



KINGS GATE CONDOMINIUM CORPORATION (KGCC) HANDBOOK

THIS HANDBOOK IS INTENDED TO PROVIDE GUIDANCE TO
KGCC UNIT OWNERS AND THEIR TENANTS

DO NOT REMOVE THIS HANDBOOK FROM THE UNIT

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I. EXECUTIVE SUMMARY

Whether or not you are new to Kings Gate Condominium Corporation (KGCC), this Handbook has been designed to help make your residency here more enjoyable.

We encourage you to read all the Handbook's sections. KGCC is a condominium community and some residents are leasing their units from unit owners. Because of this, this Handbook contains information pertinent to resident unit owners and tenants alike. If you have any suggestions or questions about the Handbook, please let the Board know. These suggestions will be considered for a future edition.

The KGCC building is located at: *60 Margaret's Place, St. John's, NL, A1C 0B3*. KGCC is comprised of 43 condominium units which are located on four floors. The building also has at least one indoor parking garage for all unit owned vehicles, as well as an outside parking lot. The building was first occupied in September 2012.

The initial KGCC'S Board of Directors were elected in April 2013. Directors elected by you as unit owners over the last few years have been actively engaged in tending to the affairs of overseeing the operation of your condominium. The Board of Directors is a voluntary group of individual owners who have offered their time to ensure that the management and operation of this condominium runs smoothly and that your well-being, as well as theirs, is being met. Your Board's main objective is to create a safe, secure and enjoyable environment for unit owners and residents and to ensure the long-term financial health of KGCC. The Board normally meet the first Tuesday of each month and we encourage you to submit any topics you would like discussed at these Board meetings.

The KGCC is governed by its By-Laws, effective from the KGCCs' date of registration of August 29, 2012. These By-Laws are governed by the terms and conditions of the Condominium Act, 2009.

The KGCC By-Laws should have been in the package of information you as a unit owner received at the time of purchase of your unit. If you have not received these By-Laws and wish a copy of these and/or the Condominium Act, 2009 please refer to the KGCC website at <http://www.kings-gate.ca>

The By-Laws are what your KGCC Directors operate by to ensure your best interests as unit owners/tenants are properly represented. The By-Laws require that any amendments, changes or additions receive at least a 66% approval from all unit owners. So, it is important that you, as a unit owner, participate in any such votes for By-Law amendments or changes which the Board may put forward.

It is also important that you as unit owners and tenants are aware of these By-Laws in order to help us, as your Board, ensure we all have a satisfying environment in which we live and share.

One of the Board's commitments is to maintain communication channels with unit owners to ensure the interests and/or concerns of all KGCC residents and unit owners are heard and addressed. In this regard we encourage all unit owners to attend the annual general meeting (AGM) to get a complete update of the work and progress of the Board and openly discuss various topics. The AGM is normally held during the first week of December of each year.

Regular correspondence or notices to all unit owners and tenants is provided through the KGCC newsletter, via e-mail and notices are posted on the lobby bulletin board and in the elevator. If you have any questions, suggestions or concerns please feel free to contact a Board member.

This handbook has been written in order to provide information on the day to day operation of this condominium and hopefully answer any questions you may have in regard to your responsibilities as a unit owner and/or tenant of this condominium. These guidelines will help to ensure the protection, betterment and enjoyment for all unit owners and tenants.

You will find the current listing of the KGCC Board of Directors on our website at <http://www.kings-gate.ca> and the general KGCC board e-mail address is: board@kings-gate.ca. Please note that your first point of contact should always be our property management company, Perennial Management Ltd. (PML). Full contact info is on the following page.

a) **PROPERTY MANAGEMENT COMPANY**

The KGCC's property management company may assist you in obtaining any repairs which you may require or in the case of an emergency. As a unit owner you are responsible for any maintenance within your unit. As a tenant you are responsible to report any issues arising within your unit to your unit owner and/or the property manager.



Perennial Management Ltd. (PML), the KGCC's property management company, should be contacted in all cases where you consider it necessary (such as a fire, a power outage, a sink repair, etc.). If the services of an electrician, a plumber, a fire protection company and/or a sprinkler company, etc. may be required PML could also recommend the same to you.

The contact information at PML is:

- 24 hours a day, seven days a week by telephone line **754-2502**, or
- Monday to Friday 9:00a.m. – 5:00p.m. via e-mail at [**service@perennialmanagement.ca**](mailto:service@perennialmanagement.ca)

Corinne Button of PML is the Property Manager for the KGCC.

PML's mailing address is:

Suite 202, 40 Aberdeen Avenue, St. John's A1A5T3

Phone: 709-754-2057

Fax: 709-738-0707

Also, if a resident engages a person from a service company (e.g. telephone, internet, HRV, etc.) as an owner or tenant you must make arraignment so that service person is escorted throughout the building.

b) IN CASE OF FIRE



If you smell smoke or observe a fire, please **call 911 FIRST**, then call the property management company.

A fire extinguisher is located in every unit and are located in each of the hallways on the four floors and in the garage. There are also fire alarm pull stations on each of the four floors, in the building entrance/foyer and in the garage. Residents are reminded to check their own smoke detectors periodically to ensure that they are working properly.

Exits from the building are located at the following doors:

- North - exit from the garage towards Brother Rice School end of building;
- East - exit from the 1st flr. stairwell towards Bonaventure Ave. side of building,
- South -exit from the 1st flr. stairwell towards Belvedere Lane end of building;
- West - exit from the main lobby of building to the parking lot.

Please become familiar with the location of the fire extinguishers and fire alarm pull stations closest to your unit. And note the exit closest to your unit in case of any emergency.

