



**Y.R.V.L.C.C. 1002
(York Region Vacant Land Condominium Corporation 1002)**

OWNER'S MANUAL

***The Owner's Manual is posted on Condo 1002's Webpage on the Home on the Green.
(Last Updated October 4 ,2023)***

INTRODUCTION

On behalf of the Board of Directors and all the residents, we would like to welcome you to our Condominium 1002, in the Ballantrae Golf & Country Club.

We have put together this manual to assist you with Condo life in our community. We have outlined the Condo rules and restrictions so that they can be easily followed , and we have given you an outline of activities that take place here. Also included are emergency and non-emergency telephone numbers that you might find useful.

NOTE

We have tried to provide information in a clear and understandable manner. However, the Declaration remains the final authority.

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NUMBERS**

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Y.R.V.L.C.C. 1002

SECTION A

CONTACT INFORMATION and EMERGENCY PHONE NUMBERS

Emergency Services

Other Emergency Services

Health Related Contact Information

Transportation Services

Utilities, Phone, Cable & Post Office

Animal & Pet Services

Banks – Local Branches

Stouffville Service Clubs & Other Services

Government Services



EMERGENCY, HEALTH RELATED, COMMUNITY & GOVERNMENT INFORMATION

Emergency Services

	Phone #
Ambulance - Fire – Police	911
Other important emergency related contact numbers	
Crime Stoppers	1-800-222-8477
Link to Crime Stoppers	
Enbridge Gas - 24 Hour Emergency Service	1-866-763-5427
Link to Enbridge Gas	
Fire Department-Whitchurch-Stouffville	905-640-9595
Link to Stouffville Fire	
Hydro One - 24 Hour Power Outage Service	1-800-434-1235
Link to Hydro One	
OPP - Ontario Provincial Police	1-888-310-1122
Link to OPP	
Poison Information Centre	1-800-268-9017
Link to Poison Centre	
Town of Whitchurch- Stouffville	905 640-1900
Link to Town of Whitchurch-Stouffville	
Yellow Brick House (<i>shelter for abused women & children</i>)	1-800-263-2231
Link to Yellow Brick House	
York Region Police	1-866-876-5423
Link to YRP	

Health related contact information

ALS Ontario (Lou Gehrig's disease)	905-248-2052
Alzheimer Society	905-895-1337
Arthritis Society	1-800-321-1433
Canadian Cancer Society	1-866-889-2345
CCAC - Community Care Access Centre	1-888-470-2222
CHATS - Community Home Assistance to Seniors	1-877-452-4287
CNIB-Canadian National Institute for the Blind	1-800-563-2642
Community Care & Health Services Long-term Centre	1-866-434-0144
Diabetes Association	416-363-3373
Hospital for Sick Kids (Toronto)	416-813-1500
Markham-Stouffville Hospital	905-472-7373
Mental Health Crisis Assistance	1-866-996-0991
Parkinson's Society of Canada	1-800-565-3000
South Lake Regional Health Centre (Newmarket)	1-905-895-4521
Stroke Recovery Association (Richmond Hill)	1-905-884-7154
Uxbridge Hospital	905-852-9771
York Region Health Connection	1-800-361-5653
York-Durham Aphasia Centre	1-800-567-0315

EMERGENCY, HEALTH RELATED, COMMUNITY & GOVERNMENT INFORMATION - CONT'D

Transportation Services

	Phone #
Air Canada	1-888-247-2262
Couch Canada	1-800-461-7661
Go Transit	1-888-438-6646
Greyhound Canada	1-800-661-8747
Toronto Pearson International Airport	1-866-207-1690
Transit Georgina	1-905-722-4616
York Region Transit	1-866-668-3978
York Region Transit Mobility Plus	1-866-744-1119

Utilities, Phone, Cable & Post Office

Bell Canada	310-2355
Canada Post - 6379 Main St Stouffville	905 640-2466
Direct Energy	1-866-240-6819
Enbridge Gas	1-877-362-7434
Hydro One Customer Service & Billing	1-888-664-9376
Rogers	1-888-764-3771
Water (Town of Whitchurch-Stouffville)	905-640-1900

Animal & Pet Services

Municipal Animal Control	1-800-898-8606
Ontario SPCA	1-888-668-7722
York Region Veterinary Emergency Clinic	1-905-953-5351

Banks (Local Branches)

BMO	905-640-1710
CIBC	905-640-1811
RBC	905-640-2800
Scotiabank	905-640-3631
TD Canada Trust	905-640-4000
Pace Credit Union	905-640-2811

Stouffville Service Clubs & Other Services

Kinsmen Club of Stouffville	905-642-9823
Lebovic Leisure Centre	905-642-7529
Lions Club of Stouffville	905-640-2294
Richardson Masonic Lodge	905-642-1828
Rotary Club of Stouffville	905-640-6608

Royal Canadian Legion	905-640-1714
Welcome Wagon - Are Representative	905-640-3521
Whitchurch-Stouffville Chamber of Commerce	905-642-4227
YMCA Resource Centre	905-640-2856

EMERGENCY, HEALTH RELATED, COMMUNITY & GOVERNMENT INFORMATION – CONTN'D

Government Services

Phone #

Local

Stouffville Library	905-642-7323
Stouffville Licence Bureau & Health Cards (Service Ontario)	905-640-8065
Whitchurch-Stouffville Town Offices	905-640-1900

Federal & Provincial

Service Ontario	1-800-267-8097
www.ontario.ca/page/serviceontario	
Service Canada	1-800-622-6232
www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada.html	



SECTION B

COMMUNITY STRUCTURE, GUIDELINES for OWNERS

AND THINGS YOU SHOULD KNOW

York Region Vacant Land Condominium Corporation 1002

- Who Are We and Who Owns What?

Ballantrae Community Map

Board of Directors and the Property Manager

- Who is in Charge?

First Service Contacts

Condo 1002's Communication/Organization Flowchart

Corporation Services

Things you should know:

Rec Center and Community Activities

Resident Organized Activities

Snow removal

Entrance Gates

Parking & Vehicle Restrictions

Remote Control Policy

Garbage & Recycling

Insurance

Status Certificates

Condominium Rules

Planning External Changes to your Home or Property?

**Making an Application for Exterior Alteration or Change
Community Activities**

**Board Process in Dealing with Infractions of the Declaration, Bylaws
And Rules**

BALLANTRAE GOLF & COUNTRY CLUB COMMUNITY:

Who are we and who owns what?

The Ballantrae Golf & Country Club is one of the exclusive hallmarks of the Schickedanz Bros. Limited, a family of builders since 1951. It is a neighbourhood of stunning detached bungalow designs built around a championship 18-hole golf course. The Development consists of five (5) residential condominiums having a total of 894 homes with its own Recreation Centre. Condo 1002 is comprised of 205 homes and is one of the five residential condominium corporations. The structure and organization of all of the condos is controlled by a Declaration that the developer registered for each condominium under the jurisdiction of the *Ontario Condominium Act, 1998*. Each Condo has its own elected Board of Directors made up of volunteers that run the corporation on behalf of its owners. In Condo 1002 we hold registered title to all property on which our homes stand, and together we share ownership and expenses of "Common Elements". Some of these Common Elements are streets, street lights, sewage lines, walkways and gardens.

The Development also contains several Parcels of Tied Land (POTL) which are for the benefit of the entire condominium development. They are owned and controlled by the York Region Common Element Condominium Corporation (YRCECC) 967 who is responsible for the operation, maintenance, landscaping and snow clearance of these roads and common elements. The condos are billed monthly for their share of these expenses. The POTLs include: The entry areas on Hwy 48 and on the Ninth Line, the Ring Roads (The Masters North and The Masters South), the First Round, the Final Round, Rawlings Gate, Legendary Trail, road allowances, the Gate House at Hwy 48, and the Storage Garage at the Ninth Line.

The Recreation Centre is an exclusive facility to be used and enjoyed by the residents of the Ballantrae Golf & Country Club Community. It is a separate entity registered in 2012 as York Region Common Element Condominium Corporation (YRCECC) 1202 and is managed by FirstService Residential (FirstService) under the watchful eye of its 5-member Board of Directors consisting of one Board member from each of the 5 residential condominiums Boards. The Recreation Centre offers an indoor pool, whirlpool, saunas, exercise facilities, tennis courts, library, party room and lounge and much more. The cost of operating and maintaining this facility is allocated amongst the five residential condominiums. Entrance to the facility requires the use of an electronic key or fob which is issued to owners at the Recreation Centre office.

The Water Treatment Plant and Service Area is privately owned and operated by Schickedanz Bros. Limited. It is located on the southern boundary of the Development.

The Ballantrae Golf Course, designed by the renowned course architect Doug Carrick, is a public course owned by the Developer and is currently leased and managed by Porcupine Management

Ltd. Unless you are a paying player you are not allowed to trespass on the course property. The wooded area along the Ninth Line is also private property.

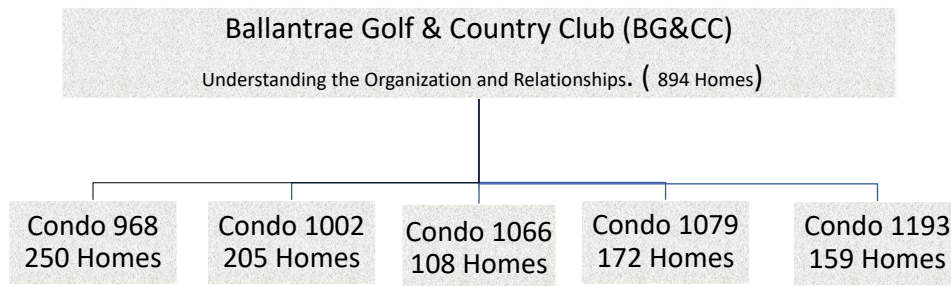
Condo 1002 - Recreation Centre
Board Of Directors
The Recreation Centre is owned by the 5 Residential condos on the following % basis:
Condo 968(1) = 27.96% - Condo 1002 (2) = 22.93% - Condo 1066 (3) = 12.08% - Condo 1079(4) = 10.24% - Condo 1173 (5) = 17.79%
Laura Sheppard – Recreation Centre Front Desk Administrator

FirstService Residential
Manages all 5 Residential Condos, the Recreation Centre & Condo 967
Fred Mucci is the Regional Director GTA EAST

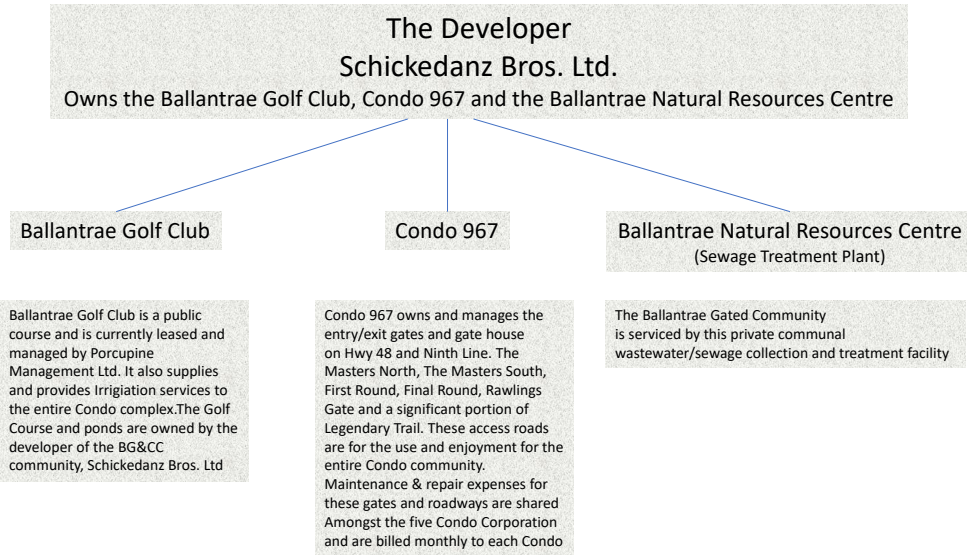
Andrea Kennedy – Senior Property Manager Directly Manages Condos 967, 1066 & 1202
AND
supervises all Residential Condo Property Managers
Condos 968 & 1193 Adam Hassan AND Haley Gray – Condos 1002 & 1079

Melfer Property Maintenance is contracted by each of the 5 Residential Condos and the Recreation Centre 1202 and for Ring Roads (967)

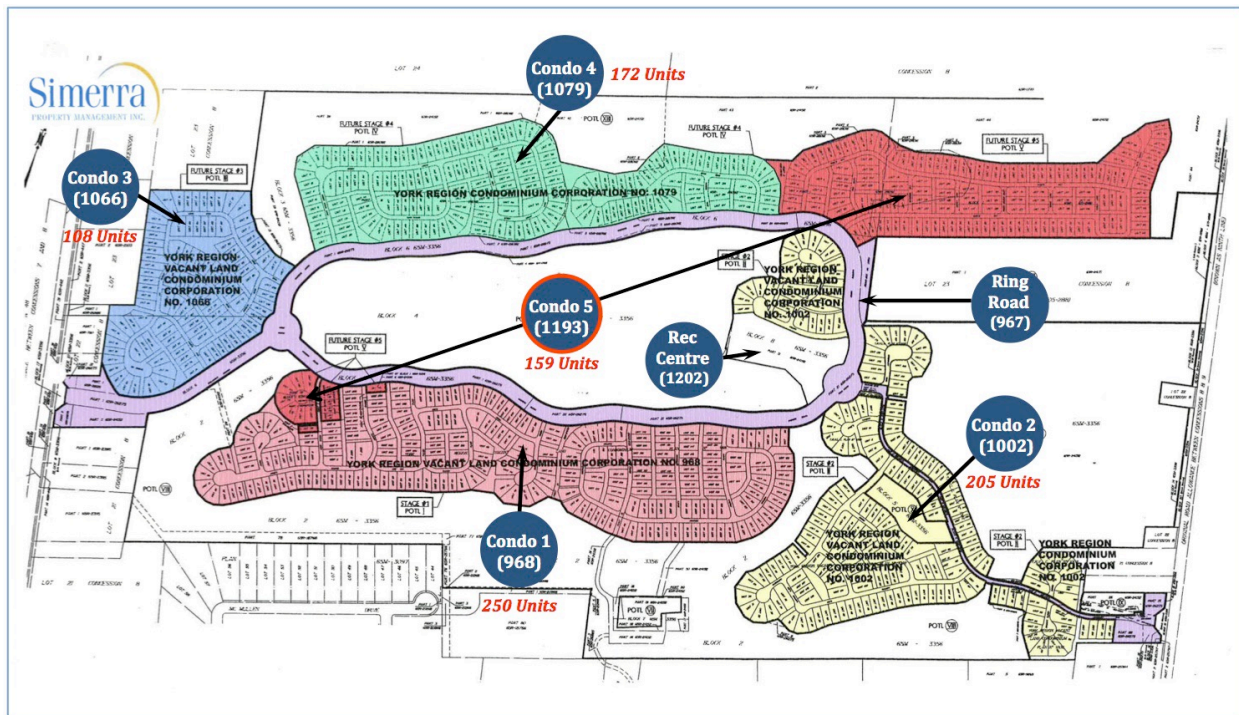
Other Contractors & Services
Auditor, Insurance, Engineers, Wellness Director and Day-to-Day Operations



The Board of Directors of Condo 1202 (Recreation Centre) consists of one Representative Director from each of the five(5) Residential condos. The ownership of 1202 is attached to each of the five(5) Residential corporations common element expense contribution which is based on their percentage interest in the Common Elements



MAP OF THE BALLANTRAE GOLF & COUNTRY CLUB CONDOMINIUMS



THE BOARD of DIRECTORS and THE PROPERTY MANAGER

Who is in charge?

Condo 1002 has a board of five directors who have been elected for various terms. Boards of Directors run condo corporations on behalf of owners. They represent owners. As an entity, they are responsible for making all major decisions regarding the maintenance of buildings and grounds, condos' finances, and must uphold and enforce the *Condominium Act, 1998*, the Declaration, by-laws and rules. Boards of Directors plan and oversee the fiscal health of the corporation and are responsible for hiring a management company to carry out the tasks associated with their duties and day-to-day work. Boards have to ensure that the staff is humanely treated, is qualified, and actually works, that the management company collects all fees from owners in a timely fashion, ensures that invoices are paid, proper records are kept, the budget is duly prepared, contracts are awarded and adequate insurance is maintained. Reserve funds have to be sufficient, and annual general meetings carried out. Boards are also responsible for the reliability of status certificates. Boards have to address residents' legitimate complaints, make sure that their needs and rights are respected, and that they can enjoy their homes peacefully, as per the Act. Boards are also responsible for communicating with residents, and particularly owners, so that owners are informed and feel empowered.

