

# CENTRE POINTE

Halifax County Condominium Corporation No.181

[www.hccc181.com](http://www.hccc181.com)

## Community Guide

**3510 - 3552 AND 3600 JOHN PARR DRIVE**

**HALIFAX, NOVA SCOTIA**

**[WWW.HCCC181.COM](http://WWW.HCCC181.COM)**

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## **PART 1 – GETTING STARTED WITH YOUR CONDOMINIUM**

## **Emergency, Important and Useful Telephone Numbers**

### **HRM EMERGENCY NUMBERS**

<b>FIRE, POLICE, AMBULANCE</b>		<b>911</b>	
<b>AMBULANCE</b>	Patient Transfers	888-346-9999	
	EMC Emergency Medical Care Inc	902-832-8320	
<b>FIRE</b>	General Inquiries	902-490-5530	<a href="http://halifax.ca/fire">http://halifax.ca/fire</a>
	Non-Emergency Response (24 hr)	902-490-5020	
<b>POLICE</b>	General Inquiries (24 hr)	902-490-5016	<a href="http://halifax.ca/Police">http://halifax.ca/Police</a>
	Non-Emergency Response (24 hr)	902-490-5020	
<b>POISON CONTROL CENTER</b>		800-565-8161	<a href="#">IWK Poison Control</a>
<b>ANIMAL CONTROL</b>		902-468-9219	<a href="#">HRM Animal Control</a>
<b>NS POWER OUTAGE</b>		877-428-6004	<a href="#">NS Power Outage Info</a>
<b>CRIME STOPPERS</b>		800-222-8477	<a href="#">Crime Stoppers</a>
<b>KIDS HELP PHONE</b>		800-668-6868	<a href="#">Halifax Chapter</a>

### **Frequently Used Numbers**

<b>Podium Properties Inc</b>	24 Hour Emergency	<b>902- 830-4936</b>	
	Tony Hall	902-445-4936	<a href="#">Email Tony Hall</a>
	Sharon Gutnik	902-445-4936	<a href="#">Email Sharon Gutnik</a>
	<b>Main Office Number</b>	<b>902-445-4936</b>	
	Fax Number	902-463-7270	
<b>Resident Manager</b>	On call	<b>902-221-0166</b>	
	From 3600 Front Door Panel		99

## **Useful Local Numbers**

### **Halifax Regional Municipality**

Main HRM Contact	<b>490-4000</b>	<a href="http://www.halifax.ca/">http://www.halifax.ca/</a>
Metro Transit	490-4000	<a href="#">HRM Metro Transit</a>
HRM By-Laws	490-4210	<a href="#">HRM By-Laws</a>
Parking Tickets	490-3299	<a href="#">HRM Parking Tickets</a>
Taxation Division	490-4000	<a href="#">HRM Tax Division</a>
HRM Services - Whose Job is it?	490-4000	<a href="#">HRM – Whose Job is it?</a>

### **Telephone & Cable Hook-ups**

EastLink	<b>453-2800</b>	<a href="http://www.eastlink.ca">http://www.eastlink.ca</a>
Telephone	453-2800	<a href="http://www.eastlink.ca/telephone/">http://www.eastlink.ca/telephone/</a>
Cable / Digital Cable	453-2800	<a href="http://www.eastlink.ca/cable/">http://www.eastlink.ca/cable/</a>
High Speed Internet	453-2800	<a href="http://www.eastlink.ca/hsi">http://www.eastlink.ca/hsi</a>

### **Hospitals**

Capital Health		<a href="#">Capital Health Hospitals</a>
Queen Elizabeth II Health Sciences	473-2700	<a href="#">QE II Website</a>
Nova Scotia Hospital	464-3111	<a href="#">NS Hospital Website</a>
IWK Health Centre	470-8888	<a href="#">IWK Website</a>

### **Public Schools (nearest)**

Highland Park Junior High	493-5124	<a href="#">Highland Park Jr. High</a>
St Stephen's School	493-5155	<a href="#">St. Stephen's School</a>
Nova Scotia Community College	491-6722	<a href="#">NSCC Leeds Location</a>
Needham Daycare & Pre-School	490-4638	<a href="#">Needham Daycare</a>
St Catherine's School	493-5143	<a href="#">St. Catherine's</a>
Halifax Independent Elementary & Pre Primary	423-9777	<a href="http://www.hies.ns.ca/">http://www.hies.ns.ca/</a>

### **Churches / Temples**

St Stephen's Church	454-5835	
St. Margaret of Scotland	455-2451	
Mulgrave Park Baptist Church	455-1719	<a href="#">Mulgrave Church Website</a>
Knox Presbyterian Church	455-1688	
Hindu Temple-Vendanta Ashram Society	431-6000	<a href="http://www.hindutemple-halifax.org/">http://www.hindutemple-halifax.org/</a>

### **Miscellaneous**

Post office – Lawton's on Duffus	455-7343	<a href="#">Canada Post Website</a>
The Chronicle Herald	426-2811	<a href="http://www.thechronicleherald.ca/">http://www.thechronicleherald.ca/</a>
Daily News	444-4444	<a href="http://www.hfxnews.ca/">http://www.hfxnews.ca/</a>
Halifax Public Libraries	490-5710	<a href="http://www.halifaxpubliclibraries.ca">http://www.halifaxpubliclibraries.ca</a>

## **Starting Your Utility Service**

It is up to each resident to arrange for service for all separately-metered utilities. If you have not already done so, please call the utilities to arrange service in your name.

Water service is provided by Halifax Regional Municipality (HRM) and is a Halifax County Condominium Corporation # 181 (HCCC 181) common expense and is not metered by individual unit. Other utilities are metered separately by unit.

### **Cable**

The buildings are pre-wired for cable, with cable jacks in the bedrooms and the living room. Service into the building is provided by EastLink.

You can contact EastLink (<http://www.eastlink.ca>) at 453-2800, or [order online](#) to set-up your cable or digital cable service set-up.

### **Electricity**

Electricity is provided by Nova Scotia Power Company (<http://www.nspower.ca>) and provides hot water tank heating, lighting and power to receptacles. Other appliances such as your stove and fridge also require electricity to operate properly. Each unit is separately metered for electrical service:

- For 3600 John Parr, the meters are located in the small utility room on the first floor, so it will not be necessary for the NS Power to enter your home to read the meter. Please note that all units have in unit electric panels usually found in your in unit storage rooms.
- For the Town houses, the main meters for all town houses are located in the underground service area. NS Power does not need to enter your home to read the meter.

To arrange for electrical service, please contact NS Power at 428-6230 or [online](#) and request a new connection or disconnection.

### **Telephone**

Each HCCC 181 Unit is pre-wired for telephone service. Each resident must arrange for their own telephone service. To arrange service, please contact:

- EastLink (<http://www.eastlink.ca>) at 453-2800.

If you have not previously had telephone service, a deposit may be required. Telephone service rates vary according to the service level selected. Available services include call waiting, call forwarding, speed calling, three-way calling and a variety of rate plans.

EastLink services have a variety of [bundles](#) that cover - Full-Tier Cable, Digital Cable, High Speed Internet, and / or Telephone with the convenience of a single bill. There is also an additional savings of 15% on your Rogers cellular services if you are an EastLink bundle customer.

## ***Information We Need From You***

To properly serve and protect you and your interests and to meet the requirements of the legal documents, HCCC 181 needs to maintain certain information regarding the Unit Owners and lessees. Please take a moment now to fill out the below forms:

- HCCC 181 Resident Information Form (Appendix A)
- HCCC 181 Pet Registration Form (Appendix B)
- HCCC 181 Personal Automated Debit (PAD) Form (Appendix C)
- HCCC 181 Evacuation Assistance Form (Appendix D)

Once completed, you can then drop off the forms in a sealed envelope in the mail slot in the main entry of 3600 John Parr Drive, or mail to:

**Halifax County Condominium Corporation #181  
c/o Podium Properties Inc.  
171 Portland Street  
Suite 100  
Dartmouth, NS  
B2Y 4X2**

It is your responsibility as a Unit owner to ensure that HCCC 181 has your current information on file and we suggest that you periodically update your information when circumstances change.

