



Community Standards

Condo 5 – YRVLCC 1193

October 2023

One of the most important reasons for choosing to live in our community is because of the way it looks. The streetscape is very important. Our declaration states that:

- The architectural theme for the Ballantrae Golf and Country Club is directed at establishing compatibility between buildings.
- Residences erected on the units must carry through a high quality luxury design and golf club theme via appropriate architectural features.

Preserving and enhancing the look of the community requires some standards so that we can make improvements to our homes while maintaining the compatibility between homes and the attractiveness of the streetscape.

Both the Community Standards Committee and the Landscaping Committee are composed of volunteer residents. They have spent a great deal of time considering the Alteration Requests that have been submitted by residents and the standards used in other Ballantrae Condos.

The Board has reviewed the Committee's recommendations and approved standards in the following areas. Each of these has a specific list of specifications and information to be included with your request and can be viewed by clicking on an item in the list below.

Specifications - Community Standards:

- ***Air Conditioner – Mounting and Pad*** (page 4)
- ***Awnings – extension limit***
- BBQ Pads and Gas Lines
- Decorative and Seasonal Items
- Door (Front) Replacement (updated Mar 2018)
- ***Door Locksets*** (Front & Rear doors, updated Oct 2022)
- Door Screens
- ***Driveways & Walkways, Garden Removal on Augusta models only***
- Eaves Trough
- Flags
- Garage Doors - Cladding of Wood Frame around doors
- ***Garage Doors – Repainting***

- ***Garage Doors – Replacement (updated Sep 2022, page 13)***
- Garage Doors - Keypads
- ***Garage Doors - Window Inserts (updated Sep 2022, page 13)***
- Hand Railings
- ***Home Safety Lock Box (Oct 2023), page 14***
- Hose Hanger or Reel
- House Numbers
- ***Lighting – Front (Porch and Garage)***
- Lighting - Patio
- Lighting – Soffits
- ***Mail Box (new May 2022, page 19)***
- ***Paint Colours – updated to point to Colour Packages web page; colour codes for Bittersweet Chocolate and ~~Knoxville Grey~~ / Sharkskin corrected***
- ***Patio Extensions – clarifications on footings & tiling, clarification on extension material***
- Patio Fans
- Patio Heaters
- Patio Screens and Enclosures
- ***Patio, Porch or Garage Surfaces***
- Patio Speakers
- Patio Steps
- ***Pavers in Side / Back Yards (Dec 2021)***
- ***Power Generators (Exterior) (November 2022)***
- Roof Shingles (updated Oct 17, 2018)
- Satellite Dish/Cable TV
- ***Security Cameras / Motion-Activated Lighting (Sep 2021)***
- Solar Tubes/Sun Tunnels
- Vents
- ***Walkways, Grand Cypress model only (Oct 2023), page 34***
- Window and Door - Decorative Inserts (updated Mar 2018)
- Window Appliques
- Window Replacement (new Mar 2018)
 - ***Muntin Bars (Feb 2022)***
- Window Replacement Egress style Basement (May 2018)
- Window Well Covers
- Wires and Conduits

More items will be added to this list as the items are reviewed and specifications prepared.

For simplicity, we ask that each request be placed on a separate form. Completed forms may be dropped off in the FirstService Residential (FSR) mailbox at the Recreation Centre or emailed directly to FSR.

Some requests will require sketches of proposed layouts/locations and/or identification of manufacturers and material colours. Including this information with your Alteration Request will generally reduce its processing time.

FSR can approve completed requests that conform to the Board-approved specifications. Requests for changes that have not previously been considered by the Community Standards Committee or a new material or colour (e.g., a different type of patio surface, etc.) will be referred to the Committee for review and recommendation to the Board.

Our objective is to respond to common requests within ten days. Requests for changes that have not previously been considered and that must be referred to the Committee and the Board may take up to a month.

Here are some general provisions that apply to all Alteration Requests.

- Except where specifically exempted, all changes to the exterior of the home require an approved Alteration Request
- Alteration Requests should be submitted to FSR's mailbox at the Recreation Centre or by email.
- Work may be performed by a professional contractor or by the homeowner, but must be performed in a professional and workmanlike manner.
- The homeowner is responsible for complying with all relevant provincial and municipal building codes including Electrical and Fire Codes.
- All Alteration Requests are subject to inspection by FSR during and after installation to ensure that the work performed is consistent with the work approved by the Alteration Request.
- If an alteration is removed, the points of attachment to the unit must be restored, as near as possible, to their original condition.

Specifications – Community Standards

Air Conditioner - Mounting and Pad

Homeowners may mount their air conditioner (A/C) compressor either on the brick side wall (as per builder) or on a solid pad on the ground. *In both cases, the A/C unit must be located on the same side yard of the house where the builder originally installed it, and it must not be close to other side-yard objects, i.e. the neighbour's A/C, nor may its location impede normal landscaping activities.*

A pad (to hide poor lawn growth) is optional for wall-mounted A/Cs; however, a pad is required for grade-mounted A/Cs. All pads must abut the concrete foundation wall.

An *Alteration Request* is not required to replace an A/C of the same size in its original location. An *Alteration Request* is required to either relocate an A/C, or to change the size of an A/C.

