

45 LAKESHORE CONDO RULES AND REGULATIONS

PREAMBLE

The operation of the 45 Lakeshore condo building is governed by the Declaration of Co-ownership dated January 25th, 1990. The condo rules and regulations derive from this Declaration and also contain rules and regulations instituted by the various administrations in subsequent years; these were formally approved by owners at various Annual Meetings.

These are designed to ensure a harmonious, peaceful and safe living environment for owners and other residents.

Administration

The owners elect a minimum of three members annually to administer and manage the operations and maintenance of our building both in the short and long term. The names of the elected officers and contact information are posted on the bulletin board in the garage lobbies.

Annual Meetings

One general meeting of all co-proprietors is usually held in late May or early June of each year. A budget meeting is also held near year-end to review the financial situation of the previous year, to deal with related issues and to consult co-proprietors on the budget for the coming year.

Awnings

A few penthouses have been authorized to install awnings over their balconies. All awnings must be closed at dusk every night. Awnings must also be closed when residents are absent.

Balconies

Balconies and patios are common areas for the exclusive use of the individual owner/tenants and their guests. No equipment or signs with a commercial or political message can be displayed and nothing can be hung on the outside railings. BBQ's can be placed on the back balconies; penthouses may have BBQ's on front balconies, since they do not have back balconies. Gas containers cannot be stored inside; valve must always be closed when not in use.

All Christmas decorations, including Christmas trees, must be removed from balconies on/or before January 10th.

Bicycles

A shed is available next to the garage entrance to store your bike(s). A key may be obtained from the Superintendent. Storage space is limited; therefore, only bikes which are used on a regular basis can be stored in the shed. CYCLONORDSUD (514 843-0077) is a company that disposes of unwanted bikes by donating them to third-world countries.

Complaints

All complaints should either be sent in writing to the Manager at admin@45lakeshore.com or deposited in the mail box outside the party room.

Condo fees

Monthly condo fees are collected via a pre-authorized debit program. To change the bank account to which those fees are charged, please contact the Manager at least FIVE days before month end. Late payment or non-payment of condo fees will be subject to an interest charge of 1% per month or 12% per year. Any co-proprietor who has not paid the condo fees for a period of 3 months will lose his/her voting rights until condo fees are paid.

Declaration of Co-ownership

The notarial document executed the 25th of January 1990 provides the legal framework for the operation of the 45 Lakeshore condo building. Every owner should have a copy, which should be passed on by the seller to the new owner.

The Declaration of Co-Ownership is governed by the Quebec Civil Code which may be updated from time to time. The administration will inform co-proprietors of any significant changes. The administration may also be required to have our Declaration of Co-Ownership up-dated as required.

Dryer Ducts

Ducts should be cleaned every 5 years to avoid accumulation of lint and potential fires. The Superintendent has been authorized to provide this service for a fee, as long as this is done after regular working hours. You can also hire an outside contractor.

Elevator

An emergency telephone is located in each elevator for use in the event of an equipment failure. Phone numbers are indicated on the inside the telephone door in each elevator.

If you are in the elevator and it does not respond:

- ☐ First telephone the Superintendent;
- ☐ If he cannot be reached, activate the alarm bell by pushing the red button;
- ☐ If nobody responds, call the elevator company.

Email Address

The administration will send notices from time to time to the co-proprietors. Please ensure that your email address is up to date. Send changes to: admin@45lakeshore.com. Alternatively, email address updates may be deposited in the mailbox outside the party room.

Emergency Access

Senior residents living ALONE are encouraged to use MEDIC ALERT or LIFELINE services and to list the Superintendent as first responder. Also refer to the section pertaining to **Security Key**.

Emergency Contact

Owners and tenants are required to submit the name of a contact person in case of emergency. Send changes to: admin@45lakeshore.com. Alternatively, updates may be deposited in the mailbox outside the party room.

Fire Alarm

The building is equipped with both heat and smoke detectors. Residents are required to exit the building when the fire alarm rings. Do not lock your door.