## ***Insurance***

The Board of Directors has obtained insurance to protect the Unit Owners Association and, to certain limited extent, the Unit Owners as individuals, as provided in the **Declaration Article X, Section 10.01**.

### **The Association's Insurance**

The buildings, including the units, are covered by fire and property damage insurance. The coverage is "all risk and in an amount equal to the **full replacement** cost of the buildings (except for items not normally insured), subject to reasonable "deductibles" limits. This property coverage **does not** insure a Unit Owner's personal property. HCCC 181 also carries an extensive policy for the common property and liabilities

The condominium's master policy covers your unit in the condominium and status it was when title to the unit was originally given from the Developer. **The Corporations policy does not cover contents or betterments and improvements to your individual unit.**

## Your Insurance

As an Unit owner, you are required maintain insurance for any additions or improvements, furnishings, fixtures, equipment, decorating, personal property or betterments, as provided in the **Declaration Article X, Section 10.03**.

As stated above the Corporation provides insurance for the Common Elements and you are responsible for insuring any of your personal property (furniture, clothing, television, etc). You are responsible for any betterments and improvements (wall paper, additional light fixtures, upgraded flooring or other modifications or improvements you may have made to the unit). It **also does not** cover any liability claims for events which occur within your unit or any events outside your home for which you may be liable (for example, your dog biting someone).

If you have financed your condominium unit, you are probably required by your mortgage to properly insure betterments and improvements. Such coverage can easily be added to your contents insurance, and most qualified insurance brokers will be able to provide you with complete details on the policy that will fit your needs. You should also assure that your homeowners or renters policy includes appropriate liability protection.

Should you be a non-resident owner, renting out your unit; it is your obligation to ensure that your tenant carries a current and comprehensive insurance policy.

## Unit Keys

Upon closing sale, you should have received keys to your unit, main entry, side door keys (3600 John Parr), and mailbox keys should be transferred owner to owner. It is recommended that you change your locks in your unit entrance after you take occupancy.

Please note that, in accordance with **Declaration Article XV, Section 15.02** (“Rights of Entry”) a key (and any alarm codes) must be provided to the Corporation for emergency access and as outlined in sub-sections (a) – (f).

These keys are under secured conditions, and individuals with access are specifically prohibited from using these keys for lock-outs, or for entering the unit for any purpose other than emergencies or the enforcement of the governing documents. Twenty four (24) hour advance notice in writing is required, unless waived by the unit owner. Note that in an emergency, as determine by the Corporation, Management Company, or anyone authorized by it may determine when an emergency exists.

## ***Mail Service***

Mail is delivered by the Canada Post directly to the locked mailboxes in the main entry of 3600 John Parr Dr., and to the individual mailboxes located on the townhouses (3510 – 3552 John Parr Dr.). Your box number corresponds to your unit number. If you have not already done so, please be advised your former Post Office of your new address so that your mail may be forwarded and it is also a good idea to advise magazine subscription departments, creditors, and other correspondence of your new address.

Please note that the Corporation cannot accept mail or packages from the Canadian Postal Service or any other carrier on behalf of residents. If Canada Post has a package for you that is too large for your mailbox, they will leave you a notice as to where you may pick up the package, which is usually the Canada Post outlet located in the Lawton's Drug on Duffus Street.

## ***Parking***

Each unit has one (1) **designated** space for their use, and parking space allotment is controlled by the Board of Directors. Parking spots are not 'deeded' to an owner, but each owner has exclusive use. Any desired change to your assigned parking spot must be approved by the Board, as outlined in the **Declaration Article IV – Common Elements, Section (a)**

Extra vehicle parking is currently available for rent which is based on a on a first-come, first served basis. HCCC 181 has additional spaces available for long and short term rent; please contact the Management Company for current availability.

There are certain requirements and restrictions regarding vehicles and parking. Please refer to the **By-Law Number 1 Schedule "A", Sections 2-6**, for further details.

There are three (3) temporary 15 minute visitor spots available, 2 located to the left of the main entrance of 3600 John Parr, and 1 located at the top of the hill by the townhouses that may be used by Visitors. See APPENDIX G – HCCC 181 Area Location Diagram for where temporary spots are located.

It should also be noted that the Resident Manager and Assistant have been appointed "Special Constable" status by the Halifax Regional Police and have been authorized to issue HRM parking tickets. Vehicles in parking violation will be ticketed and towed, at the owner's expense. Examples of parking violation would be extended use of the 15 min visitor parking, or use of a space that is not your designated parking spot. If you find someone in your parking space, contact the Resident Manager who will then come and ticket the vehicle immediately, then the vehicle may be towed.

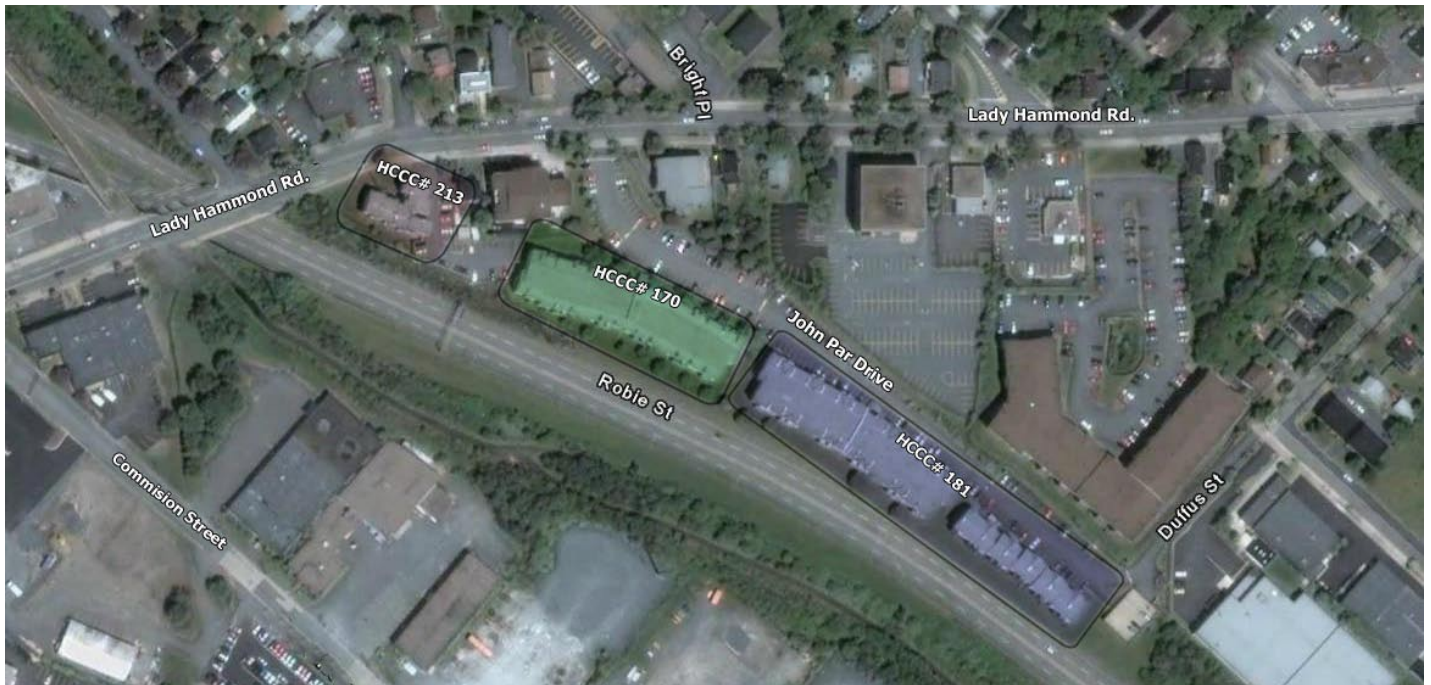
**PART II - ABOUT HALIFAX COUNTY CONDOMINIUM  
CORPORATION #181**

## ***Description and about HCCC 181***

Many people have questions on what exactly makes up HCCC 181, as various names are used for this development, and we'll try to cover off some of the most common names used:

- Centre Pointe (or 'Center Point') Condominiums – Signage over the main entrance to John Parr Drive off of Lady Hammond and generally refers to all 3 Condo Corporations in this location.
- John Parr Drive – This is the actual street name that runs from Lady Hammond back around to Duffus Street. The civic numbers of 3700 John Parr Drive refers to the first building as you come off the Lady Hammond, and 3600 is the 2<sup>nd</sup> large building.
- HCCC 170, 181, 213 – These are the actual Condo Corporations for the different buildings:
  - HCCC 170 – Is 3700 John Parr Drive (Green)
  - HCCC 181 – Is 3600 John Parr Drive and Townhouses (3510–3552) (Blue)
  - HCCC 213 – Is the building off of Lady Hammond (Orange)

Below is an aerial picture marked with major surrounding streets and the HCCCs marked to give a more visual representation of the area.



Now we want to provide some further information and details on HCCC 181. HCCC 181 is one hundred and ten (110) residential units comprised of:

- 22 townhouses (3510–3552 John Parr)
  - All are 3 bedroom
- 88 units in 3600 John Parr
  - 57 - 1 bedroom units (4 are 1 Bedroom + Den)
  - 28 - 2 bedroom units.
  - 3 - 3 bedroom units.
  - All units have wood burning fireplaces

Each unit that makes up HCCC 181 is entitled to one (1) vote irrespective of the number of registered owners of the unit, and is based on the percentage owned of common elements. For those units under joint ownership, a spokesperson is to be registered with the Board.

## ***Surrounding Area***

Centre Pointe Condominium complex is located in what is generally referred to as the Halifax North Peninsula or the 'North End' of Halifax. Located less than 5km from the downtown center and water front, it is a very easy commute on Metro transit as there is a bus stop located right out front on Lady Hammond.

The North end of Halifax is the location of the Seaview Memorial Park, Merv Sullivan Park, and also the Fort Needham Memorial Park. The North end is a vibrant, multicultural area of the city which extends approximately from Cogswell St. in the South to Bedford Basin in the North, with the shipyards along the harbor to the east.

The Hydrostone neighborhood and market at the north end of Gottingen Street, built after the Halifax Explosion in 1917, is a small area which is quite unique architecturally and in the evidence of efforts to make it a model neighborhood - with wide boulevards, narrow streets, and service lanes. The market has some of the best pizza and bread in town and a few interesting shops making it a nice stop on a weekend morning.

Not far from the Hydrostone is the Music Room (almost across from the John Parr entrance on Lady Hammond), which is a small recital hall purpose built by the Scotia Festival of Music for acoustic music and recording which frequently hosts interesting local and visiting musicians.

For more information on:

Hydrostone: <http://www.hydrostonemarket.ca/>

Music Room: <http://www.scotiafestival.ns.ca/main.php?page=tmr>

## **Condominium Ownership**

The term “Condominium” refers to a form of property ownership rather than any specific type of architecture. Condominiums may be multi-story, apartment-type buildings; townhouses; duplexes; patio homes; and even single family detached homes. While this form of ownership has been around for centuries in Europe, it has only been since the 1960’s that Condominiums have gained widespread acceptance in North America.

Like the owner of a single family detached home, the condominium **Unit Owner** is the sole owner of his home, holding title in fee simple. However, in a condominium, the Unit Owner also holds an ownership interest in the other property that is part of the community, including the land on which the condominium is developed, parking areas, landscaped areas, and the portions of the building designed for the general use of the residents and building support functions. The property owned in common with the other Unit Owners is the “Common Elements.” Each owner’s share of ownership in the Common Elements is set forth in the **Declaration**.

The Declaration, which is a statement of legal rights, title, and obligations, is recorded among the lands records of the County, and, with its accompanying exhibits, is part of the deed to each unit. The ownership interest each Unit Owner has in the Common Elements cannot be separated from his or her ownership interest in his or her Unit, thus, the share of Common Element ownership is characterized as an **undivided interest**. It is this ownership of an undivided interest in the Common Elements that sets condominium ownership apart from other forms of property ownership.

The ownership of an undivided interest in the Common Elements, called a **percentage interest**, also gives the Unit Owner the right to participate in the affairs of the Condominium Corporation. The obligation to pay a defined share of the expenses of administering, operating, maintaining, and insuring the condominium is also based upon the percentage interest.

Certain Common Elements are designated as **Limited Common Elements**. A Limited Common Element is a portion of the Common Elements set aside for use by less than all of the Unit Owners. In most cases a specific Limited Common Element is for the use and enjoyment of the owner and occupants of just one unit. The Unit Owner of a unit to which a Limited Common Element is assigned has a special right to use the Limited Common Element as set forth in the condominium instruments. Examples of Limited Common Elements are patios/balconies, windows, and doors.

There are several resources which will further outline general Condo ownership and are recommended for review:

- Nova Scotia Condominium Act - <http://www.gov.ns.ca/legislature/legc/statutes/condo.htm>
- Canada Mortgage and Housing Corporation – <https://www.cmhc-schl.gc.ca>
- CMHC - [Condo Buying Guide](#)
- Canadian Condominium Institute (CCI) - <http://cci.ca/>
- CCI Links - <http://cci.ca/Resources/index.html>
- CCI Articles - <http://cci.ca/Resources/Articles.html>
- Nova Scotia Chapter CCI - <http://www.ccinovascotia.ca/>

## **Governing Documents**

A Condominium is governed by a series of documents which you should have received and review with your legal counsel when purchasing your unit. If you require another copy, you can download full PDF scanned version of these documents from the Community website at: [www.hccc181.com](http://www.hccc181.com).

These documents consist of the Declaration, Bylaws, and the Rules and Regulations. These documents address owners' rights and obligations and empower the Board of Directors to manage the affairs of the Condominium. The Province of [Nova Scotia Condominium Act](#) supersedes HCCC 181's Declaration and By-Laws.

The **Declaration of Condominium** (“**Declaration**”) is a statement of legal right, title and obligation. It describes condominium units and the Common Elements, and the rights obligations of the developer.

The **By-Laws** govern the day- to-day operation of the condominium and address meetings, voting, Board powers and duties, insurance, budget and assessments, maintenance responsibilities, and restrictions on use of property.

In order to update or change the Declaration, require the approval of **sixty-six and two-thirds percent** ( $66\frac{2}{3}\%$ ) of the percentage interest must agree. The By-Laws can be updated, amended, with deletions or additions and a resolution passed by a **majority vote** at an annual or general meeting of the Corporation as outlined in the HCCC 181 **By-Laws, Article XIII** titled “Provisions Governing Use of Common Elements”.

But on common elements, as outlined in the **Declaration, Article VII – Modification to Common Elements and Assets, section 7.01 (b)** – it takes **eighty** (80%) of the members vote in order to make any substantial additions, alterations, or improvements to or renovation of the Common Elements, or any substantial change in the assets of the Corporation.

It is important that you read these documents so that you are familiar with your rights and responsibilities as a condominium homeowner and to understand the organization of the condominium and the actions taken by the Board of Directors.