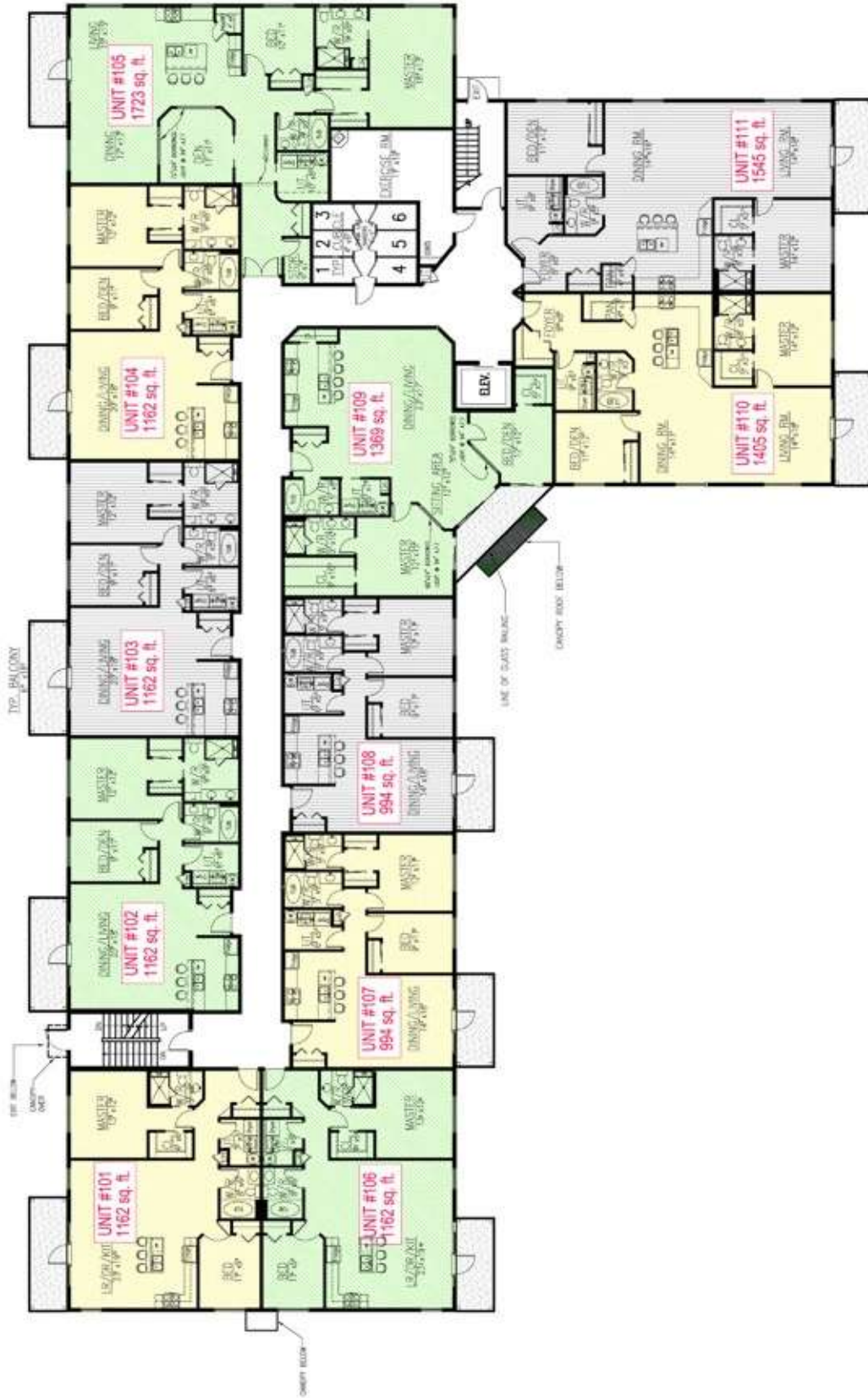
Note: When the fire alarm is sounding, in case of an emergency, the doors to the garage from the garage floor stairwell, and from/to the garage and main lobby will not require the use of your Fob (as it does normally). So you will be able to exit the building through those doors with no obstructions.

c) EMERGENCIES AND IMPORTANT PHONE NUMBERS

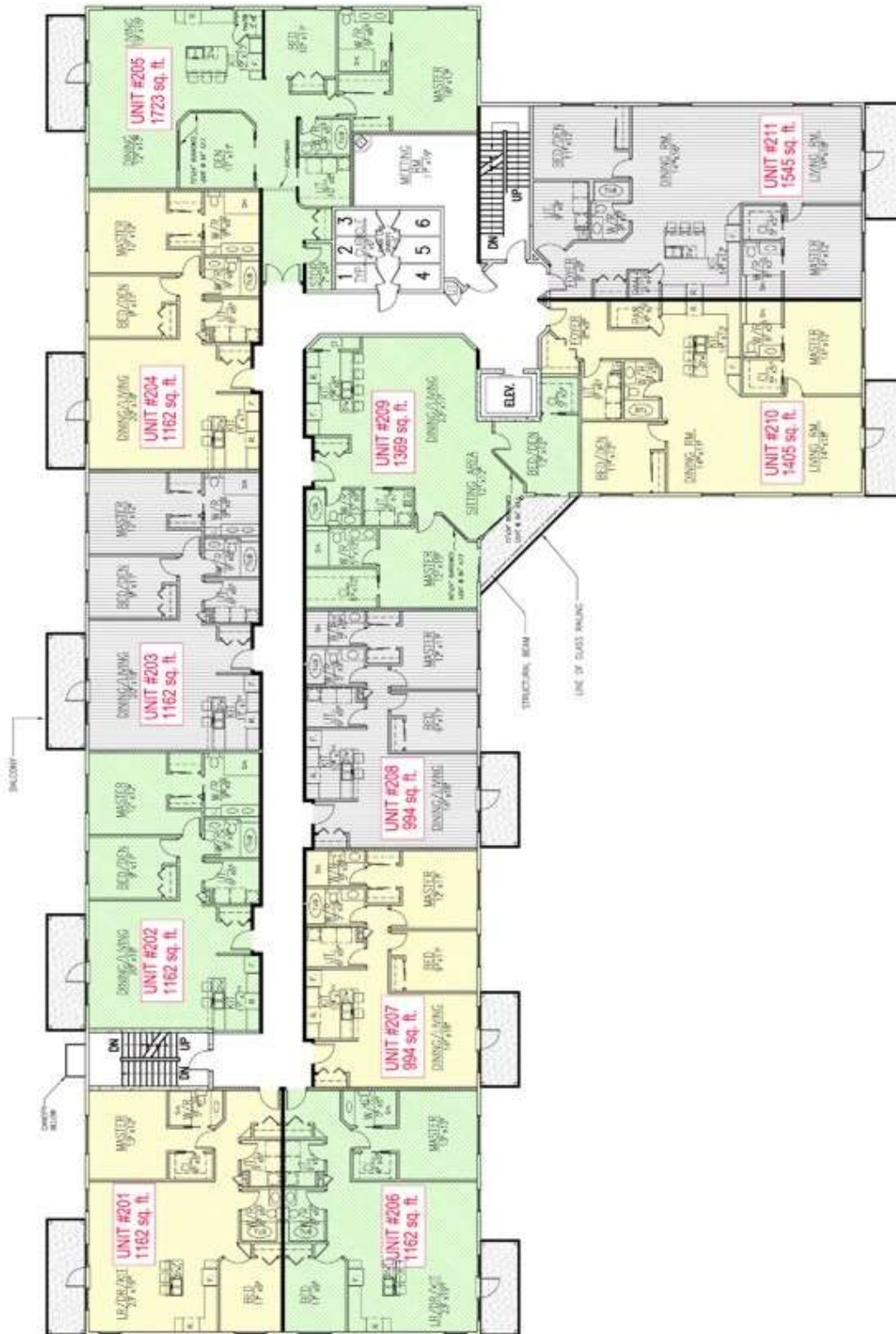
- Fire Department.....911**
- Ambulance.....911**
- Police.....911**
- Perennial Management Limited.....754-2502**