The Condo 1002 Board meets regularly to deal with financial matters, owner requests for changes or alterations, etc. In addition to regular Board of Directors meetings, the Board conducts an Annual General Meeting to report to the owners. Additional meetings are called if necessary.

FirstService Residential (FirstService) has been hired by the Board to manage Condo 1002 on a day-to-day basis. FirstService operates under a contract which is reviewed regularly. FirstService has been empowered to enforce the corporation's declaration, bylaw and rules to a level that meets the Board of Directors' expectations and liaise with all contractors to ensure that the highest level of services is provided at the lowest possible cost to the corporation. Melfer Property Maintenance Inc. has been contracted to provide lawn care, landscaping and snow removal services. In short — if you have a problem — contact FirstService. There are only two exceptions. Irrigation service requests are to be directed to Porcupine Management Ltd. and Security Gates & Fobs enquiries to FirstService Residential at the Recreation Centre. For waste and recycling service enquiries please contact the Town of Whitchurch-Stouffville. The property manager will deal with the most immediate problems and report to the Board on communications received and actions taken. Situations requiring Board input and decision are dealt with at regular Board meetings.

Board members should not be directly contacted on routine matters unless FirstService fails to respond satisfactorily to an enquiry.

Your Condo 1002 Board of Directors; who are they?

Boards of Directors are Owners/Residents just like you and me that we elect and entrust to run our Corporation. They are elected for a specific term at our Corporation's Annual General Meeting. They are our neighbours and friends who have come from all walks of life and who collectively use their unique skills, knowledge and experiences to ensure that the interests of all who reside here are foremost. Above all, they are "volunteers" who have stepped-up to the challenge of running our Condominium Corporation 1002.

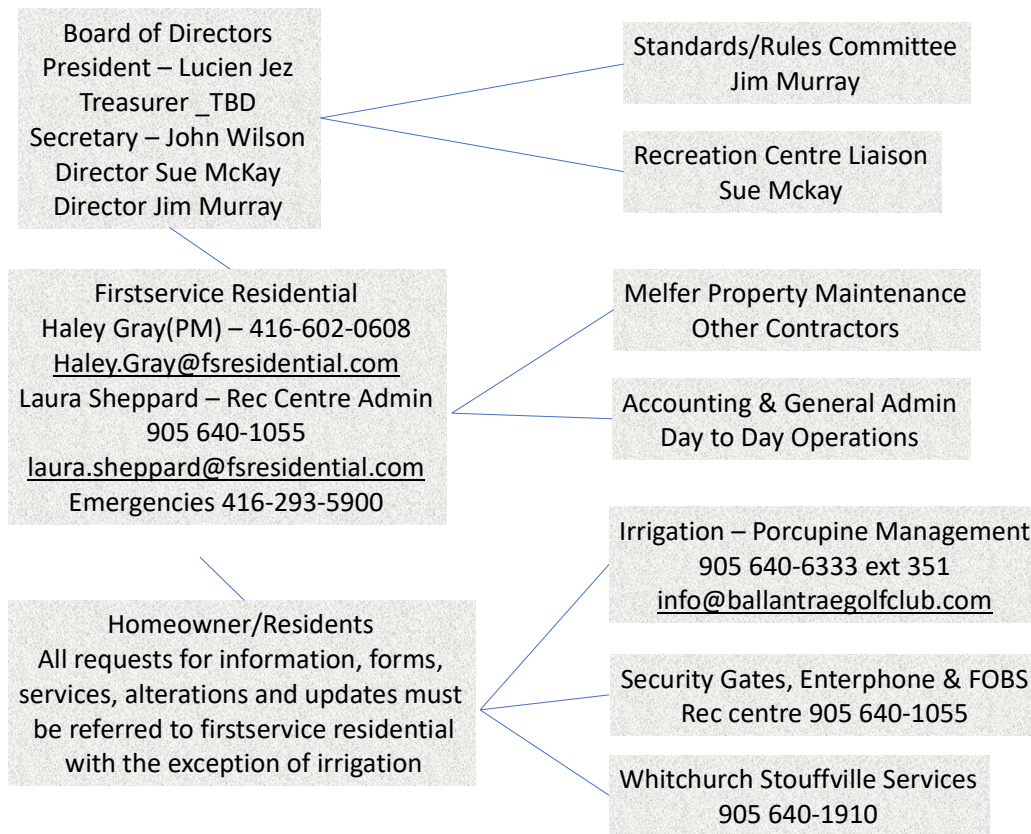
As an entity, the Board of Directors are responsible for making all major decisions regarding the maintenance of buildings and grounds, condos' finances, and must uphold and enforce the Condominium Act, 1998 and the Corporation's Declaration, By-laws and Rules in order to promote and maintain a safe, secure and visually attractive streetscapes and surroundings for all to use and enjoy. These courageous volunteers lead from the heart and focus on doing, not what is easy, but what is right. The Boards of Directors plan and oversee the fiscal health of the corporation and are responsible for hiring a property management company to carry out the day-to-day management of the Common Elements and to enforce the Declaration, By-laws, and Rules. They oversee what is permissible within individual units and what is permissible with respect to the Common Elements. Boards have to address Owners' legitimate complaints, make sure that their needs and rights are respected, and that they can enjoy their homes peacefully, as per the Act.

Your Board will keep you informed through our Email Program for business related information and for non-business-related information through our Webpage www.hotg.ca/Condo-2 on the Ballantrae Community Website www.hotg.ca.

The Board respectfully requests that all Owners' enquiries be addressed to our Property Management Company FirstService Residential (FSR).

CONDO 1002 CURRENT BOARD OF DIRECTORS				
NAME	POSITION	STREET	TERM	
LUCIEN JEZ	PRESIDENT	BL	2024	
LEANNE PEPPER	TREASURER	LT	2024	
JOHN WILSON	SECRETARY	GB	2025	
SUE MCKAY	DIRECTOR	LT	2025	
JIM MURRAY	DIRECTOR	LT	2023	
CONTACT	condo1002board@gmail.com			
FORMER				
NAME	POSITION	YEARS OF SERVICE	STREET	# OF YRS
BOB OWEN	PRESIDENT	2003 - 2004	MT	1
TOM ANDERSON	TREASURER	2003 - 2004	LG	1
ALEX FLOW	SECRETARY	2003 - 2009	WR	6
SANDY CALDWELL	PRESIDENT	2004 - 2006	LG	2
MARY PORTER	TREASURER - PRESIDENT	2005 - 2007	WR	2
SUE GROOM	SECRETARY	2005 - 2006	LG	1
RAY KNIGHT	TREASURER - PRESIDENT	2006 - 2010	GB	4
PAT WHITTINGHAM	DIRECTOR - PRESIDENT	2007 - 2009	LT	2
BARBARA SWITZER	DIRECTOR	2007 - 2010	MT	3

AL ROEDER	DIRECTOR	2010 – 2011	LT	1
BOB ROSS	TREASURER	2010 - 2015	LT	5
DOREEN CUNNEEN	DIRECTOR	2011	LT	1
FRANK ADRIAANS	DIRECTOR	2012 - 2013	LG	1
HARRY RENAUD	DIRECTOR	2012 - 2015	LT	3
KEN MIYAUCHI	DIRECTOR	2014 – 2017	MT	3
JOHN KALSBECK	DIRECTOR - PRESIDENT	2007 - 2019	LT	12
FERGUS GAMBLE	DIRECTOR	2016 - 2019	LT	3
ERIC ADAMS	DIRECTOR	2017 - 2020	LT	3
GERRY DI DONATO	DIRECTOR - PRESIDENT	2010 - 2020	LT	10
HARRY RENAUD	TREASURER	2020 - 2022	LT	3
BRIAN BREWER	DIRECTOR	2020 - 2022	LG	3



The Board has the following sub-committees

Welcome - To visit all new Condo 1002 owners, welcome them to our community, provide immediate information and address any specific questions that the new homeowner may have.

Gardens Committee - To visit the Common Gardens within the Condo 1002 areas and provide recommendations on how to beautify them.

For more information on the Board of Directors please visit the Home on the Green Community Website
www.hotg.ca

FIRST SERVICE CONTACTS

Property Management:

FirstService Residential
2645 Skymark Avenue, Suite 101
Mississauga, ON L4W 4H2

Resident/Owner Line: 1 855 244-8854
Office: 416 293-5900 / 1 888 242-5510
Fax: 416 293-5904
Emergency after Hours: 416 293-5900

Property Manager :

Haley Gray
Haley.Gray@FSResidential.com
Office Hours: Tuesday & Thursday 1:30 – 4:00 PM

Senior Property Manager:

Andrea Kennedy: 416 847-1363
Andrea.Kennedy@fsresidential.com
Office Hours: Tuesday & Thursday 1:30 – 4:00 PM

Administration – Rec Centre:

Laura Sheppard: 905 640-1055 / Mobile 416 847-362
Laura.Sheppard@fsresidential.com
Office Hours: Monday – Friday 8:30 AM – 3:30 PM

Security Gates & Fobs:

905 640-1055

Recreation Centre:



905 640-1055

Ballantrae Golf Course:

905 640-6333

Porcupine Management:

905 640-6333 Ext 351

Melfer Property Maintenance:

905 640-5111

FirstService Residential (FSR) Contact Information Chart For Ballantrae Homeowners

<i>Alteration Requests</i>	<i>Security Gates & Fobs</i>	<i>Home Deficiencies</i>	<i>Grass</i>	<i>Plants and Gardens</i>	<i>Trees</i>	<i>Irrigation</i>	<i>Snow Removal</i>
REQUESTS MUST BE SENT AS INSTRUCTED							
Contact FirstService	Contact Recreation Centre		Contact FirstService	Contact FirstService	Contact FirstService	Contact Porcupine Management Inc.	Contact FirstService
Complete and submit an Alteration Request form to FirstService. The Alteration Request form is available and is fillable online from our Webpage or a hard copy can be obtained from FSR or printed from our Webpage.	For any questions concerning the Enterphone at the Hwy 48 entrance or on obtaining Access Codes or Gate Fobs please call the Recreation Centre @ 905 640-1055	For Maintenance and Repair it's the Homeowners responsibility to have items maintained or repaired.	Grass cutting or maintenance questions will be addressed with Melfer Property Maintenance.	Gardening or maintenance questions will be addressed with Melfer Property Maintenance.	If the tree is dead, it is the Homeowner's responsibility to replace it. An Alteration Request to replace the tree is required.	For all irrigation service, repair and alteration issues (i.e. relocation of a sprinkler head) please contact Porcupine Management by Email at info@ballantraegolfclub.com or by phone at 905 640-6333 Ext. #351	In all requests, please provide location where service is required.

			If necessary there will be a visit by a Melfer employee to address the concern.	If necessary there will be a visit by a Melfer employee to address the concern.	An Approved List of trees is available on Condo 1002's Webpage.	For after hours emergency service the voicemail system will direct you to press Ext #351 and will provide you with further directions or you can contact Dennis Gilchrist at 416 428-8344	Melfer will be contacted with location of your concern or your service request.
			If grass requires repair or replacement, Irrigation service provider (Porcupine Management) may need to be contacted to ensure that the irrigation system is operating correctly.	If a plant is dead it is the homeowner's responsibility to replace it. An Approved List of plants and shrubs is available on Condo 1002's Webpage.		Please include your name, address, telephone number and specific details of the service you require.	Melfer will respond to your request after main road plowing is completed.
			If the grass needs repair or replacement, this is the homeowner's responsibility.				
<p><i>If your concern does not fall into one of the above categories, please contact FSR's Property Management</i> <i>Haley.Gray@fsresidential.com</i> <i>Emergency Contact Number: 1 855 244-8854</i></p>							
<p>FirstService Mailbox is located In the front vestibule of the Recreation Centre</p>							
<p>FirstService Ballantrae Community Webpage: www.hotg.ca/condo-info</p>							
<p>FSR Head Office: 416 293-5900 - Email address: ballantrae.community@fsresidential.com</p>							
<p>Protocol for response time: Emails to be acknowledged upon receipt and responded to within three days. Phone Calls (non-emergency) with respect to grass cutting & snowfalls to be dealt with directly by FirstService within 48 hours - Homeowner may not get a call back. Phone Calls (emergencies) to be dealt with directly by FirstService - Homeowner will get a phone call within a few hours.</p>							

CORPORATION SERVICES

As you are aware, many services are included in your condominium fees. These services include: Residential grass cutting & lawn care, including irrigation maintenance & control; snow removal and maintenance of all Standard Gardens, Common Elements & Parcels of Tied Land (POTL's).

THINGS YOU SHOULD KNOW

RECREATION CENTRE and COMMUNITY ACTIVITIES

The Recreation Center is the hub of activities for our Community. The following facilities are available:

- ☐ Pool,
- ☐ Exercise room with treadmills, stationary bicycles, weight and elliptical machines, and free weights.
- ☐ There are supervised exercise programs which you can register for and pay a fee. These programs include Aquafit, Pilates and Yoga. You can also arrange for a

personal trainer if you wish.

- ☐ Library including 4 computers with internet access for general use,
- ☐ Billiard room,
- ☐ Card Room,
- ☐ 3 general purpose rooms, which can be rented for events.
- ☐ Entrance to the Recreation Centre requires the use of an electronic key or fob which is issued to owners at the Recreation Centre Office.

A "Lifestyle Guide" is published quarterly by the Recreation Center listing the activities offered in the next quarter. A wide range of activities is offered, some organized by community volunteers; others by the Community Center Staff. Please visit the Recreation Centre tab on the Home On The Green Community Website www.hotg.ca to access the Lifestyle Guide.

Volunteers publish the "Home on the Green" magazine four times a year for our community. Articles and photographs are submitted by members of our community. The magazine is totally funded by local advertising.

The Ballantrae Social Committee volunteers organize activities such as group outings to live theatre, Woodbine Race Track, casinos, Strathford, bus trips and various events in the Recreation Centre such as the annual 'Christmas Dinner and Dance'.

A community website has been developed by resident volunteers. It has news on current and upcoming events within the community and in the surrounding area, classified ads, and postings from the individual condominiums including the online version of this Guide and much, much more. Just enter www.hotg.ca in the address bar of your internet browser (where the http:// and/or www. appear). The editor is available at hotg2@outlook.com.

RESIDENT ORGANIZED ACTIVITIES

In addition to the Wellness Programs offered, organized and supervised by the Wellness Director of the Recreation Centre, there are a large number of Resident organized activities the majority of which take place in the Recreation Centre. These activities are organized by Resident volunteers and include such thing as Bridge, Book Clubs, Men's and Ladies' Golf, Snooker, Tennis and much more. For a complete list of "Resident Organized Activities" and the contact information, please click on [www.hotg.ca/Resident Activities](http://www.hotg.ca/Resident_Activities). Contacts and programming information for these activities will change occasionally. Please call the Recreation Centre at 905 640-1055 for updates. For a complete list of Wellness Programs please click on www.hotg.ca/Health and Wellness.

SNOW REMOVAL

Snow removal will begin after an accumulation of 2 inches of snow over the paved areas. Upon circumstances of an unusually Heavy Snowfall, Melfer will dispatch a vehicle to open up all major

entrances, exits and roadways to allow for proper traffic flow, prior to the commencement of regular removal operations. Priority will be given to Fire and Emergency routes. Melfer has a night watch person on site every evening to monitor when snow plowing will be necessary. 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 ploughed for safety and insurance reasons. The contractor will not be responsible or liable to return to plough the driveways or areas where the cars were previously parked. In regards to ploughing the driveways, the blades used on the ploughs have plastic on the edge; however, they still may leave marks or scratches on driveways during the snow removal process. This is considered normal driveway wear and tear and the contractor and/or the corporation is not responsible for these damages. Damage to lawns and/or sprinkler heads incurred during snow removal will be repaired by Melfer Property Maintenance in the spring.

The Melfer maintenance offices are located next to the Water Treatment Plant with access to the site via Gentle Ben. Equipment is stored on site and snow plowing will start on November 1st, and/or upon an accumulation of 2 inches.