Included in this Manual is a copy of the Rules and Regulations:

**By-Laws, Schedule “A” to the By-Law Number One – Rules and Regulations Governing the Use of the Common Elements**; and

**By-Laws, Article XII – Provisions Respecting the Use and Occupation**

Since they have the most impact on the day-to-day operation and use of your home and the condominium property, please refer to **Appendix F**.

Any questions regarding these documents should be referred to the Property Management Company.

## **HCCC 181 Board of Directors**

Responsibility for setting policies and administering the condominium is vested by the condominium instruments in the Board of Directors. The Board of Directors approves contracts, adopts the annual operating budget and implements the rules and regulations.

HCCC 181 is allowed to have five (5) members of the Board of directors as outlined in the **By-Laws, Article III, Board of Directors, Section 1**. The current Board of Directors are:

President	Pat Babin
Vice-President	Patrick Sullivan
Treasure	Natasha Lymburner
Secretary	Julia Grady
Director	Jamie Hubbs

## **Committees**

HCCC 181 has a Environmental, Social, and gym committee lead by the Board of Directors in which this committee is in charge for developing the social, cultural, and recreational programs and activities which are important to creating a cohesive community. Working with the Board, the Committees will work on ongoing projects as directed by the Board and the Community.

An example of the committee work done is the Annual Yard Sale and BBQ for HCCC 181 & 170. HCCC 181 is always looking for members of committees, or new ideas for committees that would benefit all members.

Have a suggestion or would like to volunteer on a committee? Drop a letter to the Board in the main mail slot of 3600 John Parr and let us know!

## **Voting Rights & Participation**

In accordance with the Nova Scotia Condominium Act, each Unit Owner has a vote in the Association equal to the percentage interest assigned to the unit. Since a larger unit carries a heavier financial burden than a smaller unit, it also has a larger percentage interest vote.

The percentage interests are listed in an Exhibit to the **Declaration, Schedule “C” – Proportion of Common Interests, Contributions to Common Expenses and Voting Rights**.

Since the Board of Directors is responsible for administering the condominium, the most significant way in which an owner can exercise an influence on how the community is run, is serving on the Board of Directors. If you aren’t interested in serving on the Board you can still let our voice be heard by attending and voting at Annual and Special Meetings of the Corporation.

This is **your** community, and you can shape its directions through your participation!

## ***Owner Responsibilities***

While the Corporation has principal responsibility for the services and operation of the community, each owner has certain responsibilities as well. These responsibilities include:

- Keeping the Corporation informed (in writing) of your current billing and correspondence address
- If applicable provide the Corporation with a current lease.
- Keeping your balcony and patio area clean and free of debris and stored items.
- Exercising concern for neighbors in all activities.
- Complying with the Corporation instruments and rules in general and specifically as to:
  - Pets
  - Noise
  - Parking
  - Design changes
  - Use of your home and the community amenities.
- Attending Association meetings and voting in elections and on such other matters where owner decisions are required.

## ***The Managing Agent – In Assistance to the Corporation***

Management of the services, property and assets of HCCC 181 is a business requiring experience and specialized expertise. In recognition of this, the Board of Directors of the Halifax County Condominium Corporation 181 has always engaged professional Property Managers to act in its behalf in the above areas as our Managing Agent.

Briefly, Property Manager's duties include but are not limited to:

### **Property Management**

- Contract with vendors for various services provided to the Corporation and oversee the performance of those contractors (e.g., trash removal, landscaping, cleaning of the buildings and insurance for the association)
- Supervise, hire, train and fire on-site personnel with the approval of the Board;
- Inspect the property regularly;
- See to the maintenance of the property according to the standards determined by the board, operating budget and Reserve Fund study.
- Provide a twenty-four (24) hour emergency answering service.

### **Financial Management**

- Collect monthly assessments from the owners;
- Keep books and records, in accordance with industry standards and requirements imposed by the bylaws;

- Disburse funds from the Association's accounts as authorized by the budget or the Board;
- Maintain the Association's operating accounts, monitor income and expenses as compared to the budget and provide monthly statements, with detailed accounts of receipts and disbursements, to the Board;
- Prepare annual baseline operating budget;
- Advise Board on asset management.

### **General Administration**

- Oversee/enforce the Corporation's policies and procedures including the rules and regulations, collection policy, and other policies adopted by the Board;
- Provide guidance and support to the Association through its Board and committees;
- Other services as may be authorized by the Board.

### ***On-Site Staff***

The Managing Agent is also responsible for supervising and directing the on-site staff. The onsite manager is hired to effectively meet the needs of owners, residents and the Corporation.

Please see the frequently used numbers section at the beginning of this guide for the phone number on how to contact the on duty Resident Manager or assistant.

### ***How the Services are funded***

As the preceding sections show, the Corporation provides numerous services to residents. With relatively minor exceptions such as late payment charges, interest income and miscellaneous income, the only source of income available to the Corporation is assessments. These assessments are based on the annual operating budget adopted by the Board of Directors which addresses all of the expenses of the Corporation.

This budget must include routine operating expenses, contingencies for the unexpected, and repair and replacement reserves for each of the buildings, and any improvements or components (such as paved areas, roofing, siding, gym equipment, etc.). The operating expenses combined with contingency and reserve expenses together comprise the **common expenses** of the condominium.

The common expenses, multiplied by our percentage interest, are the amount of the annual assessment for your home. This annual assessment is payable in twelve equal monthly installments. Each payment is due on the first day of the month to which it applies and is due whether or not billed.

The breakdown of each Unit's percentage interest can be viewed in **Appendix H** of this document.

## **PART III - COMMUNITY FACILITIES & SERVICES**

## **HCCC 181 Facilities**

General Note: The use of all facilities is subject to the rules and regulations which are contained in the By-laws and additionally as adopted by HCCC 181 Board of Directors.

### **Fitness Center (Gym)**

The Fitness Center contains a variety of work stations and equipment to work major muscle groups and provide aerobic training. Access to the Fitness Center is through a card system and key code. Please contact the Resident Manager to set-up access, as no card means no access to the fitness center.

The Fitness Center is for the use of HCCC 181 residents and their guests only. Prior to the initial use of the facility each resident must sign a release and an acknowledgment of receipt of the Rules and Regulations for the use of the Center.

It is recommended that residents intending to use the exercise equipment or embark on an exercise routine have a health check-up and receive advice from their doctor prior to starting. This is particularly important if exercise has not been a regular routine.

A proper exercise routine consists of stretching exercises, a warm-up period, the exercise period, and a cool-down period. This is recommended to avoid muscle strain and to make the exercise most beneficial.

Improper use can cause injury to the user or damage to the equipment. If you observe equipment that is damaged, please report that to the Resident Manager. Users are responsible for damage to equipment caused by improper use.

### **Dog Park**

The Dog Park located across from the end of 3700 John Parr is a shared resource for HCCC 181 and 170. It is easily identified by the 'Dogs Welcome' signs and the area is fenced in by wood. This area is the only designated location for your dog to be off leash and to perform their natural duties.

Inside the dog park, you will find plastic bags for picking up after your pets as well as the convenience of a garbage can for waste disposal. Please keep the area clean and inviting for all residents.

### **HCCC 181 Owned Unit**

HCCC 181 owns a 1 bedroom unit in 3600 John Parr Drive. The unit currently is rented on a year contract (heat & lights provided), with proceeds going to the Corporation's operating budget.

## **Services**

HCCC 181 provides a variety of services and amenities to residents, including:

### **Common Area Lighting & Electricity**

This includes all exterior lighting (and streetlights on 3600 John Parr Drive), including that on the grounds, the lobby, hallways, stairwells, and garage, as well as electricity for common mechanical equipment.

If you see a light out, please contact the management office.

### **Master Metered Water & Sewer**

Master water and sewer service includes water used by residents. In the interest of holding down condominium fees and conserving a precious resource, all residents are encouraged to practice water conservation efforts.