The following criteria must be followed to build an A/C pad:

- For a wall-mounted A/C, only the area immediately under the A/C unit can be used as a pad with the pad dimensions being exactly the same as the A/C unit above it. For a grade-mounted A/C, the pad must be 5" - 6" larger than the A/C unit on each of the 3 exposed sides to minimize possible damage to the A/C and/or landscaping equipment.
- The excavated ground materials must be removed and replaced with a minimum of 3" of tamped-down limestone screenings evenly distributed to properly support the pad.
- The pad material can be: (1) interlocking paver stones, (2) pre-cast concrete, (3) poured concrete, or (4) a lightweight polystyrene/concrete mix. If paver stones are used, their colour must be the same as used on the driveway, and a landscaping border edge (plastic or aluminum) must be used on the 3 exposed sides.
- The top surface of the pad must be flush with the surrounding grass level to facilitate normal landscaping activities.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location	Yes
A/C Manufacturer's name	Yes
To be installed by	Yes
A/C Footprint (width and depth)	Yes
Size of pad being installed	Yes
Colour	
Material sample, picture or website link required.	

Awnings

A maximum of two patio awnings can be installed on the two sides of the patio (front and side) and must meet the following specifications:

- Be of high quality and capable of withstanding Ballantrae wind conditions.
- Be from a pre-approved manufacturer or, as determined by the Corporation, of comparable quality.
- Be securely attached to the home.
- Be installed so that they are flush against the patio roof beam and soffit when retracted.
- Have hardware that is compatible with existing soffit and trim colours i.e. either ivory or white.
- Electrical connections should be made in the soffit as close to the motor as possible.
- Fabric must be of an approved colour i.e. taupe, beige, sand or light grey.
- Fabric must be of a single colour, however, a subtle tone on tone stripe of the same colour is permitted.
- Have a straight edge i.e. not scalloped or fringed.
- ***When extended, awnings installed on the side of a patio must not extend beyond the side wall of the house.***
- For a two stage awning the vertical drop for the second stage must be four feet or less.
- Manual Override for a motorized unit must be part of the installation.
- A retractable or removable valance off the Awning may be approved.
- For a vertical/flat type curtain or blind awning they may only enclose the area defined by the walls of the home and the roof supporting brick column.
- Awnings must be retracted when not in use, and should not be left unattended.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	Yes
Colour	Yes
Material sample, picture or website link required.	
To be installed by	Yes

BBQ Pads and Gas Lines

The approved standards for BBQ pads require that the pad:

- Be no more than 5' X 8' (1.5m X 2.4m).
- Be adjacent to the patio and one wall of the house.
- Be at ground level on the side adjacent to the patio. A slight elevation on the sides not adjacent to the house or patio is acceptable to accommodate the existing grade of the lot.
- Not project beyond the sidewalls of the house (or street side of a Grand Cypress).
- Be constructed of the cobbles or pavers matching those of the back step or driveway.
- Must not alter the drainage of the property.
- Must not interfere with landscape maintenance by the Corporation's contractor.

An Alteration Request showing the proposed location is required for a gas line hookup but may be included with the request for a BBQ pad.

- Gas line installation must be performed by a licensed installer
- Gas lines may not be run on the outside of the home.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

Decorative and Seasonal Items

Exterior Decorative and Seasonal Items are permitted but must:

- Follow the theme of the community in relation to size, number, colour and location.
- Not interfere with access to the house or interfere with normal work of the Corporation's landscape or maintenance work.
- For Festive Holidays, be displayed no more than 6 weeks prior to the festive holiday and must be removed within 4 weeks after the festive holiday.
- Not obscure house numbers.

Information for this alteration	Required
Alteration Request form	No
Sketch showing location	
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

Door (Front) Replacement (edited Mar 2018)

- The colour of replacement front doors are limited to those in the colour packages supplied and installed on dwellings by the Declarant
- The front door design should meet the architectural theme of the community and be comparable between homes.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes

Door Locksets (Front Porch and Rear Patio)

Owners may replace the locksets on their front porch door or rear patio door (*a lockset is defined as a dead-bolt and a door handle with the same finish*) with new hardware finished in brass, brushed nickel, oil-rubbed bronze **or black**.

- Replacements must fit into the existing two circular holes already drilled in the door.
- Owners requesting bronze front-door locksets will also be required to change their street numbers to black in order to harmonize and minimize the various colour finishes as seen from the street.
- No additional restrictions are in place for the replacement of front or rear door locksets finished in brass, brushed nickel, or **black**.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	

Door Screens

Door screens are permitted but must:

- Be of the Phantom/retractable roller type.
- Harmonize with and, if possible, match the colour of the vinyl trim on the doorframe and windows.
- Be affixed to and within the existing doorframe.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	

Driveways and Walkways

Homeowners may have any of the following work performed on their driveways and walkways:

- 1. Seal both their complete driveway and walkway with a clear non-slip coating which must not materially change the colour of the interlocking **pavers**. No Alteration Request is required.*
- 2. Lift up the **pavers**, re-level with limestone screenings, re-lay the existing interlocking **pavers**, and spread sand into the **paver** joints. No Alteration Request is required.*
- 3. Replace the complete driveway and walkway with new interlocking **pavers**/stones with colours and designs that have been previously used by the builder. The Property Manager will determine which materials and colours are approvable. An Alteration Request is required showing contractor name and contact info., colour sample of **pavers**/stones and pattern design.*
- 4. **Garden Removal (Augusta models only):**
Homeowners with Augusta models may submit an Alteration Request to replace the small garden (approx. 16" x 90") located between the garage and the front walkway with paving stones subject to the following criteria:*
 - The new pavers must be professionally installed, and be a match in size and colour to the existing pavers on the walkway/driveway.*
 - The design border (darker paving stones) must be enlarged to border the now larger front walkway.*
 - The sprinkler head must be removed by Porcupine Mgmt. at the homeowner's expense.*

Information for alteration	Required
Alteration Request form for #3 & #4 above	Yes
Sketch showing location and size	
Pattern Design for #3 above	Yes
Manufacturer's name	
Colour for #3 above	Yes
To be installed by for #3 above	Yes
Material sample, picture or website link required for #3 above	Yes

Eaves Trough

When required, replacement of existing eaves troughs and downspouts must be:

- In the same location, colour, shape, and the same quality or better as originally installed on the house at time of construction. No Alteration Request is required if these requirements are met.