Snow plowing equipment and safety:

What the blue light means, and the 'Right of Way'. When you see machines with blue lights working, **THEY have the Right of way**. The blue light means **STAY BACK, KEEP CLEAR -- They cannot see you!**

When approaching snow plowing equipment, here are our recommendations:

1. **Try and take a different route, even if that means turning around.**
2. **Stop at least 100 feet away or two houses.**
3. **Wait until the machine operator has made eye contact with you.**
4. **Once the operator is facing you and the machine has stopped moving, then you should proceed with great care.**
5. **When two machines are working together, make sure that they both see you.**

All residential roads will be cleared of snow after a minimum accumulation of two inches. Snow will be removed from your driveway (if free of vehicles), as well as from the walkway to your front door. The home owner is responsible for spot salting/sanding on an as needed basis.

NOTE: We recommend the use of ice-melting compounds rather than salt to avoid damage to concrete and driveways.

ENTRANCE GATES (Under the Jurisdiction of Condo 967)

Currently there are two points of entry for our community. **The front gate on Markham Road (Highway #48) is the one for public use.** During the summer it is open most of the time to provide access to the public golf course. You will be advised of changes in the opening schedule on a seasonal basis. **The Ninth Line Gate is for residents' use only and all delivery traffic must be advised to enter via Markham Road (Hwy. #48).** The Ninth Line gates are always closed.

The exit gates at both locations are automatically raised as your vehicle approaches them. Never try to have more than one vehicle exit at one time. You have been provided with two (2) remotes for your personal use to enter the front and rear gates. Additional remotes are currently available from our Property Manager, FirstService Residential for a nominal charge at the Recreation Centre office **at 905-640-1055**. Your contact information has been processed through the computer system, which controls access to the front entrance.

Your guests visiting Ballantrae Golf & Country Club must follow the following procedure for admittance to the community when the Hwy. #48 gates are closed.

- ☐ Enter the side of the driveway closest to the gatehouse
- ☐ Follow the procedure on the screen to find your name
- ☐ Enter the four (4) digit code beside your name
- ☐ Entering this code will ring through to your home telephone
- ☐ Press **number nine (9)** on the telephone, after confirming that the person at the gate is the guest you are expecting.
- ☐ The gate will open for your guests to enter the community and will close behind them.

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. The Board of 967 has installed closed-circuit cameras at both gates to monitor security.

PARKING and VEHICLE RESTRICTIONS



We would like to remind you 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.

The parking restrictions are particularly important on Legendary Trail, a major thoroughfare and emergency vehicle route.

There are no designated visitors parking areas in the Ballantrae Golf & Country Club. Residents are allowed to park only in their own driveways. Parking is prohibited in the following areas: Fire zones, traffic lanes, delivery and garbage collection areas or roadways. No servicing or repairs may be made to any motor vehicle on the common elements. Trailers, boats, snowmobiles, machinery or equipment of any kind must be parked in the garage of a unit. These may not be parked on the driveway or on the grass or adjacent to the driveway or beside the house.

All owner vehicles must be registered with the Property Manager. (Section E: Appendix F3)

REMOTE CONTROL POLICY (Under the Jurisdiction of Condo 967)

This policy has been developed to ensure reasonable protection in controlling access. While residents may feel restricted by this policy we ask that you recognize the efforts to provide security in the best interest of all the owners and residents. Should there be a special circumstance or situation which has not been addressed we would be most pleased to address these individual concerns and make decisions based on the merit of the concern.

1. Remote controls will be distributed only to persons registered with the corporation and authorized under this policy.
2. At the time of purchase each unit will receive two remote controls.
3. Homeowners will be able to purchase one (1) extra remote control at cost. This cost is not refundable.
4. Absentee owners will be permitted to purchase one (1) remote control in addition to the resident policy.
5. Call FirstService Residential @ 905-640-1055 for any inquiry regarding remote controls.

GARBAGE and RECYCLING

Curbside Collection Reminders:

- ☐ Garbage and Composting is picked up every Friday by the Town of Whitchurch-Stouffville. Recycling (Blue boxes) is picked up every other Friday.
- ☐ Garbage must be contained in acceptable garbage containers and/or properly tied plastic garbage bags not exceeding 22 kg (50 lb) per bag. **A maximum of 3 bags per household is permitted. Additional bags will also be collected provided a "Garbage Bag Tag" is affixed to each bag. Tags must be purchased from designated locations or from the Town of Whitchurch-Stouffville.**
- ☐ 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. Containers must be removed no later than 8:00 p.m. on the day of collection.
- ☐ Blue boxes for recycling can be picked up at the Town of Whitchurch- Stouffville Offices located at 111 Sandiford Drive, Stouffville, ON. 905 640-1900.

For more information residents should consult the literature issued by the Town of Whitchurch-Stouffville or visit www.townofws.ca or call 1 866 421-5625.

INSURANCE

As a vacant land condominium unit owner, you should be aware of your insurance responsibilities, as well as your obligations 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:

1. Your dwelling unit
2. Your personal property — all contents, furniture, clothing, etc.
3. Your exterior assets — driveway, landscaping, etc.
4. Personal liability — legal liability arising out of the day-to-day activities including damages that result from maintenance provided by the corporation
5. 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 levy a special assessment on each home owner for the funds required. This is where a severe financial hardship could occur unless you have purchased personal unit insurance coverage for Condominium Corporation Loss Assessments.

You should check with your personal insurance representative to ensure that your Homeowners Package Policy includes this very important Homeowner Assessment Insurance protection.

STATUS CERTIFICATE

Owners may require a Status Certificate for a mortgage, re-financing, or the sale of the property.

To obtain a Status Certificate, call FirstService Residential at 416-293-5900 Ext. 1023.

Mabel Lam at FirstService will be happy to explain the procedure and provide you with the cost to obtain a Status Certificate.

CONDOMINIUM RULES

When you purchased your home, you received a package which set out the parameters of our new, unique environment. If you read the documents you will have recognized that condo living is somewhat different than ownership in a freehold circumstance.

If you didn't read the Declaration, By-Laws and Rules when you purchased your home, you should read them now. Regardless of any clarifications we are trying to provide in this manual, the final and ultimate authority remains the Declaration.

Every condominium corporation is governed by a set of rules. The rules may vary from corporation to corporation, and they do here amongst the Ballantrae Condominium Community. The rules (Declaration) are initially enacted by the builder or developer and later on by the Board of Directors of the condo. The rules are in accordance with the *Ontario Condominium Act, 1998*

as well as the *Human Rights Code* of each province. Rules basically exist to promote the safety, security or welfare of owners and their property as well as the corporation's assets. They exist to protect and preserve the beautiful streetscapes with the architectural finishes and fixtures that they were initially designed with. Rules also exist for the purpose of preventing unreasonable interference with residents' use and enjoyment of their homes and common elements. Rules and regulations are helpful as they guide the behaviour of residents. People then know what to expect.

Here in Condo 1002, we have produced this Owner's Manual in an attempt to simplify the developer's Declaration and to assist you with condo life in our community. It is important that each resident abide by these Rules and Standards.

PLANNING EXTERIOR CHANGES TO YOUR HOME OR PROPERTY?

Don't make any exterior changes without first getting approval in writing. All applications for replacement, alterations and/or changes must be made to the Property Manager using the Alteration Request Form F2. Make certain you make note of the requirements of maintenance, repair, replacement and/or improvement in the Declaration 4(a) 12. Section C: of this manual provides some clarification.

PLEASE NOTE: If you have made changes without permission and if you continue to ignore the rules you will be required to conform at your expense. Your Board has no option in such cases and must adhere to the Condominium Act.

Briefly stated, any changes that you might consider making to the exterior of your home are restricted and if you proceed without approval, you may be faced with expensive removal costs and considerable, unnecessary aggravation. Please follow the process outlined on the next page.

At first glance one might be inclined to consider many of these stipulations to be somewhere between onerous and unreasonable. Most of us are accustomed to owning our own buildings and property and being able to do whatever we think is 'attractive' or useful to them. However, in the Condo environment, standards are deemed necessary to make certain that your taste and convenience do not contradict or even offend others in the community. **This Quality Assurance and Design Code was placed in the Declaration by the Developer and all of us received a copy at the time of purchase, and we are bound by the restrictions.**

Indeed, relatively simple changes that you might see as harmless and even 'improvements' may have triggered unanticipated consequences for your neighbours or the Condo as a whole. A quick example sees one owner enlarging his/her garden and flower beds. It may look terrific but such changes, particularly if they occur throughout the area, will inevitably increase the charges paid by contract to a gardening firm, a service that is mandated in the Declaration. Everyone would therefore have to pay something toward any new garden, and the Board would have even less control over increasing maintenance fees.

***MAKING AN APPLICATION FOR EXTERIOR ALTERATION OR CHANGE AND
THE PROCEDURE FOR PROCESSING AN OWNER ALTERATION
REQUEST
(Revised, July 10, 2014)***

All changes, additions, or extensions to the exterior of the home require Condo 1002 approval prior to the beginning of construction or installation. Familiarize yourself with the General Restrictions, Article 4.1 and Restriction on Alteration of Units, Article 4.2 of the Declaration, and Sections C, D, and E of this Owner's Manual. Failure to receive approval prior to construction/installation could result in the unnecessary expense and aggravation to the homeowner in restoring the property back to its original condition.

Complete the Alteration Request (AR) Form F2 and submit it online or post it in the FSR mailbox at the Recreation Centre.

The FSR Property Manager will acknowledge receipt of the AR, check it against the Condo 1002 Declaration and Rules, and confirm that all required information has been provided. If information is missing or incomplete, the FSR Property Manager will advise the homeowner and the AR will be suspended until the required information is received.

When the FSR Property Manager determines that the application is complete, the FSR Property Manager will assess the request to determine if it is in compliance with the Condo 1002 Declaration and Rules. If compliant, the FSR Property Manager is authorized to approve the AR and will advise the owner that the AR is approved. Some ARs require a pre-approval and a final approval prior to construction. Barring any delays for missing information, this process may take up to ten business days. In limited situations, additional time may be required before an approval is given.

If the Property Manager deems that the AR is non-compliant, it will be referred to the Board Director responsible for Standards & Rules. The AR will then be reviewed by the Standards & Rules Committee. The Standards & Rules Committee will examine the AR and make recommendations to accept or reject the AR. These recommendations will be passed to the Condo 1002 Board of Directors for its review and final decision. The Board's decision will be communicated to the homeowner by the FSR Property Manager. This exception process may take up to twenty business days.

***BOARD OF DIRECTORS PROCESS IN DEALING WITH INFRACTIONS
AND/OR VIOLATIONS OF THE DECLARATION and RULES.***

The Condominium Act of Ontario requires the Board of Directors of a Condominium Corporation to enforce the conditions specified in the Declaration, By-Laws, and Rules of the Corporation. In fulfilling this obligation the Board of Condominium 1002 will follow the following process:

Step One: Once the Board is informed of an infraction or violation of the Declaration, By-Laws, or Rules, the Property Manager will be instructed 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 with a date by which a response is expected. If the owner fails to respond or initiate action to redress the problem, the Board will initiate Step Two.

Step Two: The board will instruct the Property Manager to send a formal letter to the owner outlining the specifics of the violation and the corrective action that must be taken. The owner will also be sent a copy of this document, outlining 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 would 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 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 would 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 provide compliance and resolve the problem will be charged to the owner through the regular general assessment. Failure by the owner to pay the assessment will result in the placement of a lien on the property by the Board, 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 during this process. 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 process of Mediation to settle a dispute. See also Condo 1002 Declaration: By-Law No. One — Article XIII, and Appendix 'A'

OWNER'S MANUAL



Y.R.V.L.C.C. 1002

SECTION C GENERAL RULES AND RESTRICTIONS IN THE DECLARATION

This Section is provided to owners in an effort to help clarify the legal language and restrictions in the Declaration Document, **including the Declaration Amendments registered June 4, 2008.**

The architectural theme for the Ballantrae Golf and Country Club has focused control on establishing compatibility between buildings. Single family residences erected on the Units carry through a high-quality luxury design and golf club theme through appropriate architectural features. Special attention has been paid to designing the rear appearance and landscaping of the houses.

Homes and property must be maintained in the original condition. Any new construction and any maintenance, alteration, addition or replacement to a dwelling or landscaping on a Unit, if performed by any Owner is governed by the Quality Assurance and Design Code.

Despite any descriptions provided, the Declaration and Amendments remain the authoritative documents for the Restrictions and details of the Quality Assurance and Design Code.

GENERAL RULES - Rules 1 - 8

(Issued at Registration, Sept. 2003 – Re-Issued June 2007)

- ☐ Any losses, costs or damages incurred by the Condominium 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 Unit, shall be borne and/or paid for 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 units 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 or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units;
- ☐ Rules as deemed necessary and altered from time to time by the Corporation shall be binding on all unit owners and occupants, their families, guests, visitors, servants or agents.

1. QUIET ENJOYMENT

- a. 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 Units or Common Elements by other Owners or their respective families, guests, visitors, servants and persons having business with them.
- b. No noise shall be permitted to be transmitted from one Unit to another. If the Board determines that any noise is being transmitted to another Unit and that such noise is an annoyance or a nuisance or disruptive, then the owner of such Unit shall at his expense take such steps as shall be necessary to abate such noise to the satisfaction of the Board. If the Owner of such Unit fails to abate the 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).
- c. No auction sales, private showing or public events shall be allowed in any unit or the common elements.
- d. Firecrackers or other fireworks are not permitted in any unit or on the common elements.

- e. Any repairs to the units shall be made only during reasonable hours.

2. SECURITY

- a. Owners shall supply to the Board the names of all residents and tenants of all dwelling units.
- b. Residents are to immediately report any suspicious person(s) seen on the property to the Property Manager or the office.
- c. Every owner will complete an Owner/Resident Information Form and return it to the Property Manager. Owners are responsible for keeping all information up-to-date. The Form is available in Section E: Form F3, Page E-3.

3. SAFETY

- a. No storage of any combustible or offensive goods, provisions or materials shall be kept in any of the Units or Common Elements.
- a. No propane or natural gas containers shall be kept within any structure located on the units.
- b. No owner or occupant shall do, or permit anything to be done in his unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on any buildings, or on property kept therein, or obstruct or interfere with the rights of other owners, or in any way injure 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 or municipal by-law.

4. COMMON ELEMENTS

- a. No one shall harm, mutilate, destroy, alter or litter the common elements or any of the landscaping work on the property.
- b. No equipment shall be removed from the common elements by, or on behalf of, any owner or occupant of a unit.

- c. The passageways and walkways which are part of the common elements shall not be obstructed by any of the owners or occupants.
- d. Any physical damage to the common elements caused by an owner or occupant, his 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.
- e. 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.
- f. No school buses will be permitted within the condominium premises. Persons requiring transportation by a school bus will have to meet the school bus outside the front gate, and be dropped off at that location.

5. UNITS

- g. Units shall be used only for such purposes as provided for in the Corporation's Declaration and as hereinafter provided. No immoral, improper, offensive or unlawful use shall be made of any unit. All municipal and other zoning ordinances, laws, rules, and regulation of all government regulatory agencies shall be strictly observed.
- h. No Owner shall permit an infestation of pests, insects, vermin or rodents to exist at any time in his Unit or adjacent Common Elements. Each Owner shall immediately report to the Manager all incidents of pests, insects, vermin or rodents and all Owners shall fully co-operate with the Manager to provide access to each Unit for the purpose of conducting a spraying program to eliminate any incident of pests, insects, vermin or rodents within the buildings.

6. PETS

- i. Residents must register their pets with management. All dogs and cats must be kept under personal supervision and control and held by leash at all times during entry and exit from a unit and while on the Common Elements. Section E: Form F3, Page E-3.
- j. All damages caused by a pet to the Common elements and the Units are the responsibility of the owner of the Unit and the said owner shall fully reimburse the Corporation for the cost of the repair, replacement or renovation.

- k. Each pet owner must clean up any defecation by a pet immediately, so that the Common Elements and Units are neat and clean at all times. Should a pet owner fail to clean up after his/her pet as aforesaid, the pet may be deemed to be a nuisance.
- l. No pet deemed by the Board, in their sole and absolute discretion, to be a danger to the residents of the Corporation is permitted to be on or about the Common Elements. No attack dogs are allowed in any Unit. No breeding or animals for sale shall be carried on, in or around any Unit.
- m. No animal, which is deemed by the Board in their absolute discretion, to be a nuisance may be kept by any Owner in any Unit. 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.