Efforts that are particularly effective in water conservation include:

- Promptly repairing dripping faucets and leaking toilets;
- Not running continuously while brushing teeth or doing dishes, and
- Running dishwashers and washing machines only when there is a full load.

For further water conservation tips, please see the HRM Water Commission website located at: <http://www.halifax.ca/hrwc/ConservationTips.html>

### **Maintenance of and Repairs to Grounds**

The Corporation's responsibilities for the grounds include: seeding, fertilizing, mowing, trimming, mulching, pruning, and planting. Corporation responsibility for the buildings and improvements includes all cleaning, maintenance and repairs to all portions of the buildings except the units themselves, except that owners or residents are responsible for routine housekeeping of patios and balconies.

Owners or residents may not paint, alter, install plants, or otherwise perform any work on the exterior of the buildings unless such proposed changes have been approved in advance in writing by the Board of Directors.

If you notice an item that requires service, or which appears to be a violation, please notify the management office.

## Snow Removal

The Corporation provides snow plowing of streets and parking areas well as shoveling of entry ways, and salting (with an environmentally safe compound) and sanding where needed.

While the Corporation will make every reasonable effort to clear the snow promptly, it clearly cannot accomplish total removal from all places at once – especially while snow or sleet is still falling. The contractor has been advised to exercise care around vehicles and will therefore keep a safe distance from them. It will be up to the residents to shovel around their vehicles.

## Trash Removal & Recycling

Trash removal is performed by HRM as part of your property taxes. As we are a Condo Corporation larger than 6 units, we are required by law to have a program in place. Please see APPENDIX G – HCCC 181 Area Location Diagram for locations of garbage bins, recycling bins, and composting bins.

All appliances (Stove, Dishwasher, washer & Dryer or water heater) may be left outside by the main garbage bin near 3600 entrance to be disposed of. There is no charge for this, and the Resident Manager will arrange to have the item disposed off. As a service for members, HCCC 181 handles the removal fee.

An exception to this is with respect to the removal of fridges. You can still leave them outside in the same area; however, you must inform the Resident Manager that you have done so. There will be a charge to the owner for the removal \ disposal of the fridge dealing with the removal of refrigerant. The Resident Manager will arrange with you the amount and payment for the removal of your fridge.

Residents should note that it is the responsibility of the resident to haul away or have removed by their contractor any debris generated in the course of a renovation or remodeling effort (which also must be approved in advance by the Board of Directors).

Residents are required to dispose of trash and recycling items as follows:

- DO NOT** leave trash around the trash bins, only bins gets picked up.
- PLEASE** flatten your cardboard boxes and put them in the recycling bins
- PUT** kitty litter in tied bags inside your normal garbage bags.
- RECYCLE!** Place recycling items (glass, plastic, etc) in the recycling bins
- DO NOT** put trash in the recycling bins.

The Corporation encourages and supports recycling to preserve and protect the environment. Please see APPENDIX I – HRM Guide to Waste Management for Condos and APPENDIX J – NS Guide to Recycling Unwanted Electronics for further information and details. You can also refer HRM recycling programs, services, tips, etc – please see the Garbage, Recycling & Composting section of the HRM website located at:

<http://www.halifax.ca/wrms/index.html>.

## **PART IV - LIVING IN YOUR HOME**

## ***Heating & Cooling***

For the comfort and convenience of residents all units are individually climate-controlled and all units (Townhouses and 3600 John Parr) have electric heat and wood burning fireplaces.

There is no air conditioning in any of the units. The only authorized type of air conditioner by the Board of Directors is the portable style that looks like a larger air dehumidifier. Many of these units offer different features and are vented by the use of an attached hose and generally have a BTU range of 5,000 to 13,000.

Examples of the authorized types of portable air conditioners can be found at these following links:

<http://www.sears.ca>

<http://www.homedepot.ca>

Please note that only venting from windows or patio doors are allowed and that no holes can be made to the exterior of the building.

## ***Plumbing, Hot Water & Water Cut-Offs***

Hot water is provided by an in unit electric water heater. This system is usually located in your storage room, or hall 'utility' closet. It is also recommended that you check your hot water tank date and ensure that it has been replaced in the last 5 years as the original water tanks have passed their life expectancy and need to be replaced. Each unit Owner is responsible for their water heater replacement and maintenance.

The main water shut-off valve for each unit is located on the wall usually where the hot water tank is located. The valve will turn off the water to the entire unit. Simply turn the handle clockwise as far as it will turn, and the water will be shut off. Turn it back counter clockwise as far as it will turn and the water will be back on.

In the event of a water overflow from any appliance, immediately shut off the main water supply. Turn off the individual water supply to the affected appliance before turning the main water supply back on. Make appropriate repairs to the affected appliance, and then turn the water supply for the appliance back on.

It is advisable to periodically check all hoses to assure they are sound and tightly connected on your in unit washing machine, dish washer, etc. It is the responsibility of the Unit Owner to periodically replace hoses to avoid any failure and leaks. Exercise care in what is flushed down toilets. Disposal of paper towels or other trash, sanitary napkins or tampons, chewing gum and similar items can cause blockage and backups that may result in damage to your unit or units below yours. Owners are responsible for such repairs and for any damaged caused to other units or the Common Elements by leaks arising from their home.

Since you are responsible for damage caused by any leaks originating within your home, and since it conserves water, it is advisable to have all leaks repaired as soon as they are discovered and to maintain caulking in good condition around tubs and sinks.

Important Note: No change to the plumbing system that involves cutting off the water to the entire building or the plumbing outside the unit boundaries is permitted without the prior written application to and approval from the Board of Directors.

## ***Electrical System***

Electricity provided by Nova Scotia Power provides lighting, power for appliances, and power to receptacles. Each Unit is separately metered, and the owner is responsible for arranging electric service and paying electric bills for their Unit. Unit electricity is controlled by a circuit breaker panel in your unit, which is usually located in the in unit storage room.

A circuit directory is affixed to the inside of the circuit panel door which should list what electric devices a breaker controls. Those circuit breakers which have been wired will normally be set in the “ON” position. If there is an overload on a given circuit, the circuit will be tripped and the breaker will move to the “TRIPPED” position. When overloading occurs, first switch the breaker to the “OFF” position. Then determine the source of the overload (usually too many appliances or too much draw at once) and correct the problem (usually corrected by simply unplugging one or more appliances). Once the problem has been corrected, return the switch to the “ON” position.

If you operate computers or sensitive equipment in your home, surge protectors are recommended to protect equipment and data from damage due to electrical surges or sudden drops in power. Surge protectors can be purchased at most hardware and drug stores and stores that sell computers and computer supplies.

Important Notice: If any installation of lights, electrical appliances, or any change requires rewiring outside of the unit boundaries, then written application must be made to the Board of Directors and approval received before such changes may be initiated.

## ***Kitchen Appliances & Washers/Dryers***

All units originally came equipped with a stove, a refrigerator, dishwasher, and stacked washer/dryer unit. Appliance service is the owner’s responsibility. Please contact an authorized service representative directly if you have any issues.

Helpful tip: Appliances will last longer and provide the best service if operated only according to manufacturer’s recommendations. Keeping the appliance clean and free of dust and grease also helps to prolong life.

## ***Limited Common Elements & Owner Responsibilities***

In accordance with the Declaration and By-laws, windows and doors to the exterior of the units are limited Common Elements. This means that they are part of the condominium rather than a particular unit but that they benefit the particular unit of which they are a part. The Corporation reserves the right to replace some or all of the exterior doors and/or windows for reasons of product availability, energy conservation or other purposes which might become necessary or appropriate from time to time.

### **Windows**

It is up to each owner to provide routine cleaning of all windows. The Corporation will repair or replace broken windows, however, the Corporation reserves the right to charge the expense of such repairs or replacement to the Owner if, in the Board's opinion, damage was a result of actions of negligence of the Owner.