d) BUILDING FLOOR PLANS

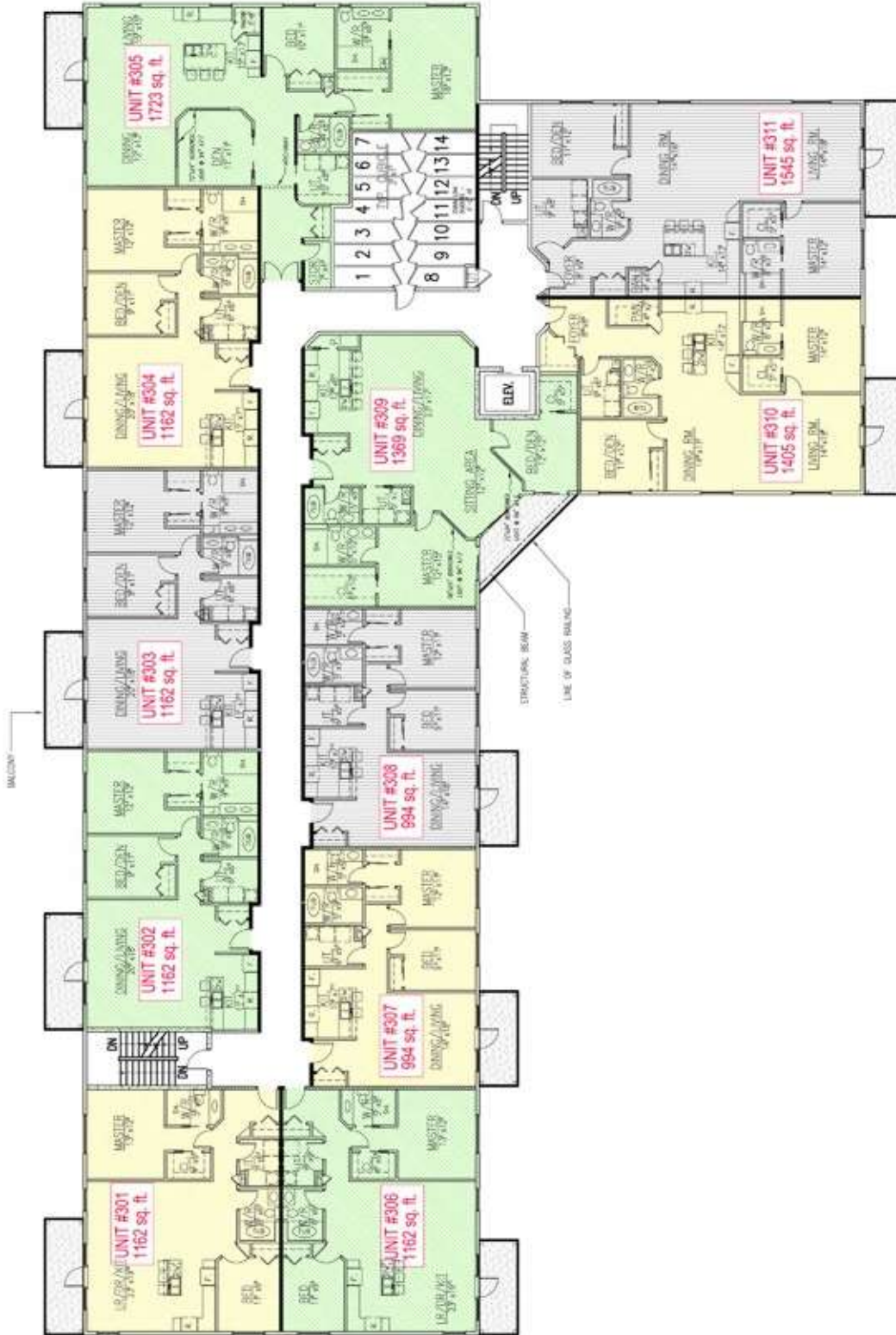
- Floor plans for the KGCC condo building:



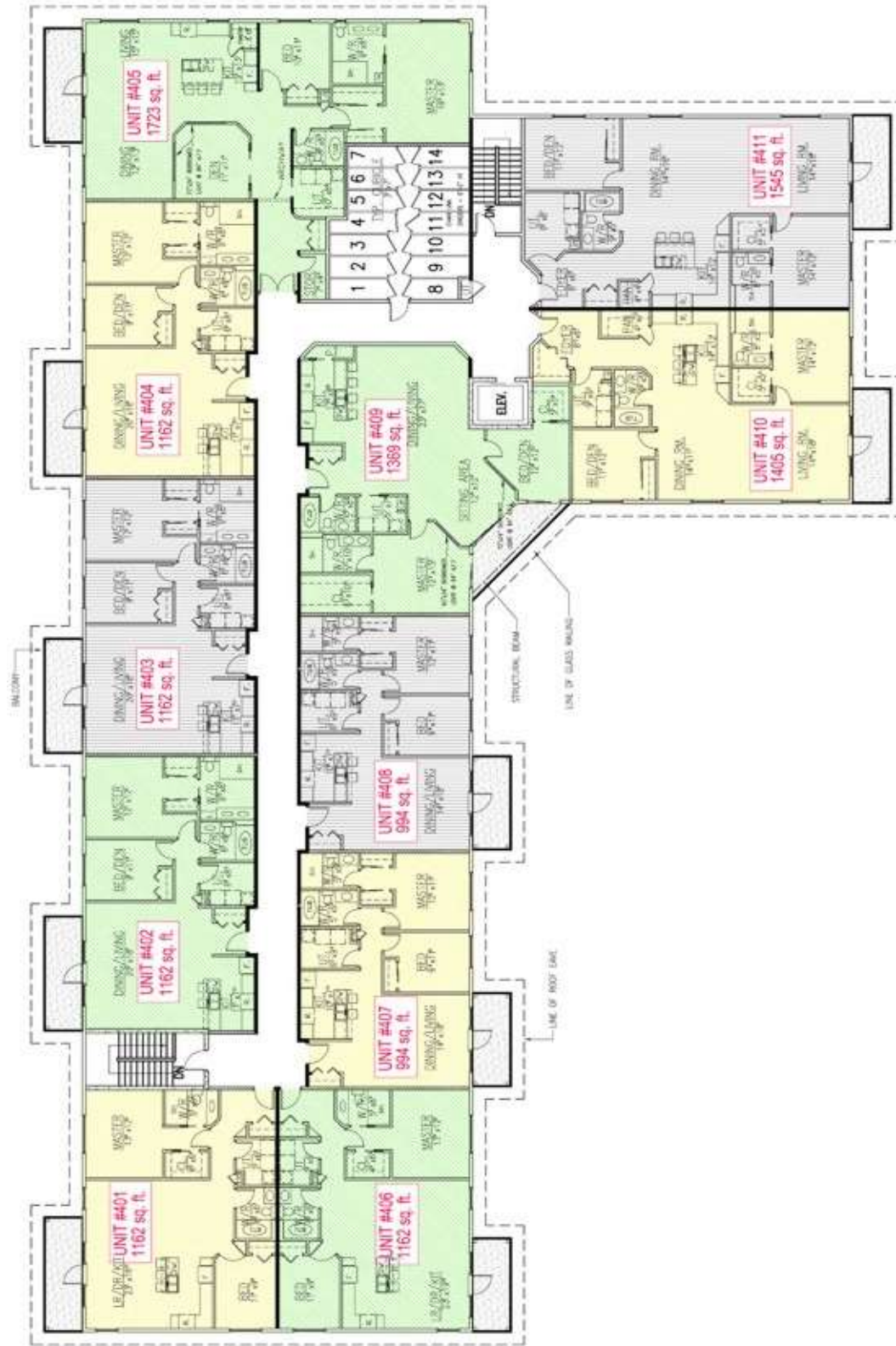
LEVEL 1 FLOOR PLAN



LEVEL 2 FLOOR PLAN



LEVEL 3 FLOOR PLAN



LEVEL 4 FLOOR PLAN



PARKING LEVEL FLOOR PLAN

III. SUMMARY OF KGCC BY-LAWS AND RULES

The KGCC Board of Directors also has a responsibility to all unit owners and tenants with respect to the application of, and the obligations found in, the KGCC's Declaration and By-Laws. It is incumbent on the Board therefore to advise all unit owners and tenants of the requirements of these By-Laws.

As a resident unit owner or tenant, you should also be aware of the By-Laws that affect your living in this condominium. The following are some of those By-Laws.

Occupation and Use

- Each unit shall be occupied and used only as a residence for single family housing and for no other purpose and only for adults over the age of nineteen (19) years. No person under the age of nineteen (19) years shall own or permanently reside therein.
- Ownership of a unit is restricted to persons who have attained the age of majority and no unit shall be rented or leased to anyone under the age of majority.
- The Owner of each unit shall comply, and shall require, and be responsible for the compliance by all residents and visitors to the Unit, with the condominium rules, declaration and by-laws.
- No owner, occupant or guest shall create noise or cause a disturbance or do anything offensive within the unit or common elements so as to interfere with the quiet enjoyment by the owner of a Unit.
- No Owner shall permit noise disturbing to other Unit Owners after 11: 00 p.m. on any day of the week.
- No screens, awnings or shades shall be erected over and outside of the windows.
- No garments, rugs, flower pots, or other articles be hung or placed on the window sills, railings and other external parts of the unit.
- No portion of a unit maintained by the KGCC shall be painted, decorated or otherwise affected by anyone other than the KGCC.
- Nothing may be hung out or thrown out of the windows or doors of a unit.
- No mounted air conditioning or other mechanical or electrical equipment shall be mounted from any Unit window.
- The use of any covering of the interior surfaces of all windows, whether by sheers, drapes, shades or other items visible from the exterior of the condominium shall be manufactured residential blinds or other permitted coverings only, and shall not include uses of flags, rugs, bedding and alike. Any window dressing inside these blinds and visible only from the unit interior is at the discretion of the unit owner.



- No stores of any combustible, inflammable or offensive goods, provisions or materials, including propane tanks, shall be kept in any unit or in any storage area or other interior area of the common elements.
- No residential unit shall be used for professional or commercial purposes such as an office for a doctor, dentist, chiropractor, lawyer or counsellor.
- No electrical or telephone installations shall be erected on or fastened to any unit, or the outside of the building except as approved by the Board.
- No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of a residential unit, or in any window of a unit, without the written consent of the Board.
- All electrical appliances or equipment used in any unit shall comply with the applicable regulations of appropriate authorities.
- No musical instrument, appliance or other device shall be used within any unit which, in the opinion of the Board, causes a disturbance or interference with the comfort of other owners.
- No Owner shall do anything or permit anything to be done that will increase the risk of fire or the rate of fire insurance on the property or any part thereof.
- No Owner shall do anything, or permit anything to be done, that is contrary to any statute or municipal by-law or any rules, regulations or ordinances passed under any statute or municipal by-law.
- All garbage shall be tightly wrapped and tied and kept within the designated garbage area and stored where appropriately designated until attended to by the designated garbage collector.
- An Owner may maintain, keep or shelter in or about the unit, small animals to a maximum of two per Unit. For the purposes of this provision "animal" means any animal, whether four-legged or not, and includes fish, a bird, a dog, or a cat, to a maximum mature weight of 30 pounds, (with the exception of a service dog) (excluding reptiles, mice, rats) unless the animals are deemed by a resolution of the Board, to be a nuisance or cause an unreasonable interference with the use and enjoyment of the other units or the common elements by other Unit Owners;
- The hardware, including locks and locking systems on the entrance doors of each unit shall be subject to approval by the Board.
- No Owner shall hang seasonal or other lighting on the interior or exterior of any window within the Unit, or erect an exterior Christmas or other ornamental tree, without the consent of the Board. All interior Christmas tree or decorations shall be artificial, as natural trees and natural decorations are deemed dangerous.
- No gas or charcoal barbeques or heating units are permitted in the Units or on the patios. Only electric heaters or electric barbeques are permitted.
- No patio lights, gas or charcoal barbeques or decorative lighting are permitted on the patios;
- No smoking is permitted in a Unit.

- The Owner of each Condo Unit shall first obtain the consent, in writing, of the Board of Directors before making any structural alterations or repairs to the Unit. The owner will also need to submit, to the Board of Directors, proper plans and specifications outlining the proposed alterations and repairs prior to the Board's granting of consent. The Board's decision shall be final.
- No plumbing or electrical repairs or alterations of any sort within the common elements, shall be made without the prior written consent of the Board.

a) Leasing of Condo Units

As a unit owner you and your tenant have obligations with respect to the leasing of your Unit.



In the case of a leased unit, in addition to all other rules and regulations, the By-Laws require that:

- the period of the lease shall be not be less than four (4) months;
- the age of the residents shall not be less than 19 years of age;
- the unit may not be leased without immediately advising the property management company of the name and telephone number of the tenant(s);
- a tenant of a unit is not be permitted to keep any pet in a unit, with the exception of a service dog; and
- the following declaration (per Article III (3.07) (noted below) must be provided to the property management company within a reasonable time.

I, _____, undertake that I, the members of my household and my guests from time to time, will, in using the Unit rented by me and the Common Elements, comply with the Condominium Act, the Declaration, the By-Laws, and other rules and directions of the Condominium Corporation during the term or period of my tenancy".