7. MOTOR VEHICLES and PARKING

- n. For the purpose of these Rules, "**motor vehicle**" means a private passenger automobile, station wagon, compact van, or motorcycle as customarily understood. No motor vehicle parked upon any common elements may exceed a height of 1.85 meters.
- o. All motor vehicles operated by Owners must be registered with the Manager. Each Owner will provide to the Manager the license numbers of all motor vehicles driven by residents of that Unit. Section E: Form F3, Page E-3.
- p. No motor vehicle will be driven on any part of the Common Elements at a speed in excess of posted speed.
- q. No person will operate a motorized vehicle within the complex without a proper operating license.
- r. All Motorized vehicles must be licensed and equipped with the most recent noise control devices and operated on the roadways and in a manner so as not to disturb the other Owners. Mopeds and bicycles may be operated only on the road, and in a manner that will not obstruct traffic. No mopeds and bicycles may be operated on sidewalks.
- s. No vehicles bearing commercial or farm plates may be parked on common areas or driveways, except for the purpose of loading and unloading furniture or any other

household effects of the Owner(s) provided that the length of time of such parking is limited to no longer than is reasonably necessary to perform the service.

- t. No person will place, leave, park or permit to be placed, left or parked upon the Common Elements any motor vehicle, moped, golf cart, trailer, boat, snowmobile, machinery or equipment of any kind. If a motor vehicle or any other of the foregoing items is left standing upon the Common Elements, the vehicle or item may be towed without notice to the owner and at the Owner's expense.
- u. No servicing or repairs may be made to any motor vehicle, trailer, boat, snowmobile, or equipment of any kind on the Common Elements without the express written consent of the Manager or the Board.
- v. No person will park or use a motor vehicle in contravention of these Rules, otherwise such person will be liable to be fined or to have his motor vehicle towed from the property in which event neither the Corporation nor its agents shall be liable whatsoever for any damage, costs or expenses whosoever caused to such motor vehicle or to the owner thereof.



☐ **TENANCY OCCUPATION**

- w. No unit shall be occupied under a lease unless, prior to the tenant being permitted to occupy the unit, the owner shall have delivered to the Corporation a completed Form 4, a duly executed copy of the Application/Offer to Lease and the Lease itself. **Note:** Section E: F4, Page E-4.
- x. In the event that the owner fails to provide the foregoing documentation in compliance with paragraph (a) above, prior to the commencement date of the tenancy, and in compliance with Section 49 of the Condominium Act, any person or persons intending to reside in the owner's unit shall be deemed a trespasser by the Corporation until and unless such person or persons and the owner comply with these rules and with the Act.
- y. Within seven (7) days of ceasing to rent his unit (or within seven (7) days of being advised that his tenant has vacated or abandoned the unit, as the case may be) the owner shall notify the Corporation in writing that the unit is no longer rented.
- z. The foregoing documentation shall be supplied promptly and without charge to and upon request for same by the Corporation.
- aa. No lease shall be for a period of less than six (6) months without the approval of the Board.

- bb. No owner shall allow his tenant to sublet his unit to another tenant.
- cc. All owners shall be responsible for any damage or additional maintenance to the common elements and/or unit caused by their tenants and will be assessed and charged therefore.
- dd. The owner shall supply to the Board, his current address and telephone number during the period of occupancy by the tenant.



Y.R.V.L.C.C. 1002

SECTION D

SPECIFIC RULES

(Updated January 18, 2021)

(Issued at Registration, Sept. 2003 – Reissued - June 2007)

These rules were initially issued by the Developer (Declarant) when the Condominium was registered. We have reorganized these rules to combine references to specific issues. The reorganization of these rules required renumbering of the rules.

Despite any descriptions provided, the Declaration and Amendments remain the authoritative documents for the Restrictions and details of the Quality Assurance and Design Code.

1. Additions & Extensions

No additions or extensions may be installed on dwellings constructed by the Declarant.

2. Air Conditioner Replacement & Pads

(August 11, 2010)

Central air conditioning units may not be located in a front or rear yard and no portable wall or window units are allowed. The air conditioning units are currently mounted off the ground with steel wall brackets provided by the manufacturer. It may be necessary to install replacement units on a pad on the ground.

1. There has been a continuing problem of maintaining grass under the elevated exterior air conditioners. The problem has been more severe to some owners depending on the orientation of the lot and house.
2. **Owners may apply for permission to install a pad under the existing elevated air conditioner subject to the following conditions:**
 - ☐ A detailed proposal must be submitted;
 - ☐ Owners may select either the interlocking brick as in their driveway, approx. dimensions 29" x 40" or
 - ☐ Two 24" x 30" concrete slabs, or pavers matching the driveway pavers over a prepared base;
 - ☐ The owner has confirmed that there is no interference with the sprinkler system;
 - ☐ The patio must be installed at ground level to avoid any interference in landscape maintenance.

Replacing Air Conditioners

Owners in the community who have had to replace an air conditioner have learned from the air conditioner suppliers that in some cases the capacity of the current model is not large enough to adequately service the house without over taxing the unit.

Suppliers have recommended new units with greater capacity. These units are also more efficient and draw less power. Some of these units, however, require a ground level installation for maximum stability and operation.

- **In these cases, the base pad must have proper foundation and may be somewhat larger than the specifications above.**
- **The owner must provide full details of the air conditioner size, the size of the pad, and the sub-base of the pad.**
- **The pad and the sub-base must be completed before the air conditioner is installed.**
- **All other specifications above also apply.**

3. BBQ Gas Hook-up

Revised August 8, 2014

Owners may request approval for a natural gas BBQ hook-up on the back patio. Owners must ensure that the installation is done by a licensed gas installer and meets Gas

Company specifications and safety requirements, with a gas shutoff outside the house. A gas shutoff inside the house is also recommended by installers.

Owners should also refer to Rule 4. BBQ PAD

4. BBQ Pad (June 15, 2008 – Revised - April 2, 2010) (Re-issued - July 31, 2010)

Owners may request approval for the construction of a pad off, but adjacent to the patio, **to be used exclusively for the placement of the BBQ.**

The following standards and conditions will apply:

1. The pad must be constructed level with the ground and may not exceed 36 sq ft (3.5 sq m) and may not extend more than 6 ft from the wall. Since the configuration of patios, gardens, windows, etc. may vary in final construction; **minor** adjustments of these dimensions may be considered in unique circumstances. In such a circumstance, it is strongly recommended that consultation with the Property Manager take place **before** the request is submitted.
2. The **pad** may not extend beyond the side brick wall boundary of the house.
3. The **pad** will be constructed using either standard concreted slabs (max. 2' x 2.5') or pavers matching the driveway pavers over a prepared base material.
4. The **BBQ Pad** must not interfere in any way with the landscaping or gardening service provided by the Board's contractor.
5. The owner must submit with the request specific information related to:
 - ☐ Location
 - ☐ Materials
 - ☐ construction specifications including the name of the owner's contractor
 1. proposed dates for the start and completion of the work
 2. No construction may begin until the Board approves the request.
6. The owner must arrange with the Property Manager for an assessment of the sprinkler and sprinkler heads system in order to arrange for any changes necessary and minimize disruption of the system to neighbours and common property. Any work necessary will be undertaken by the Board's contractor to ensure proper operation of the sprinkler system.
7. The Property Manager, or other approved agent, will inspect the completed project to ensure all conditions have been met.
8. The owner agrees to pay for all costs associated with assessments, inspections, and work done to re-locate sprinkler lines and heads.

9. The Board reserves the right to reject the request if the proposed base interferes with the grading of the property, the rain run-off, the irrigation system or any other condition which contravenes the Declaration or Rules.
10. For some house models, the Augusta and Grand Cypress in particular, the installation of a BBQ pad may necessitate the movement of an existing foundation garden, however see # 11 below. Any such garden change must be **clearly identified** in the application for change.
11. Approval of a BBQ Pad **does NOT provide approval for any additional gardens or foundation plantings.**

Decorative Items

1. Owners may place on their front porch/entry area and on the rear patio various decorative items including planters, pots, small statues, artistic items.
2. Owners may place on their rear patio wooden trellises and wrought iron dividers for privacy reasons.
 - a. **These items must be decorative, seasonal and detachable for removal and storage in the winter.**
 - b. **Wooden Trellises may have a maximum dimension of wood strips of 1" x 1/2".**
 - c. **Wrought iron dividers may have a maximum diameter or iron rod components of 1/2".**
 - d. **Fence-like materials such as lattice, woven or solid panels are not permitted.**
 - e. **Trellises or dividers must be hidden by cedars and or a combination of vines and flowers as per our listings.**
 - f. **No permanent posts are to be erected to support any type of structure.**
3. The Board expects Owners to show discretion in relation to the size, number, colour, placement and good taste in the use of such items. Particular care should be taken in the selection and use of synthetic or plastic flowers, plants, or shrubs.
4. The Board and the Property Manager will take into consideration the following information when presented with an Alteration Request regarding this rule:
 1. Proximity of your the patio to your neighbour's patio
 2. Height differences between your patio and your neighbour's patio
 3. The angle at which the adjacent patios face
 4. Visibility of your patio from back yards, patios, walkways and streets
 5. The inability to sustain cedar growth to provide privacy
 6. Proximity of your patio to your neighbour's A/C unit

6. *Door Screens*

Owners may request approval to install retractable door screens. Door screens must retract to the door frame when not in use. The frame must be installed as part of the original door jam and the colour must match the colour of the vinyl door frame and windows.

Note: Permanent storm/screen doors are not permitted.

□□*Driveways*□□

All driveways and parking surfaces are interlocking brick or cobblestones. Driveways installed with the original dwelling may not be widened and no borders of stone, pavers or other material may be placed against the outside edges of the original driveway. Colours and patterns have been predetermined by the Declarant and may not be changed. Repairs must use the same type and colour of interlocking brick or cobblestone pavers

The following guidelines can be used for submitting alteration requests (A/R) under the reasonable variations clause in our rules. These guidelines are intended to provide more choice in interlocking brick sizes and patterns, with some additional scope for colour choices.

1. Any driveway / walkway replacements must be on the same footprint as the current driveway / walkway. The only exception to this will be in cases where there is a need to accommodate medical disability / mobility issues.
2. No raised borders will be allowed on driveways/ walkways. Any borders must be of the same material used in the driveway / walkway and must be an integral part of the driveway / walkway consistent with present border designs.
3. The size and pattern of interlocking bricks / pavers may vary based on contemporary design norms, but all bricks must be square or rectangular. Circular patterns are not permitted.
4. Colours and colour combinations should match closely to the colour shades that exist in the driveway before replacement.
5. Compatibility must be demonstrated in different lighting conditions and must include texture and sheen of the bricks.
6. **In the case of pavers, a sample of the colours and pattern must be submitted with the A/R.**
7. An A/R must be approved BEFORE any work is commenced. Because of the complexity and detail, **allow a minimum of two additional weeks for approval.**

8. *Exposed Roof Vents*

All original exposed roof vents are to match the colour of the roof shingles on the original dwelling. All additional vents must be approved and must meet the same standards.

9. *Exterior Colours*

Exterior colours “specified on either Option “A” or Option “B” as specified in Section “E”. and on the Approved Colour Lists.” A home owner may choose colours from either of Option “A” or Option “B”, but cannot mix and match except as indicated in the Option “B” detail.

Reminders: **ALL colour choices MUST be preapproved by the Board prior to installation.**

If choosing a different paint supplier than those indicated in Option “A” or Option “B”, ensure they colour match accurately as it often happens that they do not.

10. *Exterior Lights amended June 2021*

Replacement of exterior lighting will be of the same or, as applicable, similar coach light design or style, be of a similar size and be of equal or upgraded quality as installed on the original dwellings.

11. *Exterior Power Generator*

An owner may request approval for the installation of an exterior power generator subject to the following conditions:

- a. The owner must supply specifics on the generator related to:
 - 1) the specific unit and rated noise level
 - 2) the installation plan
 - 3) the location
 - 4) the final appearance showing efforts to make the installation as inconspicuous as possible.
- b. The owner must agree to inspections by the Property Manager.
- c. All costs associated with this application will be borne by the owner.
- d. Board approval for this application must be signed by the owner indicating that the owner has read, understood, and agrees to all the conditions.

Stand-by and temporary use generators are acceptable under the following conditions:

Before choosing a generator, the Board encourages owners to explore battery back-up options. These may well be the best option for your situation.

No generator can be operated within the home or the garage under any circumstances.

Maximum decibel levels for all units are to be rated at ratings of 65 dbl at maximum output and 55 dbl in test mode.

- 1) ALL generators MUST operate on natural gas. **There are no exceptions.**
- 2) All generators must be operated at a pre-defined location in a SIDE yard. This location must be a minimum of 5 feet from any window, door, air intake of any sort, A/C unit or vent on ANY property, including a neighbor's and 7 feet from any neighbor's basement window. This distance is the legal minimum to protect from CO emissions.
- 3) All generators must be operated a minimum distance of 15 inches from any wall.
- 4) Gas lines may be connected to an existing legal quick connect couplings if available or to a newly installed natural gas connection. These connections must be installed by a qualified, insured and licenced fitter and proof of competency must be provided with the A/R. **This proof must include Company name, quotation for work to be done, TSSA registration number and insurance information.**

The Board recognizes that different owners may need different back up power options.

We recognize three that should meet everyone's needs.

Option 1:

The simplest option is to have a portable generator that would be stored in the garage until needed. This unit would provide power, through extension cords, to appliances chosen by the home owner. For example, one might choose to operate a couple of lights, a freezer or refrigerator.

These units are limited by output, and cannot be used for things such as air conditioning or furnaces.

This option is the least expensive but has its limits as indicated.

Extension cords from these units must be a minimum of 12 ga for 100' or 14 ga for 50'. This is to protect from overheating. Maximum length of cord is 100'. This is for 15 amps maximum.

Option 2:

This option is a hybrid between the other options. It is, once again, a portable generator, but in this case, the electrical input leading into the home is modified so that the temporary power is delivered directly into the home's electrical panel.

The benefits to this system is that it can be used, if sized appropriately, to operate furnaces or A/C units. One needs to select the breakers to send power to the appropriate appliances through a newly installed switch panel.

This is a far more complex installation than option 1 because the home's electrical input must be modified to accept the alternate power safely. This modification is expensive and MANDATORY. It is the same modification required for option 3 generators, except that is for a lighter load.

The modification must be done by a licenced installation expert, and all licences, proof of competency, TSSA licences, and insurance information must be provided with the A/R.

Subsequent to the installation, a Township / Hydro inspector must sign off on the installation before operation.

Because the rigorous safety requirements of the electrical setup, this option will be significantly more expensive than option 1.

Both options 1 and 2 require that the unit be removed from storage and connected to the gas line, and in the case of option 2, to the power inlet plug, before operation. This may be an onerous task during a winter ice storm.

Both option 1 and option 2 generators must be stored in the garage when not in operation.

Option 3:

'Whole Home' generator:

This unit will power the whole home when there is a power failure. It comes on automatically during a failure, and shuts off when power is restored.

Downsides to this unit is the expense. In addition, there is a short period every week when the unit turns on for few minutes to test its system. Test time for the generator is to be set as 2:00 P.M on Wednesday afternoons.

This unit also requires periodic professional maintenance.

A signed copy of a service contract would be required to accompany the A/R.

The modification must be done by a licenced installation expert, and all licences, proof of competency, TSSA licences, and insurance information must be provided with the A/R.

Subsequent to the installation, a Township / Hydro inspector must sign off on the installation before operation.

All temporary extension cords would need to be the same acceptable gauge as previously indicated in option 1.

All costs associated with this application will be borne by the Unit Owner.

The Unit Owner must sign a statement that they understand and agree to all terms of this Rule.

12. Exterior Wall Construction

Exterior wall construction is brick with aluminum or stucco siding, all in the BG&CC theme. Stone may have been incorporated for detail. Only the brick or stone siding used in the construction of original homes is acceptable. Section E: S1, Page E-6.

13. Fences

All fences, including ornamental, privacy, decorative and invisible pet fences, are prohibited.

14. Festive Decorations, Lights

Owners may put out festive decorations and lights on their unit one month prior to the seasonal or festive holiday date, and must remove such decorations no later than one month following the seasonal or festive holiday. Festive lights and decorations must be

placed so as not to interfere with entry or exit from the unit nor interfere with the work of the Board's snow removal, maintenance, landscaping contractors etc.