### **Doors**

It is up to each Owner to provide routine cleaning of all doors. The Corporation will repair or replace broken entry doors and balcony or patio doors. However, the Corporation reserves the right to charge the repairs or replacement to the Owner if, in the Board's Opinion, damage was a result of actions or negligence of the Owner. Door hardware and latch mechanisms are an Owner responsibility, as well as weather, and stripping to prevent air and weather leakage on all doors.

### **Changes to Door Hardware & Locks**

Door hardware visible from the outside of the unit may not be changed from that originally installed without prior written application to and approval from the Board of Directors. Additionally, if the lock is changed or additional locks are added, a copy of a working key to each lock must be provided to the Corporation office for emergency access. Failure to provide such a key may result in damage to the door or Unit if the Corporation must gain access in an emergency, with any resulting costs or repair borne by the Owner.

### **Seasonal Decorations**

Appropriate seasonal decorations are permitted, subject to such rules as may be adopted by the Board of Directors. Generally, such decorations may not protrude into stairwells or be sound making, and must be removed when the season to which they pertain has passed.

## **Balconies & Patios**

As in the case with windows and exterior doors, balconies and patios are also limited Common Elements owned in common by all Owners but designated for the specific use of the unit to which they are contiguous.

Appropriate outdoor furniture may be placed on balconies and patios, as may plants in planters, provided the Corporation's rules and regulations allow such items, but then only in accordance with those rules and regulations. Nothing may be stored on balconies or patios. This includes boxes, furniture other than patio furniture, bicycles & toys, landscape supplies, tools, and all other such items.

Since balcony wood and patio concrete and reinforcing bars are susceptible to damage due to water infiltration, indoor/outdoor carpeting and other materials that trap and hold water and moisture may not be installed.

Pets may not be kept on balconies or patios except when outside under the sound control of their Owner.

Balconies and patios may not be modified in any way, and this includes painting, without prior written application to and approval from the Board of Directors.

## **Private Security Systems**

If you have a separate security system in your unit, you must ensure that the Corporation has an entry code to enter and disarm the system for emergency entry purposes. It is recommended that a separate code be set-up for tracking and audit purposes for Corporation access. Any security devices (such as cameras, etc) that are located outside unit boundaries, or impact common or limited use common elements are not authorized.

The Corporation is not responsible for these systems. False Alarms or maintenance problems must be resolved by the unit owner and / or service provider. Please note, that any exterior security systems would affect the common elements and would need prior approval of the Board.

## **PART V - COMMUNITY RULES – A SUMMARY**

## ***Introduction and Governing Documents***

Living in close proximity to other residents requires that each resident exercise concern and consideration for fellow residents. Most of the rules and policies adopted by the Board simply reflect such common sense considerations. Other rules or policies (such as those regarding leasing of unit) reflect requirements of the Condominium Act. The ability to enjoy living at HCCC 181 and the protection of property values and owners' investments are objectives at the heart of the relatively few rules under which the community operates.

The rules highlighted here are summaries only, intended to acquaint you with their existence. Residents are encouraged to refer to **By-Laws**, **Appendix "F"**, and **Declaration** for the full content of applicable rules and resolutions.

## ***Pets***

The Board recognizes that pets are often our best friends and are important sources of companionship. The Board also recognizes that when there are pet problems it is because of the behavior of a specific pet, not a problem of pets in general, many of which are well trained and well behaved. Still, pets often are a source of community conflicts, so some basic pet policies have been established.

Any pet having access to the Common Elements (which generally means cats and dogs) must be registered with the Corporation and be on a leash at all times within the Common Elements. A Pet Registration Form may be found in Appendix "B" to this manual.

Pets must be under the control of a responsible person at all times and are not permitted to wander unattended. Pet owners are responsible for removing pet wastes from the Common Elements. Pets may not be left outside (including on balconies or terraces) unattended or tied to any object on the Common Elements. Pet owners are responsible for any damage to property or injury to persons or other animals that may be caused by their pet, and costs of damage to common elements will be recouped by the Board of Directors.

If a pet becomes a nuisance by virtue of behavior, noise (such as barking) or sanitary conditions, the Corporation may, after notice, have the pet removed from the property. Such an action should never be required if all pet owners are responsible about their pets.

## ***Parking & Vehicles***

Each unit has an assigned space by the Board of Directors. With the exception of designated and marked vehicle parking spaces, and extra spaces purchased by residents, all additional parking at HCCC 181 is assigned and there is no long term visitor parking. No changes can be made to assigned parking spots without the written approval from the Board.

Please park so that you do not obstruct more than one space and please drive with the safety of others in mind, and be mindful for the posted 15 Km/h posted speed on John Parr Drive.

Vehicles must be in proper operating condition so as not to be a nuisance by virtue of noise, appearance or safety and must display all applicable current registrations and stickers. Vehicles which do not meet these standards will be considered abandoned and will be removed at the expense and risk of the vehicle owner.

In the event of snow, residents are responsible for digging out their own vehicles. The Corporation provides snow plowing of streets and parking areas as discussed in Part III.

## ***Use of Residence and Common Elements***

### **Decorating**

The interior of residences may be decorated in any way according to your individual taste. Generally, there are few limitations on what may be done inside an individual residence. Owners may paint, wallpaper, hang pictures and artwork, and replace carpeting without the necessity of going through the application approval process.

Structural modifications, major remodeling or modifications that affect plumbing or wiring, or any changes that might affect Common Element wiring or plumbing require prior written application to the Board of Directors. All owners must ensure that the alterations are approved by a qualified tradespersons and that any changes made that affect the building structure or another owners unit are responsible for damage and the associated costs that may result from damage.

Any changes that would alter the exterior appearance of the unit or the building or limited common use elements which could adversely affect the structural integrity of the building, or which would adversely affect the plumbing wiring of other units or the Common Elements are prohibited.

### **Sound Transmission**

Although the buildings have been constructed in accordance with Nova Scotia building codes, they are not sound proof. It is both possible and likely that you will hear sounds from other units and from the Common Elements. Both 3600 and the Townhouses are of wood frame construction.

All residents are asked to use consideration when practicing instruments or when listening to the radio, television or stereo. Bass sounds in particular seem to travel more and create vibrations, so bass and volume levels must be maintained at a level that will not disturb other residents.

## **Unit Maintenance**

Units and their components must be maintained by residents in such a manner that they do not become a nuisance by virtue of external appearance, noise or unsanitary conditions or so that there are no water leaks from the unit to other units, the Common Elements or Commercial Property.

Damage caused to other units, the Common Elements or Commercial Property by the acts or negligence of a resident is the responsibility of that resident.

## **Use of Common Elements**

The common portions of HCCC 181 (entries, lobby, corridors, stairwells, gym, parking garage, Dog Park, etc) exist for the benefit and enjoyment of all residents and owners. Through their contribution to property values these elements benefit even those who do not use them on a day to day basis.

We encourage all residents to take a proprietary interest in HCCC 181 by picking up trash they might encounter and by promptly reporting to onsite staff or the Management Company any items in need of attention or repair such as lighting that needs to be replaced or worn or damaged building components.

Nothing should be done that impedes others' ability to use and enjoy the common elements. Nothing may be installed on or removed from the Common Elements by any Resident or Owner without prior written application to and approval from the Board of Directors. Nothing may be stored on the common portions of the property, including the limited Common Elements.

## **Leasing of Units**

Unit owners may lease their units, subject to certain guidelines contained in the Condominium Instruments and Rules. If you decide to rent out your unit, please contact the Property Manager to get the most recent information as to leasing requirements. In summary, each lease must contain in its body or in an addendum an indication that the unit is part of condominium and is subject to the Condominium Instruments and Rules and Regulations.