When a unit is leased the Board requests that the unit owner provide the property management company with contact information for the tenant. This will include the name, telephone number(s) and e-mail address. The Board also requests that approval is provided so that the tenant may be contacted, through e-mail, when important notices are sent to everyone.

b) Provisions Governing the Use of Common Elements

The use of the common elements shall be in accordance with the following stipulations:

- The sidewalks, walkways and driveways, shall not be obstructed or used for any other purpose than to enter and exit from the units and parking.
- No motor vehicles shall drive or park on any part of the common elements other than on a driveway or parking space provided for the purpose.
- No repairs or adjustments to motor vehicles, motor homes, R.V.'s, or automobiles, snowmobiles, trailers, or boats may be carried out on the common elements and no such vehicles shall be stored on the common elements without the consent of the Board.
- All automobiles must be parked only in locations properly provided or designated for them.
- No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, railings, flowers or flower beds and shall not place chairs, tables or other objects on the common elements so as to damage them or prevent their reasonable growth or to interfere with the maintenance of the Common Elements.
- The gardens, walks and other external common elements shall be used in a quiet and proper manner and with due regard to the comfort and convenience of other owners.
- No pets shall be kept on a leash, tied up or confined outside the unit, in a house or on a run or be allowed to roam the property unattended.
- No animal, or pet of any kind shall be kept, tethered or housed on any part of the Common Elements and must be carried or walked on or off all Common Elements.
- No stores of any combustible, inflammable or offensive goods, provisions or materials shall be kept on any part of the Common Elements.
- No part of the Common Elements shall be used for the erection, placing or maintenance of buildings, structures, tents, athletic equipment, clotheslines, incinerators, garbage receptacles or storage without the prior written consent of the Board.
- No television or satellite dishes or antennae, aerial, tower or related accessory shall be erected on any part of the common elements without the written consent of the Board;
- No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of the common elements or in windows of the units;
- Moving in and out of units shall be governed by such rules as the Board may make from time to time;
- No unit owners, occupant or guest shall do anything that will be noisy or offensive in the common elements, so as to interfere with the enjoyment, by any unit owner.
- In an effort to retain a common aesthetic standard throughout the building, no decorations, wreaths, signs, plaques or other such decorative materials shall be placed outside Unit doors, nor may any rugs, mats, boot racks, bicycles, or any other material whatsoever may be placed outside unit doors;
- No smoking is permitted on the common elements, except on Unit Owner's patio.

Rights of Entry

- The KGCC, or any insurer of the property, their respective agents, or any other person authorized by the Board shall be entitled to enter any Unit, at reasonable times and upon giving reasonable notice, for the purpose of making repairs, correcting any condition that violates the provisions of any insurance policy or policies, remedying any condition which might result in damage to the property or carrying out any duty imposed upon the KGCC.
- In case of emergency, an agent of the KGCC may enter a Unit at any time and without notice, for the purpose of repairing the Unit, or common elements, or for the purpose of correcting any condition that might result in damage or loss to the property. Should the unit owner or an authorized person not be present to grant entry to the Unit, a representative of the KGCC Board may enter the Unit without rendering the Board liable for any claim or for trespass or damages, provided it exercises reasonable care. The KGCC shall not be responsible for any interference or inconvenience caused by such repairs provided the repairs are carried out as expeditiously as possible.

IV. ACCESS TO THE BUILDING

A copy of your unit's main door access key is kept in a secure place under the control of the KGCC Board. This key may be used in cases where access to your unit is required and you or your tenant are not available. The Board will do its best however to notify the condo unit resident in advance of any required access to a unit.

If a key copy should be required by you, if you lose your keys, please contact the property management company. The cost to copy the key will be invoiced to the unit owner.

a) Fob Access

Your Fob provides you access to the building at the main door, to/from the garage and the East side (Bonaventure Avenue) stairwell.

Additional Fobs may be requested from the property management company and the cost for each additional Fob of \$20.00/Fob will be invoiced to the unit owner.

b) Lobby Intercom

To have the building's intercom system updated/changed for a resident please provide the following details of the request to service@perennialmanagement.ca - the property management company:

- ✓ the Unit Number,
- ✓ the resident's name (max 15 characters), and
- ✓ the telephone number (NL - land line or cell).

There is a cost of \$45.00 plus HST for any intercom changes and this will be invoiced to the unit owner.

Once the intercom system is (re)programmed your telephone will ring when your name/unit number is pressed at the intercom in the building's lobby. You can then speak to the person ringing your unit. Pressing * 9 on your phone terminates the phone call and opens the lobby door for your visitor.

For all of the condo residents' security do not provide access to the building through the use of the intercom to someone you do not know.

c) Garage Door Openers

Unit owners were provided garage door openers when they initially purchased their units. Additional garage door openers may be purchased by the unit owner from the garage door maintenance contractor – in this case Overhead Doors Ltd. at 709-368-7222. The supplier will program the new garage door opener and will charge the unit owner for the garage door opener. Neither KGCC nor the property management company supply garage door openers.

In case your garage door opener fails to work it may mean a simple change of the batteries. The batteries in the garage door openers have about a 2-year lifespan, depending upon how frequently they are used. If it fails to work, here are some useful guidelines to follow:

- Using Lithium Batteries (2) x #2032 replace the battery.
- When replacing the battery, ensure that it is properly seated, the correct way up of course, printing (+ side) at the top, and that the battery retaining clips are properly in place.
- Carefully replace the top cover.

When the power is on in the building using the three buttons on the right hand side of each garage door which allow you to open, close and stop the door, without the need of your garage door opener. This may be necessary if you need to keep the garage door open for a period longer than normal.

V. SECURITY OF THE BUILDING

The security of the building, and consequently your security, is everyone's business. This



building is secured by the use of a fob, instead of a key access. The fob provides you access to the lobby, the garage and the stairwell. Security cameras have also been placed in certain areas outside the building and in the lobby.

Here are some directions that we ask all KGCC residents to be mindful of:

- Be careful with your unit keys and Fobs.
- Do not open the main door for a stranger. It is safer to let the person buzz the unit they are visiting.
- Report any suspicious or unusual activity in or around the building to the property management company.
- Be observant of your surroundings when entering and leaving the building.
- Lock your balcony doors and windows, especially on the lower levels.
- Do not wedge open the main door or any of the other exit doors.
- Entrance and exit for the north-end stairwell and the lobby to and from the garage requires the use of a Fob.

VI. ELEVATOR USE (MOVING IN OR OUT OF BUILDING)

- When moving in/out of the condo building the property management company must be contacted at **709-754-2502** or service@perennialmanagement.ca
- An owner or tenant moving in or out of this building must provide 5 days advance notice to the property management company during normal working hours of 9-5 weekdays;
- The property management company must be provided with the move date/time and a contact name and telephone number. Notices of the move in or move out will be posted for the benefit of other KGCC residents. The resident will be provided with the elevator key and the protective elevator blankets.
- If a move-in/out day falls on a weekend or holiday we ask that you abide by the above timeframes and make any request during normal business hours on a weekday prior to the move.
- The elevator door is not to be propped open, as this sets off an alarm and may cause damage to the elevator itself. An elevator key must be used and may be provided.
- The elevator blankets must be obtained through the property management company and properly used in the elevator and returned immediately after use (responsibility of the unit owner).
- Remind your movers to be mindful of not causing damage to the hallway, doors and elevator walls, etc.; that they do not park in front of the garage doors; and they try and keep the time frame usage of the elevator to a minimum.
- Any building damages caused during a move may be charged to the unit owner.
- After use, moving boxes should be broken down and recycled with mixed paper.
- New residents requiring changes to the buildings intercom system must request this through the property management company.
- Service companies (e.g. telephone company) must make advance appointments with the property management company if access to the building or any utility room is required by a unit owner or tenant.
- Requests for keys for a utility room or the elevator for service personnel (e.g. internet, TV, telephone, furniture delivery or moving companies) must be made 5 days in advance of the appointment date.