Where there is a concern for shingle deterioration or a desire to improve water run-off:

- Additional or relocation of eaves troughs and downspouts may be requested through an Alteration Request
- The eaves troughs must be the same colour, shape, and the same quality or better as originally installed on the house at time of construction.
- The Alteration Request must include the reason/necessity for the change(s) and is subject to approval in consideration of the impact on neighbours and maintaining the architectural theme of the neighbourhood.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location	Yes
Manufacturers name	
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	Yes

Flags

The following must be observed when flying flags:

- The flag must be flown from a flag standard not exceeding 6' in length mounted on the brick wall or column only on the front of the unit.
 - Free standing flag poles are not permitted by the Declaration
- The flag standard must be rustproof.
- The position of the flag must not interfere with the movement or safety of the groundskeepers.
- The Canadian flag may be flown at any time.
- The flag may not exceed 27"X 54."
- National flags of other countries may be displayed on three days per year of the homeowner's choice.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

Garage Doors - Cladding of Wood Frame around doors

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

- May cover only the existing wood trim around the garage doors and the wood trim above the garage doors on a Doral elevation "B."
- Must be pre-painted aluminum matching the colour of existing wood trim.
- The cladding is not to alter or change the original wood design installed by the developer.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	

Garage Doors - Keypads

An Alteration Request is not required for a garage door keypad.

- Keypads must be taupe, beige or light grey.

Information for this alteration	Required
Alteration Request form	No
Sketch showing location and size	

Information for this alteration	Required
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

Garage Doors – Repainting

The manufacturer of our garage doors painted them in 4 different colours which they called: White, Light Beige, Brown and Sandstone - as shown in brackets below.

Homeowners may re-paint their garage doors with any of the following 4 Benjamin Moore colours noted below provided that the colour selected harmonizes with the remaining trim, door and brickwork colours. The paint sheen selected must be "Low-lustre" as per the original garage door sheen.

Horizon: OC-53 (replaces white).

Creamy White: OC-7 (replaces light beige).

Stone Brown: 2112-30 (replaces brown).

Ashley Gray: HC-87 (replaces sandstone).

Alteration Requests for re-painting garage doors should indicate 1 of the 4 approved colours as noted above. Non-Benjamin Moore colours are not recommended. Garage doors that have been painted and do not match any of the 4 approved Benjamin Moore colours will have to be re-painted.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour and Sheen	Yes
To be installed by	
Material sample, picture or website link required.	

Garage Doors - Replacement

Homeowners may request approval for the replacement of garage doors (insulated or non-insulated) provided that the doors:

1. Are constructed of painted metal, and

2. Have 4 horizontal folding panels, each with **8** or 16 embossed equal-sized rectangles if single door or **16** or 32 embossed rectangles if double door, and
3. Are of a similar colour to one of the four allowable garage door colours (see **Garage Doors – Repainting** section above).

Garage doors may have windows in the upper panel only. If this option is selected, then ***the window grills must receive prior approval from the Property Manager before installation (see Garage Doors – Window Inserts section below).***

Information for this alteration	Required
Alteration Request form	Yes
Picture of new Garage Door	Yes
Colour Sample	Yes
Window Grill style (if any)	Yes
To be installed by	Yes
Material sample, picture or website link required.	

Garage Doors - Window Inserts

Garage door window inserts are permitted subject to the following specifications:

- ***The Property Manager will approve garage door window inserts with clear glass on one-by-one basis keeping in mind compatibility amongst buildings. The following specifications must be followed:***
 - Inserts must be installed in the upper door panel like those installed by the Declarant.
 - Inserts must be of the same colour as the existing garage door.
 - Homes with two garage doors must install inserts in both doors.
 - Non-Glass inserts are prohibited.

Information for this alteration	Required
Alteration Request form	Yes
Style name	Yes
Sketch showing location and size	
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

Hand Railings

Painted non-rusting metal hand railings are permitted at the front of the home and on the patio steps when medically necessary. The colour of the railing must harmonize with the exterior brick, trim or coach lights colours.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	

Home Safety Lock Box

Homeowners may purchase and install a secure box on the front porch wall of their house containing an emergency access key to their front door lock.

This box must be purchased from the local Fire Department and be installed by homeowners at their own expense. It is only accessible by responding fire department personnel.

It should be securely mounted on the wall about the height of your door bell, and in an easily visible location.

An Alteration Request is not required.

Hose Hanger or Reel

Hose Hanger or Reels are permitted under the following conditions:

- Must be installed adjacent to the water outlet on the sidewall.
- Must be installed no higher than 1.2m (48").
- The colour must be of neutral colour i.e. green, beige, grey or black.
- Hose must be coiled on the reel above the grass when not in use.

Information for this alteration	Required
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Information for this alteration	Required
Alteration Request form	No
Sketch showing location and size	
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

House Numbers

To ensure that house numbers are clearly visible, and as required, assist emergency services in locating the address in a timely manner, the original brass-plated house numbers may be changed subject to the following specifications:

- The current brass-plated numbers may be replaced with pure brass or brass-plated numbers of a similar size and comparable design.
- The current brass-plated numbers may be replaced with black numbers of a similar size and comparable design.
- The current brass-plated numbers may be correctly prepped on the front and all sides and then painted a black matte finish.
- House numbers must be securely mounted directly onto the brick in the current space utilized and must not have a background plate.
- The material used, including mounting screws, should be high quality, durable and rustproof.
- No illumination of house numbers is permitted.
- ***House numbers should remain in the same location as mounted by the builder. The Property Manager will only approve relocation based on compelling reasons.***

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes

For Grand Cypress Models only, to assist emergency services in determining the proper street address, the house address can be added to the concrete block under the kitchen window of the Grand Cypress Model.