Most specifically, the lease (or addendum) must provide that the Corporation is a party to the lease and may take action to enforce the provisions of the lease, including if necessary eviction of the tenant for any default. Units may not be rented for transient, hotel or motel purposes. A true and executed copy of the lease must be filed with the Corporation at the office or the Managing Agent.

Owners are responsible for the actions or omissions of their tenants, whether such actions cause damage to the common elements or the unit, or are a violation of the Bylaws or rules and regulations of the Condominium. For your own protection, as well as your lessee's, you should take steps to assure that tenants are aware of and agree to comply with the rules and regulations.

## **PART VI – EMERGENCIES**

While none of us likes to think about emergencies, it is always a good idea to be prepared so that if an emergency does occur its effects are minimized. The information in this portion of the Manual is intended to assist you in coping with the unexpected.

### ***Water Leaks***

If water leaks into your home from any source, contact the onsite staff or the management company immediately. With water leaks, time is of the essence in minimizing damage to units and Common Elements. If it appears that the source of the leak is the home above your own, please advise the resident that a leak seems to be coming from their Unit, and ask them to check for possible sources and/or cut off the water supply within the Unit until the problem has been solved.

Please note that many of the more common leaks are caused by plumbing or appliances that are the responsibility of the unit owner to repair. Once the leak has been corrected, the Manager will advise you on the appropriate steps to take next.

### ***Fire Emergency Procedures***

Obviously, in an emergency situation it will not be practical to look up instructions as to appropriate actions. Therefore, for you own safety as well as that of other residents, we ask that you take a few moments now to familiarize yourself and members of your household with the procedures below:

#### **IN CASE OF FIRE:**

1. If you discover fire or smoke in your home:
  - A. For any fire, call the fire department at **911** according to the instructions below.
    1. If possible, close the door to the location where the fire is.
    2. Get everyone out immediately. **DO NOT STAY IN YOUR HOME.** Leave it immediately. Your worst enemy is smoke and gases; they can kill after only a few breaths.
    3. Use the stairs with extra care and **DO NOT** use elevator.
    4. Activate the nearest fire alarm station.
    5. Once out of the building move as far away as possible, but do not block the street.
2. In the event of a fire at any location on the property, or if you smell smoke call **911 IMMEDIATELY** to notify the Fire Department from a safe location, staying on the line until the emergency personnel hang up.

Give the emergency personnel the following information:

1. The street address of the building.
2. The location of the fire in the building.
3. The source and extent of the fire, if known.
4. Inform emergency personnel if there are any persons in need of assistance in getting out of the building.
5. **BE SURE THE FIRE DEPARTMENT HAS THE CORRECT AND FULL INFORMATION BY HANGING UP LAST.**

3. If alarm sounds:

1. Check to see if the door is warm before opening it. **IF THE DOOR IS WARM, DO NOT OPEN IT.**
2. If the door temperature is normal to the touch, put your body against the door, shield your face, and slowly open the door to see if the hallway is filled with smoke and heat. **IF THERE IS SMOKE AND HEAT, CLOSE THE DOOR IMMEDIATELY.**
3. If the hall ways and stairwell are clear of smoke, walk out and away from the building.
4. If your door is warm or the hallway / stairwell is filled with heat and smoke, remain in your unit. **HELP IS ON THE WAY.**

**IMPORTANT:** If you have someone in your home that needs assistance in the event of an emergency, please submit the emergency assistance form below and a record will be provided to the fire department as well as kept at the corporation office.

### ***Criminal Activity***

No area is completely free of criminal activity, and it is up to all of us to act prudently to protect ourselves and our community. [HRM police website](#) has several tips and suggestions, some points outlined below:

- Keep all windows and doors locked at all times, even when you are at home.
- Identify all visitors before you open the door to them or buzz them in from the main entry in 3600 John Parr.
- If you are not sure of whom they are or claim to be, then ask to see identification. Don't unlock your door to strangers. Speak through the closed door.
- Use the peep hole and main door security camera (channel 85) to identify who is requesting access, do not just buzz them in.
- Walk "heads up" with an awareness of those around you. This is particularly important when going to and from your vehicle.
- When you approach your door, have your keys ready to use.
- Report any suspicious activity to the police, using the non-emergency telephone number at the front of this Manual.
- Report any burned-out lights to the Resident Manager office immediately.
- If you will be out of town, ask a friend or neighbor to check on your home and turn on different lights each evening and suspend newspaper delivery.

If you witness a crime in progress, immediately dial 911 and notify the police of the type of crime involved and the address at which it is occurring. Stay on the line until they hang up to assure they have all necessary information.

### ***Health Emergencies***

It is a good idea for all residents to know basic first aid and CPR. Such courses are offered by the Red Cross, libraries and other community locations.

If a health emergency occurs, call 911 at once, and:

- Do not move the victim(s) unless absolutely necessary to prevent further injury.
- Provide the responder with the address of the emergency
- The nature of the emergency
- The age and sex of the person(s) involved
- Information on what the person was doing immediately prior to the incident.
- Stay on the line until the emergency personnel hang up to assure they have all necessary information.

## **APPENDICES**

## ***APPENDIX A – HCCC 181 Resident Information Form***

### **OWNER / RESIDENT INFORMATION**

As forms are usually being updated and HCCC 181 strives to make accessing and providing information in easier formats, the current version of this form in PDF format can be found on the Community Website ([www.hccc181.com](http://www.hccc181.com)) at:

[http://www.hccc181.com/HCCC181\\_Docs/Forms/Forms.htm](http://www.hccc181.com/HCCC181_Docs/Forms/Forms.htm)

## ***APPENDIX B – HCCC 181 Pet Registration Form***

### **HCCC 181 PET REGISTRATION FORM**

As forms are usually being updated and HCCC 181 strives to make accessing and providing information in easier formats, the current version of this form in PDF format can be found on the Community Website ([www.hccc181.com](http://www.hccc181.com)) at:

**[http://www.hccc181.com/HCCC181\\_Docs/Forms/Forms.htm](http://www.hccc181.com/HCCC181_Docs/Forms/Forms.htm)**

***APPENDIX C – HCCC 181 Personal Automated Debit (PAD) Form***

**PAYOR'S AUTHORIZATION FOR PRE-AUTHORIZED DEBITS FOR  
PERSONAL PAD**

As forms are usually being updated and HCCC 181 strives to make accessing and providing information in easier formats, the current version of this form in PDF format can be found on the Community Website ([www.hccc181.com](http://www.hccc181.com)) at:

**[http://www.hccc181.com/HCCC181\\_Docs/Forms/Forms.htm](http://www.hccc181.com/HCCC181_Docs/Forms/Forms.htm)**

## ***APPENDIX D – HCCC 181 Evacuation Assistance Form***

### **HCCC 181 Evacuation Assistance Form**

**As forms are usually being updated and HCCC 181 strives to make accessing and providing information in easier formats, the current version of this form in PDF format can be found on the Community Website ([www.hccc181.com](http://www.hccc181.com)) at:**

**[http://www.hccc181.com/HCCC181\\_Docs/Forms/Forms.htm](http://www.hccc181.com/HCCC181_Docs/Forms/Forms.htm)**

## ***APPENDIX F – HCCC 181 Rules and Regulations***

### **HCCC 181 RULES AND REGULATIONS SUMMARY FROM OFFICIAL DOCUMENTATION**

#### **Schedule “A” to the By-Law Number 1 Halifax County Condominium Corporation No. 181 Enacted the 31<sup>st</sup> Day of May, 1994**

#### **Rules and Regulations Governing the Use of Common Elements**

1. The sidewalks, walkways, and driveways shall not be obstructed or used for any other purpose than ingress to and egress from the units and driveways within the common elements.
2. Motor vehicles other than private passenger vehicles shall not be parked in the driveways within the common elements.
3. No motor vehicle shall drive on any part of the common elements other than on a driveway provided for that purpose.
4. Tents, boats, snowmobiles, trailers, mechanical toboggans, machinery or equipment of any kind shall not be parked, placed, located, kept, or maintained on any part of the common elements unless the owner of the same shall have first received in writing the consent of the Board or the General Manager.
5. Repairs to motor vehicles or automobiles, snowmobiles, trailers or boats shall not be carried out on the common elements.
6. A private passenger vehicle which is not being used from day to day which is undergoing repairs of any nature, shall not be parked or located upon the common elements or any part thereof and all automobiles may only be parked in locations properly paved and provided for them.
7. No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers or flower beds.
8. The lands, 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.
9. No stores of coal or any combustible, inflammable or offensive goods, provisions or materials shall be kept on any part of the common elements.
10. No building or structure or tent shall be erected, placed, located, kept or maintained on the common elements without the prior written consent of the Board.