15. *Flags*

The Canadian Flag may be flown at any time on the owner's unit when the owner is in the residence. The Canadian Flag must be flown on an approved flag standard mounted on the unit, but in a manner so as not to interfere with access to the unit or to groundskeepers working on the unit. No free-standing flag poles are permitted. No flags other than the Canadian Flag may be displayed on the unit.

16. *Floral Plants — Annuals*

Owners may plant floral annuals in the Standard Gardens on their property provided that:

- a. the planting of floral annuals will not impede grass cutting or the maintenance of the standard gardens;
- b. the owner is responsible for all maintenance of the floral annuals;
- c. the owner must remove the floral annuals and leave the standard garden in the condition the landscapers leave the standard garden in the fall;
- d. the Corporation will not be responsible for any damage done to floral annuals resulting from normal garden maintenance;
- e. planting of floral annuals must not interfere with the sprinkler system.

If any of these conditions are not met, the Board will require the owner to remove the floral annuals.

17. *Floral Plants - Perennials - Revised June 2021*

Please refer to the Master List of approved perennial plants for the Standard Gardens. Perennial Plant, shrubs, roses listed in Approved lists on WWW.HOTG.CA Condo 2 Approved Lists section

Additional perennial plants are not permitted in the Standard Gardens.

18. *Foundation Plantings & Trees*

Owners may request approval to replace dead, diseased, or original plantings not suitable to the location with an improved type and quality of plant subject to the following conditions:

- a. the owner must specify the reason for the replacement;
- b. the owner must select the replacement plant or tree from the master selection in the Appendix and also listed in the "Approved Lists"

c **Replacement trees must have a minimum caliper of 50-60 mm.** The owner must provide a garden plan showing the location of all plants and shrubs and the specific location of the existing and replacement plant(s);

d the replacement plant(s) must maintain or enhance the appearance of the current garden, be complimentary to the standard gardens of neighbours, and meet the standards of the Quality Assurance and Design Code specified in the Declaration.

Any expansion of a standard garden, additional standard gardens and additional plants, shrubs or trees is prohibited.

All costs of replacement and planting will be borne by the owner.

The Board may reject the request based on Quality Assurance and Design Code in the Declaration.

19. *Foundation Walls*

Foundation walls are not exposed in a vertical direction for more than eight (8) inches. Foundation walls extending above eight (8) inches shall be clad in a manner consistent with the dwelling walls above.

20. *Garbage*

- a. No owner will place, leave, or permit to be placed or left in or upon the Common Elements (including those of which the owner may have exclusive use) any debris, refuse, or garbage, except on days designated by the Town of Whitchurch-Stouffville as garbage pick-up days.

- b. Owners must follow the guidelines and regulations of the Town of Whitchurch-Stouffville for garbage collection. See Section B: Garbage and Recycling.

21. Garages































An attached garage large enough to accommodate at least one motor vehicle is part of each dwelling and must be maintained as such. This area may not be converted to habitable space.

22. Garage Door Surrounds **Added August 8, 2014**



Cladding of existing woodwork around the garage doors is permitted, subject to the following conditions:

- ☐ Cladding may cover only the existing wood trim around the garage doors and the wood trim above the garage doors.
- ☐ Cladding must match the colour of the existing trim.
- ☐ Cladding must not alter or change the garage design as originally installed.

                              Exterior colours on painted and pre-finished surfaces are limited to the colours supplied and installed on original dwellings. Section E: S1, Page E-6.

23. Garden Standards (Revised - June 4, 2008) Also See Rule #38.

Gardens and plantings installed around the original dwelling shall be considered to be the Standard Gardens. No additional gardens may be installed by the Owner and the size, shape, dimensions and location of Standard Gardens may not be altered. Owners shall not plant any additional trees, shrubs, perennial plant material, grass, perennial or annual fruits or vegetables, on the property. No borders of rock, stone or other material that may interfere with maintenance of landscaping shall be installed in the Standard Gardens.

24. Glass Inserts in Exterior Doors and Front Entry Surrounds

Owners may request approval for the installation of decorative glass inserts in exterior doors and the replacement of clear glass panels surrounding the front door entry. The

decorative inserts must be of the etched, leaded type. **Coloured or stained glass is not permitted. Interior decorative appliques on any glass surface are prohibited.**

25. Grade of Property

No Owner may alter the grade of the Property or install any landscaping or other improvements on or to the original dwelling which may obstruct or alter the drainage pattern of the Property.

26. Hedges, Dense Plantings

Hedges, dense plantings are not permitted along or adjacent to any property lines.

27. Hose Hanger or Reel

Owners may request approval for the installation of a hose hanger or reel under the following conditions:

- a. The hose hanger or reel must be installed adjacent to the water outlet on the side wall of the house;
- b. The hose hanger or reel will be installed no higher than 12 m (48") above ground level;
- c. The colour of the hose hanger or reel should be a neutral colour, i.e. green or beige;
- d. The hose hanger or reel must not interfere with any downspout, water course, or sprinkler. If the owner selects a hose hanger, the hose must be coiled in such a manner to ensure the landscaper has uninterrupted access for grass cutting and other maintenance.

Note: Owners must not leave hoses on the ground after use. After use the hose must be coiled on the hose hanger or reel or stored in the garage.

28. House Numbers

**(June 15, 2008)
Re-issued – June 2021)**

The Board has received concerns from owners and Emergency Services that at times, particularly at night, the current house numbers are not visible, in both colour and location. This is not a universal problem, but is apparent in some situations.

Therefore, conforming to Municipal By-law Number 90-103 which requires that every property owner "ensure a street number is affixed to a wall of a building ... to ensure clear visibility of the number at all times ...", and utilizing the new clause in the Declaration 4.2 (d) Reasonable Variations, **the Board is prepared to receive applications for house number changes.**

The Board has approved the following styles of numbers **only**:

- the present 7 inch brass numbers as installed by the builder
- an oval plate, no larger than 14" long x 9" high (large enough to accommodate a 3 digit number) — black border, white background, black numbers 6-7" high, of the same font as the brass numbers.
- similar or same sized numbers in brass or black in a font similar to the original design
- original brass numbers painted black

The Board has authorized two locations for the placement of numbers **only**:

- ☐ the present location as placed by the builder.
- ☐ centered over the garage door(s).

Lighted numbers are prohibited.

Owners must receive approval before any change is made.

29. Irrigation System

The irrigation system is on the Owners Property but may not be altered in any way by the Owner. Any proposed changes must be submitted on an Alteration Request Form to the Property Manager, and approved by the Board of Directors. All changes must be done by the Condo 1002 contracted Irrigation System Maintenance Contractor, Porcupine Management and the changes will be billed to the home owner. All damage to the systems or malfunctions should be reported immediately to the Maintenance Contractor.

30. *Landscape Design*

Landscape design shall be compatible with the surrounding environment. Landscaping should enhance the streetscape and ensure that views of the Golf Course and views from adjacent properties are not blocked.

31. *Lawns*

Lawns are to be composed of grass that is maintained in a healthy and weed-free condition. The Board will assist homeowners by contracting services to water, mow, and spread legal pesticides on the grass lawns.

'Naturalized' lawns consisting of soil, rockery, and plants (in place of grass) that are planted to mimic a naturally occurring landscape such as a meadow, forest, or wetland are prohibited. Homeowners are responsible to take steps to mitigate the natural migration of plants or weeds from adjacent land (forest, pond bank, and golf course) onto their lawns.

For the purposes of this Rule, grass is defined as the type of grass originally planted as lawns by the developer. Types of this grass could include but not be limited to Rye Grass, Bermuda Grass, Bluegrass, or Kentucky Blue Grass. Naturally occurring grasses such as, but not limited to, Tall Fescue, Napier Grass, and Cattails are prohibited.

32. *Light Fixtures — Exterior* Revised June 2021

Owners may request approval to replace exterior lights or install recessed lights in the soffit providing the installation is of the same number, type, location and standard as those originally installed by the Developer. See Section C 1-5 (#14) for more detail. Owners may replace the ceiling patio light with an exterior-rated fan and light.

33. *Outbuildings and Structures*

- ☐ Belvederes
- ☐ Bird Baths
- ☐ Exterior Clotheslines
- ☐ Flag Poles
- ☐ Fountains

- ☐ Garden Ornaments
- ☐ Gazebos
- ☐ Hot Tubs
- ☐ Lawn Ornaments
- ☐ Mail Boxes
- ☐ Pergolas
- ☐ Porch Enclosures (permanent enclosed structures)
- ☐ Sand Boxes
- ☐ Saunas
- ☐ Statues
- ☐ Storage Sheds
- ☐ Swimming Pools
- ☐ Swing Sets
- ☐ Trampolines

All are prohibited.

34. *Patio*

Each dwelling has a rear deck or patio. Specific extension criteria applying to decks or patios have been developed and approved by the Declarant for each model. Section E: S3 and S4, Pages E-8 and E-9.

35. *Patio Extensions*

Owners may request approval to extend their patio subject to the following conditions:

- a. Owners must examine the detailed specifications and limitations outlined in Section E: Appendix — Patio Extensions S3 and S4, for each house style before making the request and provide all relevant information and plans to the Board with the request, including details of the style, quality and colours of the materials to be used;
- b. The Board may give tentative approval to the request pending a report from the Property Manager verifying that the following steps have been completed satisfactorily:
 - 1) the design meets all the criteria outlined in Section E: S3 & S4, Pages E-8, E-9;

- 2) a schedule for the start and finish of construction has been provided;
 - 3) the Board's contractors have agreed to identify the location of the sprinklers and irrigation system that must be modified to permit construction to begin;
 - 4) Board's contractors have agreed to supervise the reinstallation of the sprinklers and irrigation system and ensure the restoration of the landscaping to the original condition.
- c. The Board will give final approval only upon receipt of the report outlined above. **Owners may not initiate work until final approval from the Board is received.**
- d. Any approval of this request **does not include consideration or approval of additional standard gardens or plantings.** Section C: Restrictions in the Declaration — Standard Gardens.
- e. The owner will agree to an inspection by the Property Manager and any other Board contractors to confirm that the construction meets all the criteria of the approval and that the site is in a pristine condition.
- f. The owner will agree to pay for all costs associated with the application, i.e. materials and construction, and all costs associated with the removal and re-installation of sprinklers, irrigation and landscaping. In addition, the owner agrees to pay all costs related to the supervision specified above.

36. Patio Awnings

**(June 15, 2008)
Re-issued - July 31, 2010)**

Owners may request approval for installation of a Patio Awning subject to the following conditions:

1. The Awning (hardware and material) must be of a design and quality to conform with the Quality Assurance and Design Code and appropriate safety considerations.
2. The Awning installation must be wind resistant.
3. The Awning must be installed in a manner to ensure that when the Awning is retracted it is fitted to lie flat to the overhang and is as unobtrusive as possible.
4. The Awning material colour must be a solid neutral colour as close as possible to the colour of the vinyl trim and ceiling in the patio area, or complementary to the patio colours. (Examples are taupe, beige, sand, light grey, to name a few.)
5. The colour of the hardware and arms should match or be complementary to the patio colours as specified in # 4 above. See Owner's Manual, Section E: Appendix S8 for further information.

6. The edge of the Awning must be straight. Scalloped or any other edge designs are **not permitted**.
7. For a two-stage awning, which must be fully retractable, the vertical drop for the second stage must not exceed 1.25 meters or 4 feet. Note: The second stage will be hand operated even if the first stage is motorized.
8. All electrical wiring and fittings required for a motorized unit must be hidden by the overhang as far as possible. A motorized unit must be controlled by a remote electronic control.
9. Awnings must be kept in good condition and the owner must ensure regular maintenance and repair, or replacement of worn Awnings.
10. If an Awning is permanently removed, the owner must return the overhang and brick areas affected by the installation to the original condition.
11. **Awnings may be used on a daily basis only when the Owner is home.**
Otherwise the Awning must be retracted when not in use.

All requests for approval for Awnings must provide the following details:

1. The location of the proposed Awning (with diagram)
2. The total extension beyond the roof line and/or patio edge, particularly for the Augusta and Grand Cypress models (include on diagram)
3. The colour of the present vinyl trim and brick
4. Specifications of the proposed Awning installation — i.e. motorized or hand-operated, colour and composition of the hardware and Awning material (a material sample should be submitted)

Note: For supplementary information on Awnings and possible suppliers/installers (**none having Board endorsement**) please see Owner' Manual, Section E: S8, Page e-13.

37. *Patio Screens – Retractable* (June 15, 2008) **Re-issued - July 31, 2010)**

Permanent patio enclosures are PROHIBITED.

Owners may request approval for the installation of retractable patio screens (similar in function to retractable door screens) subject to the following conditions:

1. The installation must be hidden by the support beam above the patio when the screen is retracted;
2. All fittings, moldings etc. must be of the same colour as the roof beam and the vinyl moldings. Mountings on the brick should be of the brick colour or a colour complementary to the brick colour or the vinyl moldings;

3. The screen colour must be complementary to the patio colours;
4. Since a power unit is necessary, the power unit and all electrical lines must be hidden above the patio support beam. Power control must be provided by a portable electronic controller;
5. **Retractable Patio Screens may be used on a daily basis ONLY WHEN THE OWNER IS USING THE PATIO. Otherwise the screens must remain in the retracted position.**

38. *Patio / Porch Repairs* (September 5, 2008) Re-issued - July 31, 2010)

Repairs to the surface of Porches and Patios are the responsibility of the owner. If the owner uses a regular concrete mix to make the repair, no special alteration request is necessary.

However, many owners have determined that such concrete repairs are not durable and lack permanency. In fact in certain cases the so-called repair over time has left the surface worse. The developer concurs with this view and will not do any concrete repairs of this type, except under warranty conditions.

In this situation owners are obliged to find materials that have durability and come as close as possible to the original concrete colour.

Many of these materials change the surface of the porch/patio and are of a different colour. In this case owners **must submit** a Request for Alteration Form.

The Board will consider the following alternatives, **but does not recommend any specific product or company**:

- ☐ Resurfacing with a liquid topical-type material that is painted on to restore the surface;
- ☐ Resurfacing with a small stone epoxy mix;
- ☐ Resurfacing using Board approved thin, **non-slip** tiles;
- ☐ **Please refer to the information sheet in Section E: S9, Page e-14 for product information and restrictions.**
- ☐ **Note:**

- The colour of any of the above must as close to concrete grey as possible, or a neutral colour which is complementary to the driveway and brick colours
- **All new surfaces should be non-slip.** If not non-slip, the owner could face serious consequences including the refusal of the snow removal contractor to clear porches with slippery surfaces in order to protect their workers from injury.
- **The Board will not approve the installation of interlocking brick as a porch/patio resurfacing material.**
- **The Owner must have approval before the work is begun.**

39. Replacement of Diseased or Dead Plant Material

(Declaration Change June 4, 2008 and Revised Rule 18)

The replacement of diseased and dead plants, shrubs, trees, grass is the responsibility of the Owner. See Rule # 18 and Section E: S5, S6 and S7, Pages E-10, E-11 and E-12 and the Appendix for the current approved list of plants that the Board has approved.

Note: No additional trees, shrubs, or gardens may be added to the "Standard Gardens" or yard area.

Please note that the planting of flowers (annuals) in the flower beds at your residence and the pruning of the flowers is the responsibility of the home owner. Any damage to the annuals during garden maintenance or at any other time is the responsibility of the home owner. The replacement of dead plant material, trees, shrubs and grass (outside the warranty period) on the unit is the responsibility of the home owner. Any dead plant material, trees, shrubs or grasses will have to be replaced with an approved type of material.

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 the approval of the Board.

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.

Owners are required to maintain up-to-date information with the Property Manager.
(Section E: Form F3, Page E-3).

The gardens installed by the developer are specified as **Standard Gardens**. The homeowner may **not** put in additional gardens or borders. Standard gardens may not be extended, added to, or reshaped unless approved by the Board. Maintenance includes: Edging, weeding, cultivating, fertilizing and pruning.

40. Recreational Equipment

Recreational equipment such as (but not limited to) hockey nets, basketball nets, may be used during daylight hours under proper supervision on the driveway. Recreational equipment should not be used on **roadways**. After use and at night these items must be stored in the garage. Permanent installation is prohibited.

41. Roofs

Roofs are covered with asphalt shingles with a minimum slope of 6 ³/₄ to 12. Fascias, soffits, eaves troughs, rain water leaders and down spouts are pre-finished aluminum of predetermined colours. Section E: S1, Page E-6.