Your Board requires these above noted lead times in order to allow time to make proper arrangements, to advise other residents if necessary and so that enough advance notice is provided to the property management company.

VII. UNIT OWNERS AND TENANTS RESPONSIBILITIES

a) **Unit maintenance**

The Bylaws provides that no unit owner shall make any structural additions, alterations, or improvements in their unit or any alterations or improvements in any of the mechanical, electrical, plumbing, or other systems without prior written consent from the Board of Directors. In addition, no unit owner shall paint or alter the exterior of their unit, including doors and windows, without prior written consent from the Board of Directors.

It is the unit owner's responsibility for general repairs or painting to the interior of their own units. Unit owners are responsible for the upkeep and maintenance of the equipment and appliances in their units. Materials and equipment used by contractors hired may not be stored in the common areas (hallways, garages, etc.). For a fee your property management company does offer a service to unit owners or tenants, such as electrical, plumbing, painting, plastering and general maintenance.



If you are a tenant, you must contact your unit owner directly for repairs or maintenance required within your leased unit, unless there is a maintenance emergency. In such latter cases this should be reported immediately to the property management company. Such an emergency may be water infiltration from a source other than the unit itself; a backed-up sewer line; a sprinkler head leak or overflowing water from a toilet, sink, or heating and air conditioning.

If you as an owner, or upon notification to you from your tenant, notice any maintenance problems in the common areas (such as the grounds and recreation areas, the storage rooms or garbage room), please call the property management company and report the problem. Non-emergency calls will be responded to during regular office hours.

For the protection of all unit owners and the condominium corporation, each contracted worker must be covered by at least workers compensation. Copies of a certificate of such insurance giving evidence of such coverage should be provided to you the owner in advance of the start of work. *Service NL* on-line may also be checked to verify a contractor's coverage in this regard.

b) **Patios**

The patios are for the enjoyment of the residents and their guests, and certain rules are in place to protect the aesthetics of the building. **Do not** use the patios as clotheslines, or use dryer racks on them, for items such as rugs, towels, or clothing; or use the patios as a storage location for boxes, bikes, tires, or excess furniture.

Article XII(a) "Provisions respecting the use and occupation of units" of the By-Laws states: "no screens, awnings or shades shall be erected over and outside of the windows, nor shall any garments, rugs, flower pots, or other articles be hung or placed on the window sills, railings and other external parts of the unit;". Also please keep any noise and music to a minimum if you and your guests are out on your patio.

Use of BBQs

Propane BBQs are not permitted anywhere on the Kings Gate property, including patios or any of the common areas, without Board prior approval. Electric BBQs are permitted.



c) **Smoke detectors**

Each unit has a smoke detector which is the responsibility of the unit owner or tenant. The smoke detector is both wired and battery operated. The battery is normally good for about 12 months. As the battery nears the end of its life it will start to *chirp*. The closer it gets to the end of its life the more frequent you will hear the chirping. HINT - for replacement of the battery when it is worn out pick a particular date, such as when the buildings annual fire inspection takes place. To replace the battery simply remove the cover to the smoke detector for access to the battery.

d) **Internet/cable/phone company equipment**

Some units may be equipped with fiber optics from Bell and this is the responsibility of the unit owner. There is a battery within the equipment which will require replacement, perhaps on a yearly basis. You will first hear an intermittent chirp when this battery needs replacement. At that time the Service Department at Bell will have to be contacted (by phone) by the unit owner/tenant in order to have these batteries replaced. The contact telephone number is located on the equipment itself.

e) **Dryer – secondary vent**

As a unit owner or tenant you will find what is known as a "secondary dryer vent" in the exhaust vent pipe over your dryer in your laundry room. It is "secondary" as your dryer should also have an interior dryer lint trap. The secondary dryer vent should be cleaned every so often as there will be lint built-up with use over time. Simply remove the metal cover (spring loaded) and clean out the lint found inside. Such a built up of lint if left unattended could create a fire hazard.

f) **Sprinkler heads**

In each unit and throughout the building there are numerous sprinkler heads. These sprinkler heads must not be obstructed in any way and there must always be an 18 inch clearance

between the sprinkler head and anything placed underneath the sprinkler head. For example, in your units' storage locker you must leave an 18 inch clearance between any ceiling sprinkler head and any stored items. This applies throughout the storage locker and not just underneath a particular sprinkler head. The reason for this is to allow for the full effect of the water spray in case of a fire when the sprinklers are activated.

g) Heat recovery ventilators (HRV)

Each condo unit has a HRV to provide ventilation and help reduce humidity. Unit owners/tenants are responsible for the proper operation and maintenance of their respective unit. In this case the unit is a Venmar Constructo 1.0 and basic maintenance of the unit is recommended every 6 months.

The Board, through the property management company, offers the unit owners the opportunity to have their individual HRV units cleaned and serviced at the same time the buildings' units are serviced. The property management company will ensure that you and your tenants are made aware of the service scheduling in advance, in case you care to take advantage of this service. The service company will then be made aware of the until owners request and will be advise of the date and time of service.

h) Hot water heater

The hot water heaters in the individual units are the responsibility of the unit owner. The current hot water heaters were installed during the spring of 2018; and water heaters have a warranty life span of 6 years. However, if you notice any leakage or a lack of hot water then you should contact a plumber or ask the property management company to recommend such.

i) Patio door - screen window inserts

The Window Shoppe is the company responsible for the window and doors within our building and they carry a patio door screen window insert. This may make it more comfortable for you or your tenants during our warm weather. If you consider having such a screen window insert installed in your patio door please e-mail the property management company which will provide you with the details of the insert. The cost of such an insert is borne by the unit owner.

j) Condo unit insurance

The Board suggests that all unit owners and tenants should have an insurance policy to protect their own property and liability, within their individual units.

k) **Garburator or Garbage Disposals**

There is a garburator or garbage disposal in each unit. When putting things in the disposal, please put a small amount down the drain at a time. However, do not put in the disposal such things as bones, fruit rinds, vegetable peelings, celery, corn husks, cabbage, lettuce, fruit pits, rice, raw dough, oils, grease, cigarettes, or cigars. These things will cause the disposal to clog and will create a plumbing problem in your line and perhaps in neighboring units. Always run cold water while running the disposal and also for a short time after you turn the disposal off. Please watch to be sure small items such as spoons, plastic bag twist ties, or soda can tops do not get caught in the disposal.

l) **Going on vacation or unit vacant for extended periods**

For yours and the condominiums insurance purposes and for the safety and security of your unit you may want to consider having someone check on your unit should you go on vacation or leave for an extended period of time. You may also want to check with your own insurance company in regard to being absent from the unit for any length of time. If you chose to have someone other than a condo resident check on your unit during these times for your units security purposes it may be best to advise the property management company of your plans.

m) **Window and screen cleaning**

The cleaning of the condo unit's windows and screens, whether inside or outside, is the responsibility of the unit owner. The buildings' cleaning company may be of assistance if you wish such a service and the property management company may be contacted to make arrangements for you. Any costs associated with window cleaning would be the responsibility of the unit owner.

n) **Pets**

Pet ownership is treated differently depending on whether you are the owner of a unit or whether you are renting/leasing a unit.