- The address should only include the street number and street name.
- Lettering should be black, a size proportional to the concrete block, and the font (e.g. script) and size selected should be clear and legible from the street.
- The material used should be of a high quality, durable, rustproof and potentially removable.
- No other decorative items can be attached to this concrete block

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes

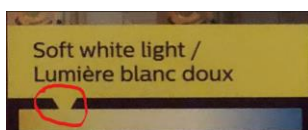
Lighting – Front (Porch and Garage)

Exterior Lighting - Front (*defined as the single porch light fixture and the two garage-mounted light fixtures*) may be replaced in accordance with the following criteria which owners must meet:

- Approval may be requested to replace: (1) the single porch light, or (2) the two garage-mounted lights, or (3) all three lights. The existing wall-mounted octagonal electrical boxes must be used, i.e. lights must not be re-positioned on the wall.
- All hardware finishes must be black, unless the owner is simultaneously requesting approval to change the front-door lockset finish to oil-rubbed bronze; in which case, all three front light fixtures may also be bronze.
- Replacement fixture designs may hang up (as presently installed) or hang down, and may have an open bottom (for easy bulb changes) or closed bottom (you must change bulbs via unscrewing the top - as presently installed).
- All three light fixtures (whether replacements, originals or a combination of either) must be of the same manufactured design, and must co-ordinate with each other.

- For the front porch light fixture only, the replacement size may be similar, or up to 25% larger than the originally-installed fixture.
- The garage-mounted fixtures must be of a similar size to the builder-installed originals, and must not encroach upon the sight space around the street numbers for emergency response purposes.
- ***Garage light fixtures slightly smaller than those originally supplied by the builder (17.5" high) and which hang down may be approved by the Property Manager provided that homeowners submit a photo with their AR clearly showing that larger garage fixtures would encroach upon the street numbers.***
- The quality of replacement fixtures must be at least the same, or preferably higher quality.
- All fixtures should be replaced by a qualified electrician.

Homeowners are requested to use light bulbs with a yellowish hue often called Soft White or Warm White which helps to promote a warmer ambience in our community. The use of ultra-bright white or bluish-white bulbs on residences is prohibited. Look for this on the box: (1) "Soft White" (2) pointer is at the warm end of the colour bar below the words:



Information for this alteration	Required
Alteration Request form	Yes
<i>Photo</i> showing location and size	<i>Yes if smaller fixtures</i>
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes
Indicate overall size	Yes
If not all 3 fixtures are being replaced, photos of existing fixtures must be submitted for coordination evaluation	Yes

Lighting – Patio

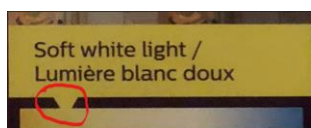
The existing patio light fixture may be replaced. The replacement fixture must:

- Be a flush mounted fixture no more than twelve inches in diameter and nine inches in height.
- Be white, black or oiled bronze.
- Have no more than two bulbs.
- Have clear, white or frosted glass.

Alternatively,

- Install up to three pot lights the same size or smaller than the pot lights in the soffits as previously installed by the developer
- For one pot light, the existing light fixture space must be used
- For two pot lights, the existing space must be covered using an appropriate mechanism and the two pot lights placed on each side of the space
- For three pot lights, the existing space must be used for one and the two additional pot lights placed on each side of the space
- The pot lights must be in the same line as the existing fixture running from side to side of the patio rather than back to front

Homeowners are requested to use light bulbs with a yellowish hue often called Soft White or Warm White which helps to promote a warmer ambience in our community. The use of ultra-bright white or bluish-white bulbs on residences is prohibited. Look for this on the box: (1) “Soft White” (2) pointer is at the warm end of the colour bar below the words:



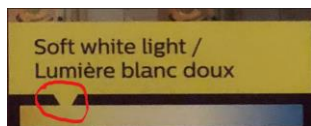
Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	Yes

Lighting – Soffits

Soffit lighting may be installed on:

- The front of the home.

- Above the patio.
- On the street facing side of a Grand Cypress.
- Installation must be of the same type, quantity, location, brightness and standards previously installed by the developer.
- Homeowners are requested to use light bulbs with a yellowish hue often called Soft White or Warm White which helps to promote a warmer ambience in our community. The use of ultra-bright white or bluish-white bulbs on residences is prohibited.
- Permanently coloured lighting is not permitted
- ***Homeowners are requested to use light bulbs with a yellowish hue often called Soft White or Warm White which helps to promote a warmer ambience in our community. The use of ultra-bright white or bluish-white bulbs on residences is prohibited. Look for this on the box: (1) "Soft White" (2) pointer is at the warm end of the colour bar below the words:***



Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	
To be installed by	Yes
Material sample, picture or website link required.	

Mail Boxes

Homeowners may submit an Alteration Request for a mail box to be permanently mounted on their front porch wall.

The mail box (which may NOT have a newspaper rack) must be:

1. rust-proof
2. horizontal in shape and of reasonable size
3. mounted about five feet above the porch floor immediately under the porch light
4. of the same colour / finish as the porch light.

Alteration Requests must include a photo or web link of the proposed mail box. Homeowners are advised to obtain approval from the Property Manager before purchasing their mail box.

Information for this alteration	Required
Alteration Request form	Yes
Colour of mail box and porch light	Yes
Dimensions	Yes
Photo or website link	Yes

Paint Colours

The Declaration requires that exterior colours be limited to those in the colour packages supplied and installed on dwellings by the Declarant.