Fireplace

Ensure that the flue is opened prior to lighting the fireplace. ASHES should NOT be disposed via the hallway garbage chute; they should be securely bagged and placed in the Garbage Bin outside.

Garage

Garage entry is via key or remote control. Extra remote controls can be obtained for a fee from the Superintendent.

RESIDENTS SHOULD PAUSE FOR A FEW SECONDS WHEN ENTERING OR LEAVING THE GARAGE TO ENSURE CLOSURE OF THE DOOR AND PREVENT UNAUTHORIZED ACCESS. Garage spaces are owned by the co-proprietors. You are required to respect the confines of the space(s) you own. Garage spaces cannot be used to store anything or to store cars which are not in working order.

Garage spaces cannot be used to do mechanical work.

Non-residents cannot park in the garage.

Garbage

Garbage chutes on each floor can be used for non-recyclable waste. All such garbage must be sealed inside a plastic bag and if possible double-bagged to avoid leakage.

Compostable material must not be thrown down the chute. It must be taken directly to the compost bins in the garage.

No loose garbage, glass, ashes, cat litter, flower pots or earth can be thrown in the garbage chute. These should be placed in the green garbage bin inside the garage or on the floor next to it.

Breakable items should be taken directly to the basement.

Garbage cannot be thrown down the chute between 10pm and 7am.

Door of garbage chute should be closed tightly at all times to eliminate risks in case of fire.

Cardboard boxes should be collapsed or cut up before being placed in recycling bins. If you are unable to do so, they should be placed next to the garbage area inside the garage. Superintendent will cut them up.

Ask Superintendent where to dispose of large garbage items

Garbage Disposal Units/Garburators

These devices are banned in our building.

Gym

Animals are not allowed in the gym or pool area. Equipment must be wiped after use. Wet wipes are available in the gym. Turn the TV off and return the remote to the shelf below the TV.

Children should be supervised by an adult when using this equipment.

Owners are responsible for the use of the equipment by their guests.

Hallways

No decorations, equipment or material, including doormats and boot trays are permitted. However, some seasonal decorations in good taste are permitted during the holiday season. All Christmas decorations, ornaments, trees, etc. must be removed by January 10th.

Hot Water Heaters

The Quebec Civil Code requires that hot water heaters be replaced every 10 years.

Management is keeping a record of installation dates and will advise when units need to be replaced.

Library

Books are available in the mini-library in both garage level lobbies free of charge. Books need not be returned. Flyers and free publications are also available at the same location.

Locked Out?

Contact the Superintendent or one of the designated Administrators. They will be able to provide access to your unit. Also refer to section entitled **Security Key**.

Mailboxes

Unwanted circulars etc. should be disposed of in the recycle bins. They are not to be left on the shelf below the mailbox.

Manager

The Manager provides bookkeeping and other administrative services for the Association. This person reports to the President and is remunerated on a fee for service basis. The Manager can be reached at admin@45lakeshore.com.

Moving

Residents moving in or out must notify the Superintendent or the Administration in advance, so that padding can be installed in the elevator and parking can be reserved for the moving van. A deposit is also required and will be refunded in full or in part, depending on whether there are damages incurred. Residents are responsible for damages. Moving is allowed on Mondays to Friday from 8 h to 17 h. Forms are available for this purpose from the Manager.

Noise

Noise emanating from the units and from the hallways should be kept to a minimum and should not inconvenience other residents.

Non-compliance

Failure to comply with the approved rules and regulations will be subject to the following actions:

- ☐ Letter of complaint sent to co-proprietors which sets delay for compliance;
- ☐ Failure to remedy the situation within said delay will result in a penalty of \$250.
- ☐ Further failure to comply with rules and regulations, penalty of \$1000.
- ☐ Refusal to comply will result in bringing co-proprietor to court, with all expenses paid by co-proprietor.

