residential mail box located in the lobby of the Recreation Centre or email to your property manager or mail to 2645 Skymark Avenue, Suite 101, Mississauga, ON L4W 4H2

***Please use a separate Alteration Request for each item, attach drawings if necessary.
[Drawings are required for landscape changes and elsewhere as described on the Rules.]***

Name: _____

Address: _____

Phone: _____

Postal Code: _____

Email: _____

Model Home [Check One]:

☐ Augusta ☐ Doral ☐ Castle Pines ☐ Grand Cypress ☐ Innisbrook ☐ Pebble Beach ☐ Pinehurst

Request (please print):

List Attachments:

Owner is to inform FirstService Residential (FSR) when work is completed and ready for inspection. Approvals expire six (6) months from date submitted if the work has not been started. FSR will acknowledge communication via phone/email and or letter within 10 business days, depending on the action required. Alterations must not begin until approval has been received in writing. I have read these details carefully and understand and agree with all conditions and restrictions.

Date: _____ Homeowner's Signature: _____

FSR/Board Response:

Approval: _____ Manager's Signature: _____ Date: _____

Management inspection is done upon Owner informing work is completed.

The alteration visual appearance complies with described Owner's original Alteration Request form.

Manager's Signature: _____ Date: _____

APPENDIX "C"

APPENDIX "C"

The Following Rule Applications Into Alteration Requests Require Board Level Approval:

- **Rule # 2:** Non Coloured Stained Glass in Existing Front and Rear Steel Doors and Surrounding Glass
- **Rule # 9:** Additional Residential Landscaping or Planting in the Rear Property Lines
- **Rule # 14:** Patio
- **Rule # 26:** Awnings, Shades, Screens, Enclosures or installations of any kind erected on the outside of any home
- **Rule # 44:** Handrails
- **Rule # 48:** Border at the side of the house
- **Rule # 50:** Exterior Power Generators
- **Rule # 54:** Reasonable Variation Alteration-Enlargement of Basement Window Well – Three Step Program

All other alteration requests and issues regarding the application of the Rules will be handled by Property Management, unless specifics are needed that requires Board consultation and approval as described by the applicable Rule.

Property Management will defer to the Board of Directors should any unusual situations arise or when a home owner requests that a matter be brought forward for special consideration.