- An Alteration Request is not required for normal maintenance/repainting ***of front or rear patio doors*** if the exact same colour or a very close match is used.
- Homeowners may use a colour for the front door, the rear patio door, or the garage door from a colour package other than the one originally installed on the home but an Alteration Request is required.
- The selected colour must harmonize with the remaining trim, door, garage door and brickwork colours.
- It is preferred that the front door colour not be the same as one's adjacent neighbours.
- ***The manufacturer of our garage doors painted them in 4 different colours which they called: White, Light Beige, Brown and Sandstone - as shown in brackets below.. Homeowners may re-paint their garage doors with any of the following 4 Benjamin Moore colours noted below provided that the colour selected harmonizes with the remaining trim, door and brickwork colours. The paint sheen selected must be "Low-lustre" as per the original garage door sheen.***

Horizon: OC-53 (replaces white).

Creamy White: OC-7 (replaces light beige).

Stone Brown: 2112-30 (replaces brown).

Ashley Gray: HC-87 (replaces sandstone).

- ***Alteration Requests for re-painting garage doors should indicate 1 of the 4 approved colours as noted above. Non Benjamin Moore colours are not recommended. Garage doors that have been painted and do not match any of the 4 approved Benjamin Moore colours will have to be re-painted.***
- The approved colour packages can be found at this web page:
<https://www.hotg.ca/wp-content/uploads/2020/08/Condo-1193-Colour-Packages-20200806.pdf>

Information for this alteration	Required
Alteration Request form if colour change	Yes
Sketch showing location and size	
Manufacturers name	

Information for this alteration	Required
Colour	Yes
To be installed by	
Material sample, picture or website link required.	

Patio Extensions

Patio extensions are permitted because they were allowed by the Declarant but must conform to the specifications of those constructed by the Declarant. ***Patio extensions may be built with deep footings constructed below the frost line, or built on a shallow bed of limestone, as per builder.***

The specifications for the patio extension are:

- ***Be constructed of EITHER an 8" wide row of paving stones (same stones as the house's steps) and 12" wide pre-cast coping stone on the edge (as per builder), OR 20" wide coping stone.***
- Be level with the finished surface of the patio.
- Not extend beyond the sidelines of the house (street side of a Grand Cypress).
- May extend up to twenty inches beyond the rear of the patio.
- May extend up to thirty-six inches on one side of the patio.
- May extend up to twenty inches on the remaining side of the patio.
- ***Patio extensions may be tiled over provided that the footings of the patio extension are constructed below the frost line. Patio extensions built on a shallow bed of limestone as per builder may NOT be tiled over.***

The Alteration Request must include:

1. A sketch of the proposed location.
2. Identification of the type and colour of the material to be used.
3. An estimated construction start date.

The Property Manager will arrange for an assessment of necessary changes to the sprinkler system and will determine what changes are necessary. The cost of these changes is the responsibility of the unit owner.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	

Patio Fans

Patio fans must:

- Extend no more than eighteen inches from the ceiling of the patio including a light, if so equipped.
- Be installed in the place of the original light fixture.
- Be of a colour that harmonizes with the exterior colours of the home.
- Have no more than one light enclosed in a frosted or white globe.
- Be rated for “damp” or “wet” locations.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes

Patio Heaters

A suspended electric heater of moderate size is permitted on the patio in place of the existing ceiling fixture if it meets the following conditions:

- Will not hang lower than 18” below the ceiling.
- Black, white or oiled bronze in colour.
- Be approved for outdoor use.
- Can be suspended from the ceiling but cannot be mounted on the soffit, beam or wall.
- May emit a glow but must not have an actual light as part of the heater.
- The electrical connection must be in the soffit or beam as close to the suspension point as possible.
- Heater may have a fan, and if so, the quiet enjoyment rule will be in force.
- Heater must be equipped with overheat shut-off protection, and be CSA or ULC certified.

Note: Freestanding electric or gas heaters are permitted and do not require an Alteration Request.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes

Patio Screens and Enclosures

Patio screens are permitted subject to the following specifications:

- Screens must be retractable, power operated and of a “Phantom Screen” type.
- May only enclose the area defined by the walls of the home and the roof supporting brick column.
- Must be installed on the inside of patio beams and hidden when fully retracted.

- The colour of the hardware must match or harmonize with the colour of the beam.
- All fittings, mouldings and trim must be rustproof.
- The screen must be retracted when not in use.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	Yes
Colour	Yes
To be installed by	
Material sample, picture or website link required.	

Patio Speakers

Permanently attached patio speakers are permitted. Speakers must be located and used so that the quiet enjoyment of neighbours is not affected. ***The rule banning transfer of sound from one Unit to another Unit will be strictly enforced.***

- Speakers may be installed as long as they are inconspicuous.
- Speakers must face inwards towards the house
- Speakers must be located under the eave of the back wall.
- Wires must not be exposed and visible.
- Speakers must be no larger than 6"
- The colour must blend in with the surrounding house exterior colours.
- Material must be made of a durable weather proofing material.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	Yes

Patio, Porch or Garage Surfaces

- Surface material must be durable, frost proof and non-slip.
- Front Porch Surfaces must be of a colour that is consistent with Declarant approved colour codes i.e. beige, taupe or grey.
- For the Back Patio Surfaces, a colour must either be consistent with Declarant approved colour codes i.e. beige, taupe or grey, or other subdued or neutral compatible colours subject to approval.
- May be an epoxy or acrylic stone mix coating, tile or patterned concrete subject to approval.
- May be applied to the edge of the patio or porch but not the foundation wall below the deck.
- ***Patio extensions may be tiled over provided that the footings of the patio extension are constructed below the frost line. Patio extensions built on a shallow bed of limestone as per builder may NOT be tiled over.***
- For garage surfaces, a subdued or neutral colour and harmonized with the colour theme of the house and driveway subject to approval.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	Yes
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	Yes

Patio Steps

Homeowners have two options for patio steps:

1. Move the original (Builder's) steps to a location on or immediately adjacent to the BBQ pad or the back of the patio, and repair the landscaping,

OR:

2. Construct a 2nd set of steps from the patio onto the BBQ pad, keeping the builder-supplied steps in their original location.