- Renting/Leasing - You are **not** permitted to keep pets of any kind in the unit (with the exception of a service dog).
- Unit owners are permitted to have a maximum of two small animals that includes fish, a bird, a dog, or a cat, to a maximum **mature weight** of 30 pounds (with the exception of a service dog). You are **not** permitted to have reptiles, mice or rats as pets.

An important caveat to pet ownership is that no pet will be allowed (as deemed by a resolution of the Board) to be a nuisance or cause an unreasonable interference with the use and enjoyment of the other Unit occupants or common elements. Nuisance and unreasonable interference includes, but is not limited to, repeated instances of excessive dog barking or allowing the pet to relieve itself (urination/defecation) on the unit's patio.

You are required to abide by the following guidelines regarding pet ownership:

- Pets shall not be kept, bred, or used for any commercial purpose.
- Pets must be confined to the owner's unit and must not be allowed to roam free or be tethered. Pets must not be left unattended on patios or balconies.
- Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier. Some Residents may fear animals – please respect their fears and ensure that your pet does not engage in aggressive behavior.
- You are responsible for **immediately** cleaning up after your animals and discarding securely bagged pet droppings.
- You are responsible for any damage caused by your pet. This includes any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage.
- Fish aquariums over a 55 US gallon size require approval of the Board due to the increased risk of water damage should the aquarium break.
- Residents are responsible for the pets of guests who visit their unit; such pets are subject to the same restrictions as resident pets.

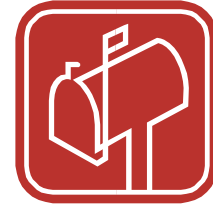
Any resident observing an infraction of the preceding guidelines shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntary compliance. If the complaint is not resolved, it must be brought to the attention of Perennial Management Limited (PML) who will advise the Condominium Board. The Condominium Board has sole discretion to investigate the complaint and implement whatever rectifying measures necessary in order to satisfactorily resolve the complaint.

o) Mail service/newspapers

Mail service:

Mailbox keys should be obtained from the previous owner at sale of the unit or, if you are a tenant, from the unit owner or owner's rental agent. If the mailbox key is lost, another set can be obtained from the property management company for a fee, which will include the cost of changing the mailbox lock.

There is regular mail delivery each day, but there is no pick-up of mail at this building. So please do not deposit out-going mail in the mailbox in the outer lobby. Courier services, if they do not make contact with the resident through the intercom, normally leave the mail/parcel in the outer lobby and a sticker on the mailbox. However the outer lobby is not secure so you are responsible for picking-up any couriered mail/parcels.



There is a postal station located in the Shoppers Drug Mart in Churchill Park for your convenience.

Newspapers:



To order home delivery of *The Telegram* call (709) 368-5000. Please do not take a newspaper from the lobby table, unless it is marked with your unit number.

p) **Bright and clean**

As co-owners and tenants we all have a responsibility for each other's enjoyment of and pride in our common surroundings. If you have an accidental spill or notice debris around the building please take a moment to clean-up or pick-up. Please feel free to provide us with any concerns, damage reports, etc. that you may experience.

VIII. USE OF COMMON AREAS

a) Parking Garage and Parking Lot

Each unit owner has a designated parking stall(s) in the indoor parking garage, which is clearly marked.



Do not:

- ✓ use your parking stall for storage of items other than your vehicle,
- ✓ store items on the overhead water/drainage/sprinkler pipes in the garage,
- ✓ store flammable or combustible items in the garage, or
- ✓ leave your vehicle running for any length of time in the garage as this is dangerous and tends to set off the carbon monoxide alarms within the garage.

The exterior parking lot is there for you and your guests visiting the building. You and your guests should only park in designated parking areas, in case emergency vehicles must enter/exit the parking lot. Parking should also be done in a way so as not to impede the doorways or the handicap parking place.

The exterior parking spaces are not to be used for parking vehicles for extended periods of time. Be considerate of other condo residents and guests by parking your vehicle in the parking garage and not parking it in the exterior parking lot. If you do park your vehicle in the exterior parking lot please do not do so for extended periods of time, such as overnight or longer. If this is necessary then you may contact the property management company which will consult with the Board of Directors.

b) Exercise Room

The Exercise Room located on the 1st floor is for the enjoyment of all residents of KGCC. Use the equipment properly so as not to damage it and report to the property management company any problems encountered with the equipment. Also, as we all have to be respectful of our neighbors and our neighbors' right to enjoyment of the condominium property the following timeframes are in place for the use of this room:

Exercise Room (1st flr.) - 7:00a.m. to 11:00p.m., on any day of the week.

c) Gathering Room

The Gathering Room located on the 2nd floor is for the enjoyment of all KGCC residents. Treat the use of this room as part of your home and keep it clean and tidy. If you use the pool table replace the table top in the proper position and place the chairs neatly around the table and/or against the wall.

Also, as we all have to be respectful of our neighbors and our neighbors' right to enjoyment of the condominium property the following timeframes are in place for the use of this room:

Gathering Room (2nd flr.) - 9:00a.m. to 11:00p.m; on any day of the week.

d) **Storage Rooms**

A Storage Room is located on each of the four floors in the building. In each of these storage rooms there are individually marked storage lockers. As a unit owner or tenant, you are responsible for the storage locker assigned to your unit and you may lock it if you chose. Remember that articles stored in these storage lockers must allow for an 18 inch clearance to the ceiling as required by the Fire Regulations for the sprinkler system. Also, flammable or combustible items are not to be stored in these storage lockers.

e) **Utility Rooms**

A Utility Room is located on each of the four floors. As a unit owner or tenant, you will not normally need access to these rooms, unless it is required by your telephone/cable company to run your network cable. If such is the case you should contact the property management company which will then provide access to the service company.

There is also an Electrical Room, a Mechanical (building sprinkler system) Room and an Elevator Room located in the garage area. As a unit owner or tenant, you will not require access to these rooms, however the property management company may require access for various service companies, so please do not block their access.