42. Signs

- a. **Advertising materials**
- b. **Billboards**
- c. **Home Business Signs**
- d. **Notices**
- e. **Personal Name Plaques**
- f. **Real Estate Signs**

These signs are not permitted on the owner's property, including the exterior of dwellings, or in the windows of dwellings where visible from the outside. This provision does not apply to the Builder's signage, sales office or other promotional billboards, notices or advertising material, while the Builder is in the construction stage.

43. Satellite Dish

Owners may request approval for the installation of one satellite dish subject to the following conditions:

- a. There may be only one satellite dish installed.
- b. The maximum diameter of the satellite dish is 24".
- c. No other aerial or antenna is permitted.
- d. The satellite dish must be installed on one of the side walls of the unit, under the eaves, in the most inconspicuous position possible. Wires should be complementary in colour to the brick and be installed behind a downspout if possible.

- e. If an owner encounters problems in meeting these conditions because of the position of that particular house, the owner should contact the Property Manager for further assistance.

44. Sun Tunnel/Solar Tube (November 8, 2010)

The Board has reviewed and remains committed to the architectural standards of the Quality Assurance and Design Code.

Owners may request approval to install a Sun Tunnel/Solar Tube under the following conditions:

1. The maximum diameter of the tube may not exceed 14".
2. The exposed dome must have a low profile with the roof.
3. The flashing must match the roof shingle colour.
4. No Sun Tunnel/Solar Tube may be installed on 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 installation
 - ☐ the height in inches to the top of dome above the roof
 - ☐ the colour of the roof shingles and flashing
6. A maximum of 2 Sun Tunnels/Solar Tubes are permitted for any house.

No installation may proceed until Board approval has been given.

45. Skylights

Owners may request approval to install a skylight(s) under the following conditions:

- ☐ A home may have up to 2 skylights under specific conditions.
 - ✓ 1 skylight with 1-2 sun tunnels
 - ✓ 2 skylights with no sun tunnels
- ☐ The skylight(s) must be as unobtrusive as possible and be fixed (non-venting).
- ☐ The skylight(s) to be installed on a side roof near the rear of the house to ensure continuity of the roofline.
- ☐ Maximum size of skylight(s) cannot exceed 27 inches wide.

- ☐ No domed skylights are acceptable.
- ☐ The flashing must blend in with the colour of shingles.
- ☐ If glass tinted it must blend in with the colour of the shingles.
- ☐ If a blind is installed, the blind must blend in with the colour of the shingles.
- ☐ To ensure no white showing for clear glass skylight(s) at least six (6) inches of the interior tunnel should be painted to blend with the colour of the shingles.
- ☐ If curb mounted skylight(s), the curb should be as flat to the roof as possible.
- ☐ **All installations must comply with current local building codes and owners are required to provide a building permit if required. If building permit not required board requires confirmation (email) that the town has so stated.**

All installations must be approved by the board before installation. There are no exceptions.

Include in the Alteration Request

- ✓ drawing showing the exact roof location of skylight(s)
- ✓ Skylight(s) measurements
- ✓ Curb size if applicable
- ✓ Colour of flashing and curb and if installed the blind.
- ✓ Copy of building permit
- ✓ Company installing skylight(s)

All costs, risks, building permits and associated expenses and responsibilities are those of the homeowner.

46. *Spotlights*

Garden lights and spotlights are prohibited.

47. *Sprinkler Heads*

The Corporation is responsible for the spring repair and start-up and the fall shut-down of the sprinkler/irrigation system. Owners are responsible for the repair and replacement of sprinkler heads, unless damage is a result of winter snow clearance, or other contractor action. Sprinkler heads may also have to be replaced as a result of plant growth. The Board's contractor will do all repair and replacement of sprinkler heads. Owners should contact the Property Manager if any maintenance, repair, or replacement of sprinkler heads is required, and will be billed the costs.

Caution: Owners must not attempt to redirect or otherwise tamper with the sprinkler system or automatic controls.

48. Storage

(Revised – September 5, 2008)

No storage is permitted around the exterior of the unit. All storage of personal items is to be inside the unit. The patio is to be kept neat and clean. Patio furniture should be stored inside the unit in the winter. BBQ's and heavy planters may be left on the patio over the winter. Planters should be cleaned up at the end of the season and debris removed before it snows. An owner considering a winter display in planters should consult Section D: Rule # 14 — Festive Decorations, Lights.

49. Vehicles

- a. Cars
- b. Boats
- c. Campers
- d. Motorcycles
- e. Recreational Vehicles
- f. Seasonal Vehicles
- g. Snowmobiles
- h. Trailers

- ☐ All vehicles must be stored and serviced in the garage.
- ☐ They may not be parked or serviced on the common areas or in the driveway.
- ☐ Automobiles should be parked in the garage on a regular basis, but are permitted in the homeowner's driveway if necessary.
- ☐ No automotive repairs of any kind may be carried on in the driveways.

50. Vents – Exterior

(Revised - November 15, 2009)

1. Additional Exterior Vents are prohibited – Declaration Clause 4.2 (a) 12.
2. In the Declaration change registered in June 2008, a **Reasonable Variations clause** was added to the Declaration and the Developer's involvement in the Application for Change/Alteration process was removed. The Developer had approved additional

- vents, all of which were related to technical or safety requirements, or to meet the requirements of the building code.
3. The Board's use of the Reasonable Variations clause is limited to **the very specific criteria** listed in both the Declaration clause and in the Rule issued June 2008.
 4. Previously, approvals have been given for exterior vents related to the installation of:
 - ☐ basement air exchanger
 - ☐ basement clothes dryer
 - ☐ basement washroom
 - ☐ air intake to the high efficiency furnace to maximize the furnace efficiency
 All these meet the criteria in the Reasonable Variations Clause.
 5. **In the case of a Basement Gas Fireplace:**
 - ☐ There is no restriction in the Declaration prohibiting an owner from installing a basement fireplace. The Board recommends the installation of an electric fireplace.
 - ☐ The Owner is expected to identify any technical, safety, building code, or municipal by-law restrictions **before** making any application to approve an exterior vent.
 - ☐ The Owner may make an application to install an exterior vent for a gas fireplace.
 6. **Application Process:**
The Board will consider an owner's application to install an exterior vent if:
 - ☐ **The Owner submits a detailed plan of the type, colour, size and location of the requested vent, and**
 - ☐ **The owner submits the 'Statement by Owner Requesting Approval' (Section E: Appendix F6) which specifies that all the appropriate criteria in the Reasonable Variations clause have been met.**
 7. **Other Exterior Vent Applications:**
 It may be that there will be other home installations planned by the owner which have no prohibition specified in the Declaration, in Building Codes, or Municipal bylaws, yet may require an external vent be installed. In such cases, **the Board may consider the application and apply the Reasonable Variations clause — but the owner must follow the Application Process outlined in 6 above.**

NOTE: The Board retains the right to reject any request for change if there is any perceived inaccuracy in any part of the process listed above or if the Board considers that the request goes beyond the approval limits of the 'Reasonable Variations' clause.
VENTS MUST NOT BE INSTALLED BEFORE BOARD APPROVAL HAS BEEN GRANTED.

51. Wall-Mounted Pots, Flower Baskets, Etc.

Owners may put up wall-mounted pots, flower baskets, etc. providing such items are properly secured and are no hazard to anyone walking around. Wall-mounted items must not interfere with access to the building, nor interfere with the normal work of the Board's landscape or maintenance employees. All hung pots, baskets, etc. must be removed as part of fall clean-up. Owners who install wall-mounted pots, baskets, etc. bear full liability for any injury or damage resulting from such installations.

52. Window Coverings.

No exterior window coverings are permitted. Interior window coverings must be of a conventional nature and the external appearance of such coverings must be complimentary to the house decor. Printed matter, metal foil, cardboard, sheets, flags, or any other covering that would adversely alter the appearance and decor of the unit exterior is prohibited.

53. Window Well Covers

**(September 5, 2008)
(Re-issued - July 31, 2010)**

The Declaration Change registered in June 2008, removed the restriction on window well covers. Owners may now request approval for the installation of window well covers under the following conditions:

1. Window well covers must be of a clear plastic material, durable, and installed to minimize any chance of damage in the normal performance of work by the landscapers and others in order to fulfill their contracts with the Board.
2. In order to minimize possible damage to the window well cover the Board strongly recommends and will approve the installation of a brick border around the window well. The brick border **must** be of grey brick that matches the grey border on the driveway. The Board may consider an alternative colour for those owners with a stone rather than an interlocking brick driveway.
3. Owners should consult the supplementary information page in Section E: S10, Page E-15.

54. Zoning

All units of BG&CC in YRVLCC 1002 have been registered as single family units in the Township of Whitchurch-Stouffville and as a minimum conform to the Zoning Standards of the Township and the Ontario Building Code.

Reasonable Variations

**(June 15, 2008)
(Re-issued - July 31, 2010)
(Re-issued – August 8, 2014)**

The Board will review within a reasonable period of time, any Owner request for a Reasonable Variation to a Declaration restriction based on the new Declaration Clause 4.2 (b).

The Board may consider reasonable variations to restrictions in the amended Declaration Quality Assurance and Design code, such as, but not restricted to:

- ☐ Documented circumstances of medical or health conditions requiring special alterations and/or changes to the unit;
- ☐ Technological changes and/or environmental requirements that may make the original specifications in the Declaration outdated, unworkable or no longer required to achieve the original intent or purpose of the restriction;
- ☐ Changed building codes and/or municipal by-laws that may require changes in the original Declaration specifications for new repairs and/or alterations.

The Owner must provide full documentation for the request, and provide additional information at the Board's request.

The Board's decision on any Owner request will be guided by a careful consideration of the request in relation to:

- ☐ **The intent and purpose of the Quality Assurance and Design Code and the relevant restrictions as specified in the Declaration.**
- ☐ **The specific authorization for a reasonable variation contained in 4.2(d).**
- ☐ **The impact on other owners and the Condominium as a whole of granting the specific variation.**

The Board's decision will be final and any approval of one specific variation request may not be construed as a continuing waiver of the restrictions in the Declaration and the enforcement thereof. Any Variation approved by the Board will be subject to inspection by the Board or its management of record at any time to assess continuing compliance and maintenance of the alteration. Any deficiency/deviation from the original approval must be corrected by the unit owner, or the owner's contractor, at the owner's expense.



OWNER'S MANUAL



Y.R.V.L.C.C. 1002

SECTION E

APPENDIX ☐

FORMS:

- ☐ For Condominium required forms, please visit our www.hotg.ca/Condo - 2. You may also obtain a printed copy of the forms from FirstService Residential our Property Manager.

STANDARDS, VARIOUS PLANS, CHARTS, DESIGNS:

- ☐ **Exterior Colour Packages:**
 - S1 - Paint Chart
 - S2 - Garage Doors
- ☐ **Patio Extensions - By House Plan**
 - S3 - The Augusta – The Doral – The Castle Pine
 - S4 - The Grand Cypress – The Innisbrook – The Pinehurst
- ☐ **Plant Master List**
 - S5 - Approved Perennial Plants, Shrubs & Trees
 - S6 - Tree Replacement List – Front Yard
 - S7 - Tree Replacement List – Back Yard
- ☐ **Supplementary Information**
 - S8 - Patio Awnings
 - S9 - Porch Patio Repairs
 - S10 - Window Well Covers

PAINT CHART- Option A

COLOUR PACKAGES - CONDO Y.R.V.L.C.C. 1002									
REVISED AUGUST 2019									
	PKG A	PKG B	PKG C	PKG D	PKG E	PKG F	PKG G	PKG H	PKG I
Brick	Nevada Blend	Olde Frontier	Wyndham Grey	Old School	Castlerock	Santa Fe	Huron	Country Manor	Abbey Blend
Shingles	Taupe Slate	Black Slate	Taupe Slate	Taupe Slate	Weathered Slate	Black Slate	Black Slate	Black Slate	Taupe Slate
Soffit & Eaves	Ivory	Pearl Grey	Linen	Pearl Grey	Linen	Pearl Grey	Linen	Linen	Ivory
Painted Trim & Columns	#241	#1542	#981	#1542	#981	#1542	#974 Muskoka Trail	#935 Ancient Ivory	#HC-99 Abington Putty
	Jonesboro Cream	Himalayan Trek	Winds Breath	Himalayan Trek	Winds Breath	Himalayan Trek			
	#HC-90 Crown Point Sand	#2108-50 Silver Fox	#OC-24 Winds Breath	#2108-50 Silver Fox	#2108-50 Silver Fox	#2108-50 Silver Fox			
Exterior Vinyl Windows	Autumn Ivory	Silver Sand	Silver Sand	Silver Sand	Pearl White	Silver Sand	Pear White	Pear White	Autumn Ivory
Exterior Doors	#HC-109 Sussex Green	#1596 Nightfall	#981 Winds Breath	#1568 Quarry Rock	#1477 Deep Creek	#1260 El Cajon Clay	#693 Under The Sea	#1623 Britannia Blue	#HC-112 Tate Olive
		#2121-10 Grey	#OC-24 Winds Breath	#HC-160 Knoxville Grey	#2139-30 Sharkskin	#HC-64 Townsend Harbor Brown	#HC-135 Lafayette Green	#2130-40 Black Pepper	
Garage Door Colours	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon	White #OC-53 Horizon
	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White	Light Beige #OC-7 Creamy White
	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown	Brown #OC-2112-30 Stone Brown
	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray	Sandstone #HC-87 Ashley Gray
The bricks are manufactured by Brampton Brick Limited.									
All paint colours listed in this Paint Chart are Benjamin Moore paint colours.									
Please note: ONLY paint colours specified in your Colour Package or an equivalent colour from another paint manufacturer can be used. However, for Exterior Doors only you may use ANY colour in that category from ANY Colour Package.									
Please contact the Property Manager (FSR) to identify your Colour Package.									
YOU MUST COMPLETE & SUBMIT AN ALTERATION REQUEST FOR APPROVAL BEFORE ANY WORK CAN BEGIN									

PAINT CHART- Option B

PKG #	A	B	C	D	E	F	G	H	I
	COVERING								
BRICK-BRAMPTON	NEVADA BLEND	OLDE FRONTIER	WYNDHAM GRAY	OLD SCHOOL	CASTLEROCK	SANTA FE	HURONIA	COUNTRY MANOR	ABBY BLEND
REPLACEMENT MERIDIAN EQUIV	MONTANA	OLD JANESTON	LAKESHORE	OLD JANESTON	CONESTOGA	FLEMMING	ALBION	MACDONALD	MONTCLAIR
SHINGLES	TAUPE SLATE	BLACK SLATE	TAUPE SLATE	TAUPE SLATE	WEATHERED SLATE	BLACK SLATE	BLACK SLATE	BLACK SLATE	TAUPE SLATE
SOFFIT/EAVES	IVORY or LINEN	PEARL GREY	LINEN or PEARL GREY	PEARL GREY	LINEN	PEARL GREY	LINEN or PEARL GREY	LINEN	IVORY or LINEN or PEARL GREY
REPLACEMENT-1 PAINTED TRIM & COLUMNS	1- SW 7671 2- SW 7005	1- SW 0050 2- SW 6252	1- SW 6098 2- SW 6238	1- SW 9168 2- SW 7636	1- SW 7049 2- SW 7051	1- SW 7005 2- SW 7671	1- SW 7073 2- SW 8917	1- SW 7658 2- SW 7006	1- SW 7658 2- SW 7006
REPLACEMENT-2 PAINTED TRIM & COLUMNS	1- SW 7049 2- SW 7051	1- SW 6238 2- SW 7671	1- SW 7015 2- SW 7014	1- SW 6238 2- SW 7671	1- SW 7005 2- SW 6206	1- SW 9165 2- SW 7004	1- SW 7064 2- SW 7063	1- SW 7651 2- SW 6245	1- SW 7651 2- SW 6245
ORIGINAL EXT. VINYL WINDOWS	AUTUMN IVORY	SILVER SAND	SILVER SAND	SILVER SAND	PEARL WHITE	SILVER SAND	PEARL WHITE	PEARL WHITE	AUTUMN IVORY
PACKAGE B WINDOW COLOURS	WHITE, DRIFTWOOD, BROWN, SABLE	WHITE, DRIFTWOOD, BLACK, SLATE	WHITE, DRIFTWOOD, BROWN, SLATE	WHITE, DRIFTWOOD, BLACK, SLATE	SANDALWOOD, DRIFTWOOD, SABLE, BROWN	WHITE, DRIFTWOOD, BROWN, SABLE	WHITE, DRIFTWOOD, BLACK, SLATE	WHITE, DRIFTWOOD, BROWN, SABLE	WHITE, DRIFTWOOD, BLACK, SLATE
REPLACEMENT-1 PAINTED EXT DOORS	SW-9179	SW- 6258	SW-7602	SW-7675	SW-7645	SW- 9179	SW-7076	SW- 6992	SW- 7750
REPLACEMENT-2 PAINTED EXT DOORS	SW-7645	SW-6244	SW-7019	SW 6244	SW 7750	SW- 7048	SW- 7067	SW- 6251	SW- 6251
REPLACEMENT. GARAGE DOORS	WHITE, SANDSTONE, BRONZE, NEW BROWN	WHITE, STEEL GRAY	WHITE, STEEL GRAY	WHITE, GRAY, BRONZE, SANDSTONE	WHITE, BROWN, BRONZE, SANDSTONE	WHITE, GRAY, BRONZE, SANDSTONE	WHITE, STEEL GRAY	WHITE, SANDSTONE, BRONZE, NEW BROWN	WHITE, STEEL GRAY

Important Notes:

In the following, "Option B" refers to the additional colour package being introduced.