Option #2 provides the homeowner with a shorter and safer journey to/from the BBQ pad, and is only available to homeowners who have a BBQ pad.

All newly constructed steps must be professionally installed and match the builder's original patio steps both in design and materials.

Steps are not allowed at the side of the patio if they extend beyond the sidewalls of the house (or street side of a Grand Cypress), or if they could interfere with lawn maintenance.

The Property Manager will arrange for an assessment of necessary changes to the sprinkler system and will determine what changes are necessary. The cost of these changes is the responsibility of the owner.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	
To be installed by	
Material sample, picture or website link required.	

Pavers in Side / Back Yards

Homeowners may lay paving stones along the side and/or rear foundation wall of their house provided that the following criteria are met:

The pavers must:

1. Be the same, or a similar colour and size to the pavers used on the driveway.
2. Be installed along the entire wall (corner to corner) abutting the concrete foundation, and up to, but no more than 12" away from the wall, but not around the patio.
3. Have a 4" base of crushed limestone with no impermeable membrane, and be edged using black plastic or aluminum edging.
4. Be installed tightly together with the cracks filled with sand. A clear coat sealant may be applied.
5. Not interfere with the irrigation system's pop-up heads - all of which will have to be re-located at the owner's expense.

6. Be cut to contour along the side of the basement window well, or be mitered to go around the window well.
7. Be level or slightly inclined down from the wall toward the swale.
8. Integrate and co-ordinate seamlessly with any existing pavers under the A/C unit, the BBQ pad, and pavers on the patio steps.
9. Be kept free of weeds/grass, and be re-levelled when any unevenness or sinkage occurs.
10. Not interfere with the contractor's regular landscaping activities.

Pavers not kept in a manner satisfactory to the Property Manager will have to be removed and replaced with grass at the homeowner's expense.

Information for this alteration	Required
Alteration Request form	Yes
Diagram showing proposed location(s) of pavers	Yes
Diagram showing present and proposed location of sprinkler heads	Yes
Paver Colour, and proposed pattern sample	Yes
To be installed by	Yes
Material sample, picture or website link required.	Yes

Power Generators (Exterior)

Homeowners may request approval for the installation of an exterior power generator (portable or permanent) as an emergency backup power supply subject to the approval criteria itemized below. Systems with higher-than-normal decibel noise levels are dissuaded and most likely will not be approved.

1. Lithium battery systems installed in a garage or basement are the preferred option, followed by permanent natural gas systems installed in side yards.
2. Portable generators are highly discouraged and unlikely to be approved. These types of systems typically run on gasoline, and due to their unusually loud noise, they violate the Declaration's Rule prohibiting the transfer of noise from one Unit to another Unit. **In addition, storage of gas tanks within units are prohibited by Safety Rule 5 (b).**

3. Justification must be provided that a basement or garage-located lithium battery-powered system (preferred option) cannot meet the power needs required if requesting another type of power generator.
4. Agree to operational inspections by the Property Manager who will monitor maximum decibel noise levels.
5. Use the generator only during power outages, and for required maintenance purposes - which the Board may allow only on certain days/times of the week.
6. Homeowners with power generators not meeting the above-noted installation and operational criteria will be required to remove them.
7. Provide the following information about the requested power system:

Information for this alteration	Required
Alteration Request form	Yes
Is it portable or permanent?	Yes
If permanent, a detailed side yard location map is required	Yes
Manufacturer's name, type of fuel used, size of unit and model number	Yes
Proof of rated decibel noise level	Yes
Name of contractor and their contact information	Yes
Contractor's TSSA registration number (if natural gas is used as fuel)	Yes

Roof Shingles

The Declaration requires that roofs shall be clad with asphalt shingles.

- Shingles must be the same colour or a very close match as installed originally by the developer.
- The asphalt shingles containing fibreglass fibres rather than organic matter are encouraged as they have a longer life span which would result in less frequent replacement.
- ***Roof valleys may be woven, closed-cut or aluminum. If aluminum is used, the colour must co-ordinate with the shingles, and a colour sample of the aluminum must be submitted with your Alteration Request.***

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	Yes

Satellite Dish/Cable TV

The Declaration permits the installation of a single satellite dish subject to the approval of the Board.

Satellite dishes must:

- Not exceed twenty-four inches in diameter.
- Be located on the side of the home under the eave in a location that is least likely to be seen from the street.
- Located in a position that respects the neighbours view.
- Should not be visible from any of the neighbours' windows.
- Wires or cables must be hidden by the downspout. Wires and cables that run along the eaves trough must be as inconspicuous as possible.
- Exposed Cable/TV wires are not to run along the outside walls of the Units except for a few feet if absolutely necessary. Owners must instruct their cable/wire installers to use the attic or the basement to run cables/wires.

Note: If an Owner encounters problems in meeting these conditions because of the location of that particular Unit, the Owner should contact the Property Manager for further assistance.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	
To be installed by	Yes
Material sample, picture or website link required.	

Security Cameras / Motion-Activated Lighting

Homeowners may request approval to install:

- a. video security cameras ("VSC") and/or
- b. motion-activated lighting ("MAL"), or
- c. both types of sensors combined into one fixture on the exterior of their Units.