IX. BUILDING MAINTENANCE

a) **Garbage collection – regular and recycle**

The garbage room is located in the garage and is clearly marked. The two large black bins in this garbage room are to be used for regular household garbage. Garbage is collected 3 times a week, on Monday, Wednesday and Friday. Ensure that your garbage is placed in proper secure garbage bags and placed in the appropriate garbage bins. And do be cautious opening and closing the doors to this garbage room as they are heavy.



This condo has also initiated the recycling of the appropriate items. The City of St. John's website at "Curb It Recycling St. John's, Newfoundland What can I recycle.url" will provide you with the type of recyclable items to place in blue recycle bags. We have placed the appropriate signage on the (5) blue bins near the garage door for this recycling purpose. If there are bottles, such as beer or wine bottles, please place them near the containers in appropriate containers, e.g. boxes.

Items such as paper coffee cups, lids, plastic drink containers and the like are not to be placed in either of the garbage bins, unless they are first put in an appropriate garbage bag. This will help ensure that the garbage bins stay as clean as possible.

NOTE: Unit owners, tenants and/or their contractors are responsible for removing all renovation debris, e.g., carpet and padding, tile, appliances, paint, etc. Do not place any paint items, e.g. empty paint cans, in the garbage room for removal by the garbage removal company as they will not take that away. You must dispose of these items yourselves at the appropriate City recycle depot.

b) Building cleaning

A cleaning company has been contracted with to clean this building. Vacuuming and carpet cleaning of the common areas, such as the hallways, the elevator and the lobby, is carried out on a regular basis. If you notice something which is in need of cleaning please do not hesitate to contact the property management company. And please be careful when entering the building with coffee, tea or the like so as to limit any unfortunate spills. This is your home too!

c) General painting /repairs

Your Board will initiate the required painting or general repairs for the common areas of this building when necessary.

d) Heat Recovery Ventilator (HRV) units on each floor

In the spring of the year the condominium buildings' HRV units, which are located in each storage room on each floor, are cleaned and serviced by a manufacturer's representative. The Board is having this service provided on an annual basis, as it is called for by the manufacturer. At the same time this service is offered to the unit owners for the servicing of the individual HRV units.

e) Lighting in common areas and exterior of the building

The lighting in the common areas on each floor, the garage, the elevator and the exterior of the building is the responsibility of the property management company. If you notice any problems with these lighting fixtures please send an e-mail to the property management company.

f) Fire and sprinkler system inspections

Fire system and building sprinkler system inspections are required by law and are carried out each year, normally in the spring. These inspections are carried out by a fire safety company and a sprinkler inspection company; and are followed-up by an inspection by the Regional Fire Department.

The Board appreciates both you as a unit owner and/or your tenant's cooperation in this regard during the days on which these inspections take place. The Board realizes it may be an inconvenience but we can assure you it is done with everyone's safety in mind.

Some items noted in the past inspections that you should be aware of are:

- ✓ There is to be **no** storage of any items within 18in. of a sprinkler head, such as items on a closet shelf. If you do have items which are within this range please take notice and remove them. The sprinkler head, if needed to be activated, has to have sufficient space to operate properly. This is for everyone's safety;
- ✓ There is to be no storage on any (sprinkler) pipes in the garage. This too is for the safety of everyone and to ensure that nothing obstructs the proper operation of our buildings' sprinkler system.

g) Garage floor cleaning

Each spring the garage floor is vacuumed and high-pressured washed by the buildings' cleaning company. At this time all vehicles must be removed from the garage. When this takes place you will be advised in advance through a notice and e-mail.

h) Landscaping and Gardening

In the late winter of each year a contract is awarded for the lawn care required for the grounds surrounding the building. This would commence in the spring and end in the fall. If you, the owner, notice anything in this regard please contact the property management company.

As the budget permits the Board engages a gardening company for the planting of shrubs and plants in the garden area around the building. Any suggestions and assistance, such as watering during the summer season, would be appreciated. Additionally, your Board has partnered with Stella's Circle for a vegetable garden project on the KGCC's vacant property located between our

building and Bonaventure Avenue. It has been a great success and we hope to continue this and even expand over the next few years. Your participation in this project is welcome.

i) Snow clearing

Each fall a contract is awarded for the removal of snow and provision of salt as needed to the parking lot, the front entrance and the exit doors. If you have any concerns with the snow clearing around this building please do not hesitate to contact your property management company. The Board ask that you keep the lot as vehicle free as possible when for example a storm is imminent, so subsequent snow clearing may be completed properly.

j) Condo Insurance

The KGCC carries a master insurance policy for the common property and the base value of the building structure, including your unit, subject to a deductible. The Bylaws outline the insurance coverage required of KGCC. The cost of the master insurance policy is included in your unit owner's condominium fee. The master policy has two sections: property and liability. Property insurance reimburses for losses of property except losses caused by certain specific conditions (such as flood, wear and tear, water seepage, maintenance, etc.). Liability insurance reimburses for legal judgments of negligence that caused damage to other people's property or injury to other persons.

k) Building power failure

When the building's power is interrupted the elevator will be out of order. If you are in the elevator at the time the power is interrupted the elevator is programmed to move to the parking garage floor and the door will open. If this should not occur please use the emergency phone to contact assistance.

Also, in such cases when you become aware that the elevator is out of service you should contact the property management company so the elevator service company may be summoned.

During a power outage also, the garage doors will not operate with your garage door opener. The garage doors however may be opened/closed manually. If you must exit the building in your vehicle at this time you have to pull on the "ring" located in the overhead motor box (located in the ceiling in center of the door chain). This releases the chain mechanism normally used to operate the door electrically. You can then lift the door manually to open. In winter months ensure you close the door after you open it so that snow does not blow in causing further problems and of course building security. Please be careful however as the garage doors are heavy to lift.

Also, when the power service is interrupted in the building the emergency lighting will come on in each hallway, storage room, lobby, stairwells and the garage. This temporary lighting should last (when fully charged, as it is battery operated) for up to 2 hours from the commencement of the power outage. We do however suggest, for your safety, that you carry a flashlight with you during these outages when moving about the building.

Your Fob provides access/regress through the main door, the lobby garage doors and the stairwell door during these power outages and the Fobs will continue to operate under normal use for a period of up to 10 hours. This Fob system too operates on a battery.

X. SUMMER SOCIAL

Your Board organizes a *Kings Gate Summer Social* each summer. This is an opportunity for all our unit owners and residents to meet and greet your condo neighbors. Plans include a “pot luck”; with the Board supplying tables/chairs, disposable plates/utensils and a BBQ for all the owners and residents use.

This social normally takes place in our common area located off the parking lot. Advance notice is usually provided in July with the event taking place in the latter part of August. A sign-up sheet is placed on our lobby table for all unit owners and residents to indicate their interest. Also, a 50/50 draw takes place to assist in funding this and future such social events.

You are invited to take part and meet your neighbors.