The new colour numbers in Option B are from Sherwyn Williams. These may be colour matched with other brands, but extreme care is required to ensure an exact match.

Garage door colour choices listed in Option B may now be used in the original Package as appropriate for brick colour

Window colour choices listed in Option B may now be used in the original package as appropriate for brick colour.

If changing a garage door or window colour to match an Option 'B' selection , sample must be provided with the A/R, different suppliers have different names for their colours.

Important to note: there is no "mixing of door colours of one package with a trim package of a different package.

For example, front door colours approved in the original package can only be used with the original trim and column package

Option B trim and columns colours may be chosen as either Replacement 1 or Replacement 2 but these colours may not be mixed.

Option B exterior door colours may be chosen from Replacement1 or Replacement 2 but these colours may not be mixed.

No changes can take place until an approved A/R is received by the applicant.

Our window advisor (Bella Windows) recommends that one chooses windows made from raw materials rather than recycled materials to ensure colour will not yellow/chalk

Our window advisor also recommends that the primer is baked before colour is applied.

To help with clarity, colours listed in Option 'B' above in black are original package colours. Those listed in red are Package B colours.

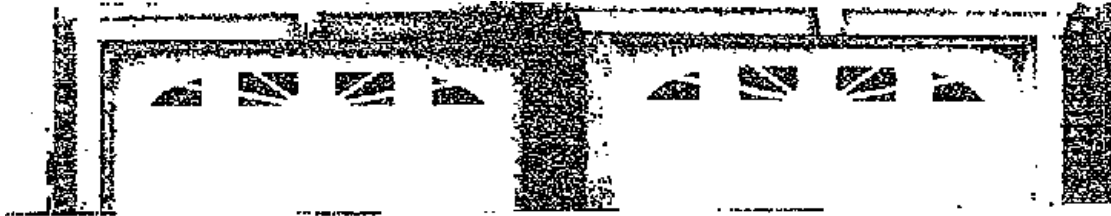
To see a sample of the Sherwyn Williams colours listed, simply go the S/W web site (www.sherwyn-williams.com) and enter the colour number.

The foregoing may seem complicated, but if there are questions or advice is needed on how to make your choice, please contact FSR for guidance.

Brampton Brick Colours highlighted in yellow, are discontinued, Meridian Equivalences are in red

S2 – GARAGE DOORS

- ☐ Garage doors in Condo 1002 are manufactured by Wayne Dalton of Canada, 254 Matheson Blvd. E., Mississauga, ON, L4Z 1P5. 1-800-387-6701 - www.wayne-dalton.com
- ☐ Please refer to the yellow label attached to the inside of the garage door for safety instructions, maintenance, warranty information, etc.
- ☐ In the event that the exterior pre-finished surface requires repair, we recommend that the owner call the manufacturer to secure the proper paint.
- ☐ Use of regular paints may result in the need to re-paint the entire door on a regular basis.
- ☐ Windows in garage doors are limited to the styles Illustrated below.

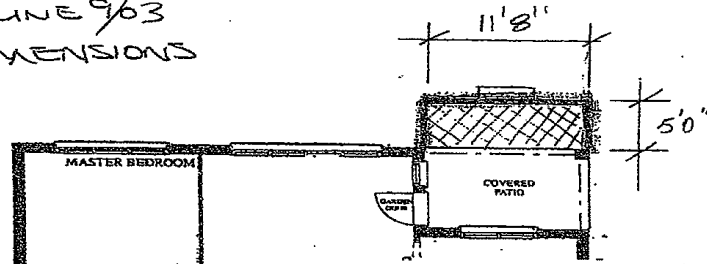


S3 - PATIO EXTENSIONS – BY HOUSE PLAN **THE AUGUSTA – THE DORAL – THE CASTLE PINE**

MAXIMUM PATIO EXTENSIONS (By House Plan)

MAXIMUM PATIO EXTENSION THE AUGUSTA
 NOT TO SCALE

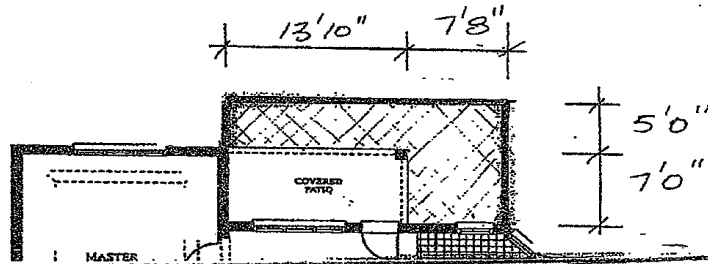
REVISED JUNE 9/03
 APPROX. DIMENSIONS



THE DORAL
 2025 sq. ft.

REVISED JUNE 9/03
 APPROX. DIMENSIONS

JUNE 2, 2003
 MAXIMUM PATIO
 EXTENSION
 NOT TO SCALE



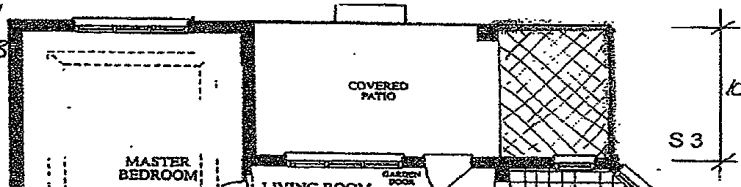
JUNE 2, 2003 THE CASTLE PINES

MAXIMUM PATIO
 EXTENSION

NOT TO SCALE

REVISED JUNE 9/03

APPROX.
 DIMENSIONS



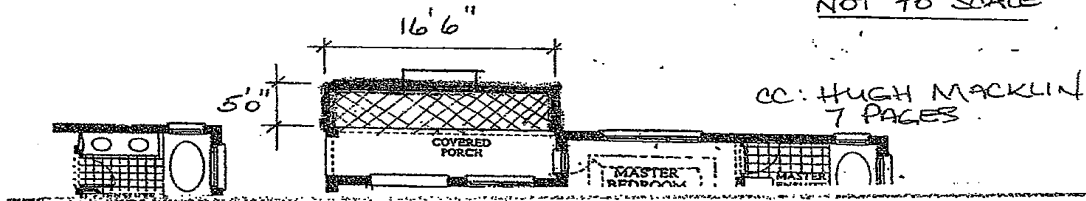
S4 - PATIO EXTENSIONS – BY HOUSE PLAN **THE GRAND CYPRESS – THE INNISBROOK – THE PINEHURST I**

MAXIMUM PATIO EXTENSIONS (By House Plan)

THE GRAND CYPRESS

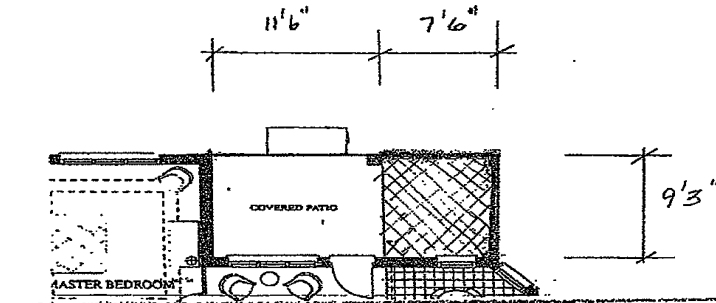
APPROX. DIMENSIONS.

JUNE 2, 2003
 MAXIMUM PATIO
 EXTENSION
 NOT TO SCALE



THE INNISBROOK

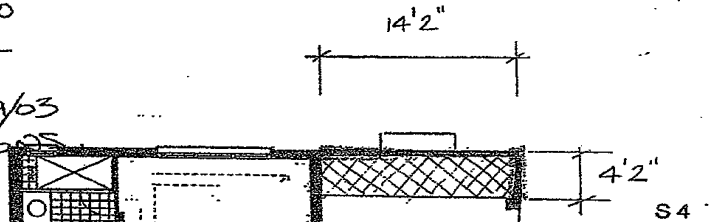
JUNE 2, 2003
 MAXIMUM PATIO
 EXTENSION
 NOT TO SCALE
 REVISED JUNE 9/03



THE PINEHURST I

JUNE 2, 2003

MAXIMUM PATIO
 EXTENSION
 NOT TO SCALE
 REVISED JUNE 9/03
 APPROX. DIMENSIONS



S5 – MASTER PLANT LIST

Approved Perennial Plants, Shrubs & Trees Revised May 2021

Perennial Plants

Anemone
Arabis
Aster
Aubretia
Baby's Breath
BeeBalm
Bergenia
Black Eyed Susan
Bleeding Heart
BugBane
Campanula
Chrysanthemum
Clematis (Morning Sun, roots shaded)
Columbine
Coreopsis
Day Lily
Delphinium
Dianthus
Fern
Geranium
Goat's Beard
Grasses, Ornamental (Dwarf Fountain, Morning Light Maiden)
Heuchera or Coral Bells
Hosta (Francee and Varigated)
Hydrangea (Annabelle and Endless Summer) (can take partial shade)
Jacob's Ladder
Lavender
Lungwort
Peony
Phlox
Primrose
Purple Coneflower
Salvia or Sage
Saxifrage
Scabiosa
Sedum (Stonecrop – Showy)
Shasta Daisy
Sunflower
Thrift
Tradescantia

Trillium
Veronica
Virginia Bluebells
Wild Ginger

Deciduous Shrub

Azalea
Blue Spirea Bluebeard
Burning Bush (dwarf) (will tolerate partial shade)
Butterfly Bush
Carragana Pendula
Cinquefoil Shrub
Corkscrew Hazel
Deutzia
Dogwood
Fothergilla Dwarf
Forsythia
Lilac Dwarf Korean
Magnolia
Mock Orange
Ninebark
Rhododendron Dwarf
Rose
Rose of Sharon
Sandcherry Purple Leaved
Spiraea (Bridle Wreath, Gold flame, Anthony Waterer)
Weigela (Bristol Ruby)
Willow Tricolour
Yew (Dense)
Kerria (Japonica)

Evergreen Shrub

Boxwood (Winter Beauty)
Cedar Emerald Green
Cedar Globe
Cypress False
Evergreen Standards, Topiarys
Larch European Weeping
Pine Mugho
Spruce Blue Globe
Spruce Dwarf Alberta

Yew Dense
Yew 'Hicks'

S6 – TREE REPLACEMENT LIST

Approved Trees - Either Yard

(Revised May 2021)

American Hornbeam
Elizabeth Magnolia
Sunburst Locust
Red Fox Katsura
Amur Maackia
Brandy Wine Maple
Snowbird Hawthorn
Honeylocust
Allegheny Serviceberry
Bloodgood Japanese Maple
Cumulus Serviceberry

Trees to be 60 mm in diameter

S7 – TREE REPLACEMENT LIST – BACK YARD

Approved Trees - Back Yard

(Revised May 2021)

Shademaster Honey Locust
Autumn Blaze Maple
Pin Oak
Princeton Sentry Ginko
Princeton Gold Maple
Hackberry
Northern Red Oak
Crimson King Norway Maple
Armstrong Maple

Approved Trees – Patio Shield and Surround

(Revised May 2021)

Azalea
Blue Spirea (bluebeard)
Butterfly Bush
Cinquefoil
Emerald Cedar
Fothergilla Dwarf
Lavender
Spirea
Hicks Yew
Denisformis Yew
Winter Gem Boxwood

S8 – PATIO AWNINGS – SUPPLEMENTARY INFORMATION

1. General Information:

While the Board does not recommend any specific supplier/installer, this information may be of help to some owners.

The Board suggests that while owners may select either a hand-operated or motorized unit, owners might wish to consider a motorized unit for ease of operation, particularly for larger-sized awnings on some models, and to deal with the extra drag on retraction in windy conditions.

Also, some suppliers have limited hardware colours, white only. Any supplier restrictions of this nature should be clearly identified in the request for change.

2. Manufacturers and installers:

The Board does not recommend any of the companies listed below. They are provided for information only. These companies have done installations in Swan Lake and in Condos 968 and 1002 in our community. Owners who wish to see actual installations should contact the company concerned.

Aristocrat Shade Products
80 Riviera Drive, Markham, ON

905 477-8766 or 1-800-26SHADE

www.AristocratShadeProducts.com

(Discount to Ballantrae Golf Community residents available)

Rolltec Rolling Systems Ltd.

10 Moyal Court, Concord, ON

905 879-0725 or 1-800-667-0474

www.rolltecawnings.com

(Discount to Ballantrae Golf Community residents available)

Owners may also wish to visit other stores such as Home Depot, Lowe's, Rona, Sears, etc.

S9 – PORCH-PATIO REPAIRS – SUPPLEMENTARY INFORMATION

The owner has full discretion in selecting a product and the installer. The Board does not recommend any one specific product or any specific installer.

1. Some owners in Condo 1002 have had a topical-type product applied and are positive about the result. The product they have used is "RUST-OLEUM Stoneeffects". Their toll free number is 1-800-387-3625.
2. Another topical-type product owners have used is StoneMason — "Easy Stone", (Henry Company Canada Ltd.). This product is smoke grey in colour and is sold exclusively at Home Depot.
3. Other owners have used a small stone epoxy mix. One product they have used is "Sierra Stone". The reference is Matok Masonry, 905 640-1719.
4. The Board has also seen a thin square tile, slip-resistant, grey in colour which it is prepared to approve.

Note: The Board is not prepared to approve a wide range of decorative, coloured tiles. Tiles proposed must be textured (non-slip) and preferably grey.

Owners selecting tiles are strongly recommended to have a number of spare tiles in order to make repairs as necessary.

S10 – WINDOW WELL COVERS – SUPPLEMENTARY INFORMATION

Owners have full discretion on their selection and installation of window well covers, subject to the condition that the window well cover must be clear plastic.

Owners are cautioned to select the sturdiest cover possible to avoid injuries and accidents to guests, workers, and other individuals. Owners may also wish to consider hinged covers to facilitate easy removal and access to the window.

The Board strongly recommends and approves the installation of a grey brick border (same style as the driveway border) in order to avoid damage to window well covers from normal lawn maintenance. Owners with a stone paver driveway may select a colour from their driveway as close to grey as possible.

Owners must understand that if no brick border is installed and grass remains adjacent to the base of the window, the owner will be responsible for any damage that occurs to the window well cover as a result of normal lawn maintenance.

THE BOARD WILL NOT ASSUME ANY RESPONSIBILITY FOR DAMAGE TO WINDOW WELL COVERS.

Sources:

Owners may wish to investigate products offered at various big box stores or other outlets.

Melfer Landscaping has prepared a package installation which provides a grey brick border, various window well cover types, and installation. They have identified a very strong clear window well that is hinged and can be easily removed for access to the window. Some owners may find this useful. Owners may find it appropriate to select any window well cover that Melfer may be able to provide, or purchase a cover themselves and tie it in with Melfer's installation of the brick border. The contact number for Melfer is 905-640-5111.



OWNER'S MANUAL



Y.R.V.L.C.C. 1002

SECTION F

FAQ

What is a “Vacant Land Condominium Corporation?”

- A vacant land condominium is a plan in which Common Elements and units are created, but no buildings or structures have been constructed at the time the plan, description and Declaration are registered. It can consist only of bare land. This allows the developer to build the individual dwelling when the vacant land units are sold. The Declaration of a vacant land condominium will set out restrictions with respect to the type, design and maintenance requirements for the units. The vacant land corporation must maintain and repair the Common Elements while the owner of the unit must maintain the unit including the structures and repair it after damage. There is no ability in the Declaration to shift the responsibility for maintaining and repairing the units to the condominium corporation.