MALs and VSCs may be wirelessly inter-connected with your smart front doorbell, smart phone and/or smart central house security system (if installed).

The following criteria must be met:

1. VSCs and MALs must not create any noise.
2. MALs must be Soft White or Warm White (2700 to 3000 degrees kelvin if LED) with a maximum of 1600 lumens (about 100 incandescent watts). The light must not penetrate your neighbour's bedroom window. The installation of additional electrical lighting boxes (hydro) and MALs with flood lights are prohibited.
3. VSCs may be powered by hydro, batteries or solar. You may install more than one VSC on your property.
4. Any **front-of-house** MAL must be mounted in the existing front-porch wall-mounted electrical light box to illuminate **only your property** - which includes only the front porch and/or driveway areas. A front-of-house VSC may be incorporated into the MAL, or the VSC can be a stand-alone device.
5. Any **rear patio** MAL must be mounted in the existing electrical light box on the patio ceiling to illuminate **only your property** - which includes only the rear patio area. A rear patio MAL may include a VSC, or the VSC can be a stand-alone device.
6. MALs and VSCs are only to be installed at the points of access/egress to your house and/or your property.
7. The wiring for all hard-wired MALs and VSCs must go directly into the wall of the house and not be visible from the exterior.
8. Your neighbour's privacy is paramount, and all MALs and VSCs must respect that privacy.
9. The Corporation will require the removal of any MAL or VSC deemed not in compliance with the intent of this Standard.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing proposed installation locations	Yes
Photo or website link of MAL and/or VSC	Yes
Indicate if request is for video, lighting or both	Yes
Indicate power source: AC (hydro), DC (battery), or solar	Yes
Confirm compliance with all of the above-noted installation criteria	Yes

Solar Tubes/Sun Tunnels

Up to three solar tubes may be installed but must meet the following specifications:

- Maximum exterior dimension of the dome may not exceed 17.”
- Height may not exceed 16.”
- Roof flashing colour must match existing roof vents.
- Maximum diameter of the tube may not exceed (15”)

Note: Skylights of any size are prohibited as per the Declarant

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	
To be installed by	Yes
Material sample, picture or website link required.	

VENTS

Exhaust Fan Outlet Vent

Installation of a standard washroom exhaust fan outlet vent is permitted subject to the following specifications:

- Must be to the standard type and size for residential exhaust fan outlets.
- Must be a neutral colour i.e. white, beige or grey.
- Must be installed on the side of the house and not on the front or rear.
- Location of the vent should take into consideration any potential impacts on the neighboring houses such as fumes, noise, etc.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location	Yes
Manufacturers name	
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	

Gas-fired Appliance Chimney Vent

Installation of a gas-fired chimney vent is permitted subject to the following specifications:

- To accommodate a main floor gas fireplace or a gas heater in a garage
- A maximum of two gas-fired chimney vents are allowed
- Vents must be installed on the roof but not on the street facing elevation
- Must be identical in size, shape and colour as installed by the developer
- Where a Grand Cypress model does not have the standard fireplace with accompanying wall vent, consideration will be given to allowing installation as per the model floor plan
- Note: A Municipal Building Permit may be required for this type of Alteration Request.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location	Yes
Manufacturers name	
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	

Walkway (Grand Cypress models only):

Homeowners of Grand Cypress models (only) may request approval to construct a new walkway from the front of the house over the grass to the street curb provided that the walkway: (1) is constructed 6-8 inches (one step) lower than the existing walkway, (2) is level with the soil surface and the curb when finished, and (3) has a slight slope to the street for drainage purposes.

This new walkway must use coping stones and pavers identical to, or similar in appearance/colour to those already installed by the builder on the existing walkway.

The new walkway must not interfere with normal landscaping duties, i.e. the contractor's lawn mower must be able to cross this new walkway without interference. Locates for underground irrigation pipe should be requested by homeowners before construction starts.

Not all homeowners of Grand Cypress models will be approved for this new walkway under this Standard, especially if their properties would require more

than one step down to the curb. More than one step is not permitted due to additional lawn maintenance needs.

Information for this alteration	Required
Alteration Request form	Yes
A diagram with both an overhead view and a side view showing construction details and overall dimensions	Yes
Name of Contractor	Yes

Window and Door – Decorative Inserts (edited Mar 2018)

Non-coloured etched, frosted or patterned decorative glass may be installed in the following windows.

Front of home (street side of Grand Cypress):

- Front door.
- Front door sidelights.
- Transom window above the front door.
- Fanlight above the front door.
- Half-moon portion at the top of a Palladian window.

Rear of home:

- Patio door and patio transom windows.
- Any bathroom window.

Side of home (except street side of a Grand Cypress):

- Any window except a breakfast area window.

Coloured glass may be used in any side window that is not visible from a roadway. Requests for coloured glass on other side windows will be considered on a case-by-case basis.

An insert with a scene is only permitted on the patio door. A scene is a pictorial display with or without colour of an object, person, view or vista.

It is highly recommended that when installing glass inserts into the front or rear door, that the white moulding surrounding the insert should be painted the same colour as the door to harmonize with the standard colour scheme.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour, if other than clear	Yes
To be installed by	Yes
Material sample, picture or website link required.	Yes

Window Appliques

Window appliques may be installed but are subject to the same specifications as replacement decorative glass and the following specifications:

- No exterior window coverings are permitted.
- Permanent printed matter, metal, foil, cardboard, sheets, flags, or any other covering or hangings that would adversely alter the appearance and décor of the Unit exterior are prohibited.
- Light and medium tint sun film to protect flooring and furniture is allowed on all windows, but must cover the entire window.
- Coloured or stained glass inserts including coloured or stained glass hanging inside windows that can be seen from the street are not permitted. Coloured glass is permitted on side windows not facing the street.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	
Manufacturers name	
Colour	Yes
To be installed by	
Material sample, picture or website link required.	