Non- Smoking Building

As of November 2017, the 45 Lakeshore Road Complex in Pointe Claire is a non-smoking environment. Smoking is not allowed in all common areas, including elevators, etc. and in privately-owned Condo units. Smoking shall include the inhaling, exhaling, burning or carrying any lighted cigarette, cigar, e-cigarette, marijuana or any similar smoke-producing product. The only area where co-proprietors and their guests may smoke is on their individual balcony or patio. Existing owners and tenants who smoked when this regulation was instituted may continue to do so until the owners sell the unit or the tenants who smoke move. Residents must be mindful of their neighbours when smoking outside. All co-owners who rent their unit must include a clause in the rental agreement which stipulates that tenants and other persons living in the unit as well as guests are not allowed to smoke in the units.

Parking

Spaces at the back and on the side of the building are reserved for guests and visitors. Residents can use these spaces for short-term parking only. Please note that family members and friends leaving on

holidays are not authorized to park their vehicle in our visitor parking. Only those staying with you are authorized to do so. For guests parking overnight, condo # card provided should be left on the dashboard of the car.

Party room

Party room is equipped with a small fridge, a microwave, a coffee maker and a sink. It is available for use by owners at no cost for recreational activities or meetings. All activities are to remain within the confines of the party room and not extend to the hallway. Owners are responsible for clean-up.

To reserve, contact Manager or place your name on the calendar near the entrance of the party room.

Pets

Household pets are permitted. Please refer to section 6.3 of the Declaration of co-proprietors. Dogs should be on a leash at all times in the building, stairwells, elevator, entrances and surrounding property. Pets should also not be allowed to urinate or defecate on balconies.

Proof of insurance

Owners and tenants must supply the Property Manager with a proof of insurance for their units on a yearly basis. Please note that civil responsibility coverage should be \$2,000,000.

Contractors retained to do work in our building should also provide proof of insurance.

Recycling

Please refer to section pertaining to **GARBAGE**.

Renovations

An application together with a refundable deposit and detailed plans must be submitted to the Superintendent and approved by the Administration. Application forms are available from the Superintendent.

RGCQ

Our Condo Association is a member of the Regroupement des Gestionnaires et Copropriétaires du Québec. Some benefits in the form of discounts also accrue to individual co-proprietors.

Security

Building security consists primarily of controlled access to the FRONT and BACK doors as well as the GARAGE.

Under no circumstances should an owner/tenant give access to an unknown person. Videotron subscribers can access the closed circuit TV (channel 940) to verify identities of visitors.

Security KEY

The Administration holds a duplicate of your FRONT DOOR KEY(S) to permit emergency access as well as access when you inadvertently lock yourself out of your condo.

Changing your door lock or adding a lock should first be discussed with the Superintendent.

Shopping carts

Shopping carts are available to help take groceries and other items to the condos. Co-proprietors are required to return them as soon as possible after use.

Superintendent

The Superintendent is a full-time salaried employee residing in Unit 12. He is responsible for maintenance, cleaning and minor repairs, etc. The Superintendent has been authorized to provide in-house services at the request and expense of the owners, outside his regular weekly 35 hour schedule.

Swimming Pool-Sauna

The pool is not supervised. Children and non-swimmers must be accompanied by a responsible adult. Bathing suits must be worn at all time in the pool and sauna. Please follow instructions posted in the pool area.

Water Damage

Water damage is the #1 cause of condo insurance claims. Water damage can result from a variety of sources – leaking tap, defective toilet, water heater, frozen pipe, air-conditioner condensation, etc. Past incidents have resulted in extensive damage to our building.

For this reason, a water protection system has been installed inside each condo unit. If there is a leak the system will close the main valve automatically. Instructions are available: [Click](#)

- ☐ If you need help, call the Superintendent.
- ☐ If absent for more than one day, the water protection system will close the main valve inside the unit. When you come back you need to walk in front of the movement detector and the valve will open automatically.
- ☐ If absent for an extended period of time, arrange for regular inspection visits by a trusted neighbour, friend or family member.
- ☐ In winter, do not lower the thermostat by more than 10 degrees.

Water tax

There are no water meters for individual units. One annual bill is issued by the City of Pointe Claire in November. The annual amount is divided equally between the 48 units and charged to the owners.

August 4th, 2020.