What does a “Condominium Corporation” do?

- The primary purpose of the Condominium Corporation is to manage the condominium's property and business affairs by its Board of Directors. The members of the corporation are the Owners of the units. The Board of Directors manage the Common Elements and pay common expenses, prepare the annual budget, collect Owners' fees, insure the condominium assets, and must hold an Annual General Meeting of Owners.

What is meant by “Common Elements?”

- Common Elements in a condominium refer to all property within a condominium that has not been defined and set up by the Declaration and description as part of the units, but in which an

indivisible interest is held by all unit Owners. Generally they include the common area gardens and walkways, curbs and roadways, street lighting and sewers just to name a few.

What is the "Declaration?"

- The Declaration essentially serves as “the constitution” of a condominium that describes in detail the function, powers and rights of the corporation, along with the obligations of the owners. The Declaration, which is provided to unit Owners upon buying the unit along with other documentation, outlines the division of ownership within the condominium corporation. It defines the units and Common Elements and specifies the interest each owner has in the Common Elements. Declarations are specific to each condo. The Declaration also establishes a legal relationship between Owners and the corporation to manage the collective affair, and to allow the condominium corporation to levy fees. Unfortunately, Declarations are not user friendly. They are not clear, are written in legalese, and very difficult to understand. Condo 1002 has put together the Owner's Manual in an attempt to provide information in a clear and understandable manner. However, the Declaration remains the final authority on most matters. The Declaration cannot be changed unless 80% to 90% of unit Owners consent in writing, depending on the issue.

What is the “Owner's Manual” and where can I find it?

- The Owner's Manual is a document put together by Condo 1002 to primarily assist the Owners/Residents with Condo life in our community. It is based on the Declaration, By-laws and Rules. The information therein outlines the Standards, Restrictions and Rules in a “non-legalese” language so that the can be followed without any problems. The Manual also includes other information, such as emergency and non-emergency phone numbers that you may find useful and a list of activities that take place in our community. The Owner's Manual is posted on the Home on the Green Community Website on the Condo 1002 Webpage www.hotg.ca/Condo-2
- Please note that in the event of a dispute, the Declaration is the final authority on most matters.
-

Where can I find the Declaration, By-laws and Rules for Condo 1002?

- You can find all these documents posted on the Home on the Green Community Website on our Webpage www.hotg.ca/Condo-2. To view the documents, simply click on the Table of Content Tab for the specific document.

What are "By-laws?"

- By-laws are legally binding rules approved by a condo's Board of Directors and Owners. The By-laws' purpose is to complement what is missing or to clarify what is in the Declaration.

What are "Rules" for and who makes them?

- Rules are initially enacted by the developer and later on by the Board of the condo. Rules have to be reasonable and in accordance with the Condominium Act, 1998. Generally, a set of rules is drawn by a developer's law firm and given to each new Owner along with the Declaration at the time of purchase. In Ontario, rules have a common core but vary by type of condo, the facilities that exist, and may even differ between similar condos. Rules basically exist to promote the safety, security or welfare of owners and to protect their property as well as the corporation's assets. Rules also exist for the purpose of preventing unreasonable interference with Residents' use and enjoyment of their units and Common Elements. Rules are helpful as they guide the behaviour of residents. People then know what to expect.

What is the difference between "By-laws" and "Rules?"

- Condo By-laws set-out how the corporation will be run. They deal with the responsibilities and powers of the Owners and Board of Directors, how meetings will be run and the collection of condo fees. In other words the "By-laws" detail the scope and limitations of the corporation's governing, regulating and administering the condominium. The By-laws must be ratified by a majority of the Owners.
- **Condo Rules are designed to** govern day-to-day use of the Common Elements and units in order to promote the safety, security and welfare of the Owners and their units and to facilitate the use and enjoyment of the Common Elements. Rules can be added, revised, or eliminated more easily than the Declaration.

Are condominium corporations allowed to impose "fines?"

- The Condominium Act does not allow a condo corporation to "fine" a unit Owner. But keep in mind that a "fine" is not the same as the recovery of costs against a unit Owner. A condo corporation may be entitled to recover costs against a unit Owner depending on certain factors as defined in the Condominium Act, 1998 and the YRVLCC 1002 Declaration.

These costs may include the cost to restore the unit back to its original condition. If the owner authorizes implements alterations and additions to his unit that contravene a Municipal By-law, the local authority may impose fines.

What legislation and regulations govern condominiums in Ontario?

- Condominium Act, 1998
- Description and Registration, O. Reg. 49/01
- General, O, Reg. 48/01
- The Ontario New Home Warranties Plan Act

What does a “Board of Directors” do?

- Boards of Directors are elected by Owners at the Annual General Meeting and run condo corporations on behalf of the Owners. They represent Owners. The members of the Board of Directors usually serve on a volunteer basis and for a specific term. As an entity, they are responsible for making all major decisions regarding the maintenance of buildings and grounds, condos' finances, and must uphold and enforce the Condominium Act, 1998, the Declaration, By-laws and Rules. The Boards of Directors plan and oversee the fiscal health of the corporation and are responsible for hiring a property management company to carry out the day-to-day management of the Common Elements and to enforce the Declaration, By-laws, and Rules. They oversee what is permissible within individual units and what is permissible with respect to the Common Elements.

I'm interested in running for election to my Board. Is there any training available on how to run a condominium? What are the qualifications and commitment?

- The Ontario government has unveiled new legislation that introduced mandatory training for condo board members, given that increasingly complex rules around condo living and the rise in investor-owned rental units have often made it difficult for condo boards to find owners with the time and financial knowledge to manage multimillion-dollar assets, such as reserve funds and maintenance contracts.
 - The Condominium Director Training Program is provided by the Condominium Authority of Ontario (CAO). The Condominium Authority of Ontario (CAO) is responsible for designating the training courses that directors who are appointed, elected, or re-elected on or after November 1, 2017 are required to complete **within six months** of their appointment, election or re-election must complete. This training will assist condo boards in understanding their obligations, establishing best practices for good governance and fostering a positive community culture.
 - The CAO Director Training Program is provided online and free-of charge, and is also available to condominium owners, residents, managers and the broader condominium community.
- Directors must be unit Owners, at least 18 years of age, not bankrupt and of sound mind. A Director is elected for a three year term. Should a Director resign during his/her term, the Board may appoint a replacement Director to fulfil the term.

Can I speak to the Board of Directors directly?

- Absolutely! The Board respectfully requests that all Owners/Residents enquiries be addressed to FirstService Residential (FSR) our Property Manager. FSR will be sure to pass your concerns or comments on to the Board. If you have not received satisfaction from the Property Manager or your issue is with the Property Manager, you may communicate directly with the Board.

Remember that the Board of Directors is part-time volunteers who, the majority of times are simply Homeowners just like you.

Who is Condo 1002's "Property Management Company?"

- FirstService Residential (FSR) is our Property Management Company. Olivia Claveau is the Property Manager (PM) as well as the Property Manager for Condo 1202, the Recreation Centre and can be reached at 647 258-3456 or by email at Olivia.Claveau@fsresidential.com. Adam Hassan is the onsite Recreation Centre Front Desk Administrator. Adam can be reached at 905 640-1055 (Mobile 416 847-1362) or by email at Adam.Hassan@fsresidential.com.

What is a "Reserve Fund?"

- A Reserve Fund is like a savings account for major expenditures that may come up in the future. The Reserve Fund is levied by the corporation according to its By-laws to be used only for the major repair or replacement of common element assets such as common area gardens and walkways, curbs and roadways, street lighting and sewers. Reserve funds are part of the Common Element fees paid by the unit Owners. Reserve fund expenditures are restricted to expenditures stated in the Reserve Fund Study and cannot be used for other expenses such as routine maintenance. Reserve funds are subject to Provincial regulations that may require condominiums to conduct a comprehensive Reserve Fund Study every so many years.

What does the "Property Manager" do?

- The Board of Directors of condo corporations may hire a property management company to oversee day-to-day operations. In most cases, the property management company is empowered to act as a legally appointed agent for the Board of Directors. Every condominium has different management needs, depending on the size, age and nature of the property. A condo property manager may:

- ☐ collect common expense fees;
- ☐ keep records for the condo corporation;
- ☐ respond to owner complaints;
- ☐ ensure maintenance and repair of the property ;
- ☐ hire and monitor service companies and oversee staff and contractors;
- ☐ prepare draft annual budgets and oversee the reserve fund use;
- ☐ implement an emergency management plan and respond to emergencies;
- ☐ prepare status certificates;
- ☐ issue meeting notices, report on the affairs of the corporation at regular board meetings and

oversee administration of all owners' meetings;

- ☐ monitor the corporation's insurance;

- ❑ prepare financial reports and arrange for audits;
- ❑ advise the Board of Directors on how to comply with the Condominium Act; how to

comply with legislated or mandatory repairs required by government; the financial responsibilities of the board, like contributions to the reserve fund and long-term reserve fund planning. The Property Manager is accountable to the Board of Directors.

What does a "Reserve Fund Study" entail?

- The purpose of the study is to examine all of the Common Elements and give a reasonable expectation as to when they will need replacement or major repairs and how much this will cost at that projected time in the future. The Reserve Fund Study includes both a physical analysis of the condominium's components and systems, as well as a financial analysis of the corporation's current reserve fund balance, its income and expenses, and expected rate of inflation and rates of return on invested funds within the reserve fund. The study recommends a schedule for repair, maintenance and replacement of components and systems, and recommends what annual contributions will be needed during subsequent years of the study period. This study has to be undertaken by experts with a special designation, such as members of the Appraisal Institute of Canada or the Ontario Association of Certified Engineers.

What can I do about a loud or difficult Owner/Resident or one who does not follow the rules?

- Report the concern to the condo Property Manager, FSR or to the Board. FSR will take reasonable steps to make sure that Owners and Residents comply with the Condominium Act, 1998 and our Declaration, By-laws and Rules. If necessary, the Board will take additional steps.

What happens in the case of a conflict?

- In the case of a conflict between the provisions of the Condominium Act, 1998 and any provision in the Declaration, By-laws or Rules, the Act shall prevail. In the case of a conflict between the provisions in the Declaration and any provision in the By-laws or Rules, the Declaration shall prevail. In the event the provisions of the Condominium Act, 1998 or in the Declaration are silent the provisions of the By-laws shall prevail.

Who should I contact when I have concerns, complaints or questions about the property maintenance contractor and the services that he provides?

- If you have any concerns, complaints, or questions pertaining to our Property Maintenance Contractor (Melfer), you should contact the Property Manager (PM), Olivia Claveau @ 647 258-3456 Olivia.Claveau@fsresidential.com.

Whom should I call if I'm having problems with the irrigation/sprinkler system?

- The Ballantrae Golf Club (BGC) owns and operates the irrigation system. The water used in the system comes from the ponds which are also owned by the BGC. Both the irrigation system and the ponds are managed and serviced by Porcupine Management Ltd. If you require any type of service relating to the irrigation system or have any pond related concerns, please call Porcupine Management at 905 640-6333 Ext. 351 or email at info@ballantraegolfclub.com.

Whom should I call if I'm having problems with the security gates, enterphone & fobs?

- Condo 967 is responsible for the maintenance and repairs of the entry/exit gates and gate houses on Hwy 48 and at the Ninth Line. If you encounter any problems with the gates, fobs or entry system, please contact the Recreation Centre @ 905 640-1155.

As a unit and Homeowner, what repair and maintenance expenses am I responsible for?

- Generally speaking, Owners must maintain and repair their own units according to the Declaration and the Standards and Rules of Condo 1002, whereas the condo corporation uses the fees that are collected to operate the condominium and to maintain and repair Common Elements. Check the condominium Declaration for the definition of “unit boundaries and monuments” and to understand what you are responsible to maintain and repair.

What are the insurance requirements?

- Purchasers will require typical home insurance as the Condominium Act, 1998 provides that the owner of the unit has the obligation to insure the unit and any structures on the unit. This property insurance should cover the unit building and personal contents as well as provide liability coverage. The condo corporation will obtain insurance to protect all common elements.
- Loss Assessment insurance covers the owner for any unusual fees that may be passed down from the Condo 1002 Corporation. Owners should consider this type of coverage. The condo corporation maintains Loss Assessment coverage for any fees handed down from other condos - 967 (ring roads and wastewater treatment facility) and 1202 (Recreation Centre).

When should I put out my garbage/recycling?

- Our Owner's Manual states that garbage must be placed at the curb outside your home in acceptable garbage containers and/or properly tied plastic garbage bags not exceeding 22 kg (50 lb) per bag no earlier than 6:00 pm the night before and no later than 7:00 am the day of garbage

pick-up. However, in order to encourage raccoons to look elsewhere for their meals and to help prevent raccoon damage to our lawns and homes, you should place your garbage at the curb side on the morning of the garbage pick-up before 7:00 am. Containers must be removed no later than 8.00 pm on the day of collection. For more information residents should consult the literature issued by the Town of Whitchurch-Stouffville or visit www.townofws.ca or call 1 866 421-5625.

Who owns the Recreation Centre?

- The Recreation Centre is owned and operated by York Region Vacant Land Condominium Corporation 1202. Condo 1202 consists of 5 Units. One Unit is owned by each of the five (5) residential condo corporations 968, 1002, 1066, 1079 and 1193. The Board of Directors of Condo 1202 consists of one (1) designated Director from each of the 5 residential condominium corporations. At each annual meeting five (5) Directors shall be elected to hold office for a term of one (1) year. Condo 1202 is responsible to its Owners, the 5 residential condo corps 968, 1002, 1066, 1079 and 1193. The Board conducts its affairs under Roberts Rules of Order but a quorum to approve business requires four (4) Directors to agree. If you require more information on the Roberts Rule please click on [Robert's Rules of Order](#).

Whom do I speak to about issues at the Recreation Centre?

- The Recreation Centre is managed by FirstService Residential (FSR). All issues should be directed to Olivia Claveau @ 647 258-3456 Olivia.Claveau@fsresidential.com. There is also a receptionist on duty Monday to Friday who will direct your inquiry to the appropriate management person for all day-to-day operational details.

How does the Recreation Centre operate?

- Each of the five (5) Condo Corps contributes their proportionate share of the Recreation Centre costs via the annual assessment. The assessment is included in the fees collected from you monthly. In addition, the Recreation Centre collects some revenue from Room Rentals, various Programmes it conducts and Investment Interest. Day-to-day operations are managed by the contracted Property Manager and the Wellness Director who report to the Board of Directors. There is an annual budget recommended by Management to the Board and approved by the Owners. The Budget includes an annual contribution to a Reserve Fund under the terms of a Reserve Fund Study which is conducted every three years.

How do I find out what goes on at the Recreation Centre?

- The Recreation Centre has its own Webpage on the Ballantrae Community Website. The quarterly Lifestyle Guide contains a wealth of information about the Recreation Centre and the programs and activities it offers. Simply click on www.hotg.ca/Rec Centre to access the Recreation Centre's Webpage. You may also call or email the Recreation Centre's contacts listed on the Webpage who will be pleased to answer any questions you may have.

What is the “Welcoming Committee” and what does it do?

- The Welcoming Committee is comprised of a small group of dedicated Resident volunteers of Condo 1002 who visit new Homeowners when they first arrive to welcome them to their new home in our condo and to the Ballantrae Golf & Country Club community. It has been in existence since 2007 and reports annually to the Board of Directors of Condo 1002. The Committee members provide information and guidance to the new Residents that will help them adjust to condo living.

What is a “Status Certificate” and why is it so important?

- The status certificate is a document, as per Section 76 of the Ontario *Condo Act* that provides basic and **essential information** concerning the financial status of a unit and of the condo corporation. Its main focus is to inform a prospective owner of the fees, of any large increase that is going to come into effect, of any special assessment that is being contemplated by the board and any arrears or lien that a particular suite might have.
- In addition, it contains the condo declaration, by-laws, budget, reserve fund, insurance, management contract, rules, minutes of the last annual general meeting, and mention of any lawsuit involving the corporation.
- The purpose of status certificates is to allow potential buyers of condo units to have as much information as possible about their unit as well as the physical and fiscal situation of a building. Certificates also allow prospective owners to find out what the rules are, including whether pets are allowed.