Window Replacement (new March 2018) (Muntin bars Feb 2022)

Homeowners may submit an Alteration Request for the replacement of any window in their unit subject to the following criteria:

- If the window replacement is because of condensation between the two sealed panes of glass, homeowners may elect to replace the sealed glass only, and leave the vinyl-covered frames in place. Note 1: Check with Pollard

Windows (the manufacturer of most of our windows) to determine if their seal leakage warranty still applies. Note 2: The basement windows were likely not supplied by Pollard.

- If the vinyl-covered frames are replaced, then the new frames should be vinyl-covered or of similar material, and be the same colour as originally installed by the builder. Optionally, homeowners can also elect to upgrade the overall quality of their windows. New caulking around the windows must be professionally applied and be the same colour as the original.
- ***Windows that contain imitation muntin bars (white grills) between the sealed glass panes may be replaced with windows containing no muntin bars. However, new muntin bars cannot be placed in windows where they were not originally placed. Note: The builder originally installed muntin bars in all windows that faced the street.***
- Any non-opening window may be changed to an opening window. However, no opening window may be changed to a non-opening window as this would reduce the homeowner's options to egress the house in an emergency, and in some cases would also be in violation of municipal and/or provincial building codes.
- The original exterior window appearance must be maintained with no exterior glass tints allowed.

NOTE: Please see the Standard entitled "Window and Door - Decorative Inserts" if you want to install non-coloured, etched, frosted or patterned decorative glass in windows and/or doors.

Information for this alteration	Required
Alteration Request form	Yes
Indicate if (a) Glass only replacement, or (b) Whole window frame replacement	Yes
If whole window frame replacement, confirm: (a) Frame colour will be the same, and (b) The new frames will be vinyl or similar material	Yes
Confirm no existing opening windows will be changed to non-opening	Yes
<i>Identify any windows where the muntin bars will not be replaced</i>	Yes
Confirm no exterior glass tints will be applied	Yes
Indicate number of windows being replaced	Yes
To be installed by	Yes

Window Replacement (Egress-style option for Basement only) (May 2018)

The builder designed and constructed our homes to be single-family residences. Accordingly, all of our basements were built with a storage/crawl space to discourage the use of additional living areas, i.e. bedrooms. A secondary emergency exit pathway from the basement to the outside does not exist, nor was one required by building codes for a basement with no sleeping quarters.

However, any homeowner may submit an Alteration Request to the Board to provide for a secondary exit path from the basement, whether or not a bedroom is present. This is achieved by: (1) replacing a basement window with one that could possibly be used as an emergency exit egress window - provided that the homeowner has sufficient strength and agility to climb out the window, and (2) replacing the corresponding window well with a slightly larger one. At the time of writing (Dec / 2017), there was no municipal building permit required for the installation of a same-sized egress-style window unless the basement has a bedroom.

Noted below is the procedure for installing a basic egress-style window in the basement if no bedroom is present. If you have a basement bedroom, you must first apply for and obtain a municipal building permit, attach a copy of it to your Alteration Request, and then comply with local building code requirements - which may differ from the general information provided below.

On the Alteration Request form, homeowners must indicate whether or not they have a bedroom in the basement.

1. One of the existing galvanized steel window wells should be removed and replaced with a slightly larger window well with more escape space. This escape space (measured from the brick wall outwards) should be no less than the minimum space mandated for basement bedrooms. As of Dec/2017, this space was 22". The side or back yard landscape must be re-graded and re-sodded, as required.
2. The builder's sliding window over-looking that window well should be completely removed including the wood frame, and replaced with a single-framed window hinged on one side to swing inward, with the exterior frame painted white or the same colour as the other basement windows.

Homeowners with basement bedrooms can consult with staff at the Building Division of the Town of Stouffville to determine specific municipal building code requirements in order to obtain a building permit.

Our Declaration mandates that all units in the BG&CC sub-division be single-family residences. Basement apartments are not allowed. Accordingly, the renting, housing, or tenanting of additional families anywhere in the unit is prohibited.

NOTE: Please see the Standard entitled "Window Replacement" if you want to replace the builder-installed basement window with a (non-egress style) identical-looking window.

Information for this alteration	Required
Alteration Request form	Yes
Do you have a bedroom in the basement? If Yes, attach a copy of your municipal building permit to your AR	Yes / No
Provide the overall size and specification of the replacement window	Yes
Provide the overall size and specification of the replacement window well	Yes
Indicate which basement window is being replaced	Yes
Provide name and contact information for the installer	Yes

Window Well Covers

The Declaration gives the Corporation the explicit authority to stipulate the conditions and standards for window well covers. Window well covers are permitted if they meet the following specifications:

- Made of a clear durable material.
- Securely affixed to the home.

Owners are responsible for any damage to the window well covers even if it occurs as a result of landscape maintenance so a border of interlocking pavers matching the driveways, walkways or BBQ pad is recommended.

Information for this alteration	Required
Alteration Request form	Yes
Sketch showing location and size	Yes
Manufacturers name	
Colour	Yes
To be installed by	Yes
Material sample, picture or website link required.	

Wires and Conduits

Telephone, cable and other wires or conduits must not be run on the exterior of the home. They must be run through the attic or basement and should only appear on the outside of the home at the point of connection to an outside service point.

Unused wires such as the phone and cable lines installed by the builder adjacent to the electrical meter should be neatly coiled and tied off.