11. No part of the common elements including exclusive common elements shall be used for the erection, placing or maintenance of clothes-lines, incinerators, garbage disposal equipment, fences or other barriers, or for the disposal of rubbish, garbage or waste without the prior written consent of the Board.
12. Exclusive use common elements shall be kept clean, free of obstacles and free of refuse of any kind, by the owners who have the use of these exclusive common elements.
13. No television antennae, aerial or tower and appurtenances thereto shall be erected on any part of the common elements.
14. No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of the common elements without the prior written consent of the Board and which consent in regard to the commercial units shall not be unreasonably withheld.
15. No owner, occupant or guest shall do anything that will be nosy or offensive in the common elements, so as to interfere with the enjoyment by any other of the common elements or his unit.

**By-Laws  
Halifax County Condominium Corporation No. 181**

**Article XII – Provisions Respecting Use and Occupation**

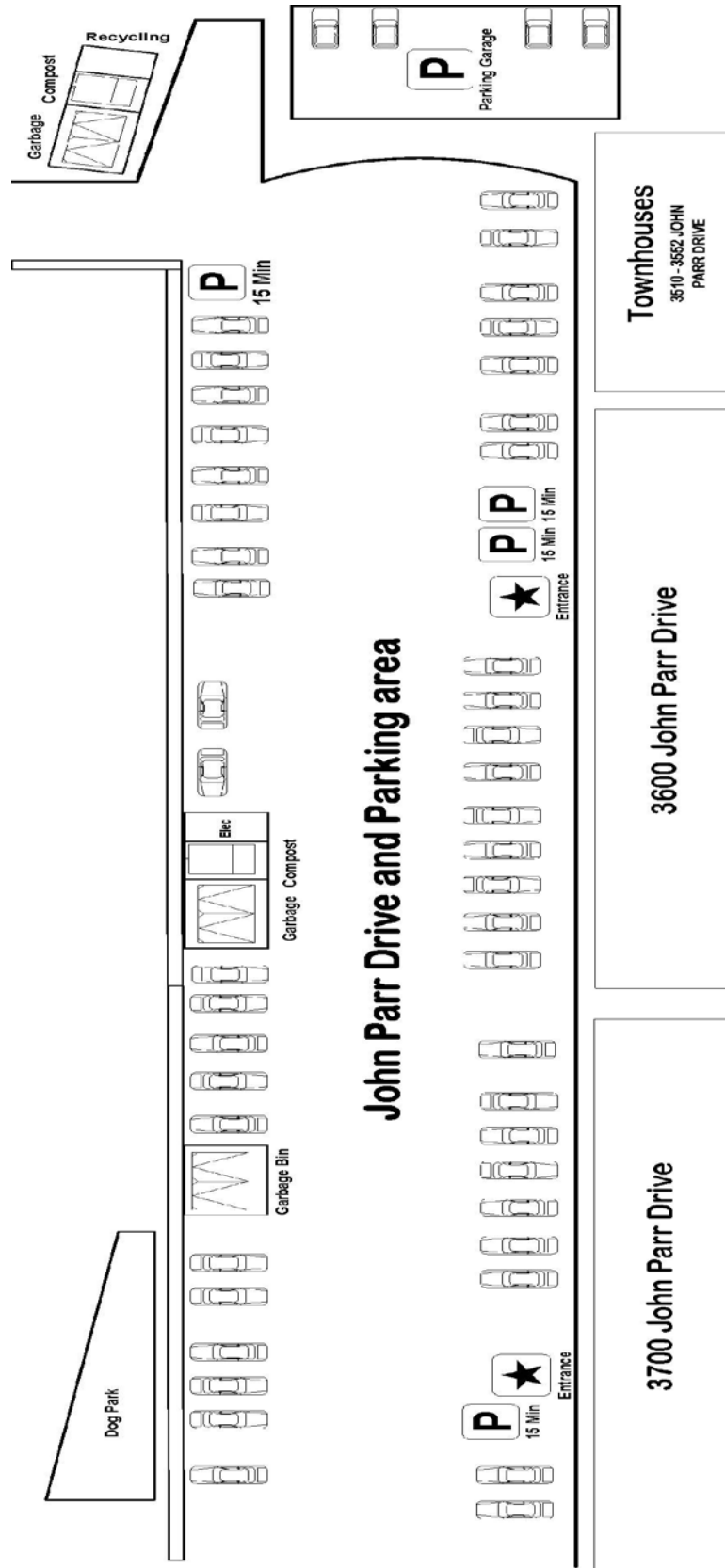
In addition to the provisions of the Declaration, the use and occupation of the units shall be in accordance with the following restrictions and stipulations:

- (a) No laundry shall be hung other than on the inside of a unit;
- (b) 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;
- (c) No portion of a unit required by the Declaration to be maintained by the Corporation shall be painted, decorated or otherwise affected by anyone other than the Corporation, without the consent in writing of the Corporation first had and obtained;
- (d) No animal or pet which is deemed by the Board in its sole discretion to be a nuisance shall be kept by any owner in any unit or on any other part of the property; any owner who keeps any animal or pet in his unit or any part of the property shall, at the request of the Board, remove such animal or pet there from forthwith on receipt of a written notice from the Board or the General Manager requesting such removal;
- (e) No plumbing or electrical repairs or alterations within any unit or within any partition, bearing or party wall, shall be made without the prior written consent of the Board;
- (f) Not more than two persons shall occupy or visit any part of a unit under circumstances where such person or persons is or are being charged for occupation or board, or otherwise,

and at no time shall such charges be levied on a commercial or profit-making basis, but this provision shall not prevent the leasing of the whole of such unit;

- (g) No residential unit shall be used for professional or commercial purposes such as an office for a doctor, dentist, chiropractor or lawyer;
- (h) No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of a residential unit without the written consent of the Board first being obtained;
- (i) 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;
- (j) No owner shall do anything or permit anything to be done that is contrary to any statute or municipal by-laws or any rules, regulations or ordinances passed under any statute or municipal by-law;
- (k) All garbage shall be tightly swapped and tied in accordance with the instructions of the Board from time to time and shall be disposed of in accordance with garbage collection arrangements provided by the Corporation from time to time.

**APPENDIX G – John Parr & Area Location Diagram**



## **APPENDIX H – HCCC 181 Percentage Interest by Unit**

### **HCCC 181 PERCENTAGE INTEREST BY UNIT**

<b>Unit No.</b>	<b>Percentage Interest</b>	<b>Unit No.</b>	<b>Percentage Interest</b>	<b>Unit No.</b>	<b>Percentage Interest</b>	<b>Unit No.</b>	<b>Percentage Interest</b>
101	0.735254	301	0.735254	411	0.735254	3510	1.233750
103	0.993734	302	0.735254	412	1.192480	3512	1.192480
105	0.993734	303	0.993734	414	0.993734	3514	1.192480
107	0.993734	304	0.735254	415	0.993734	3516	1.233750
109	0.735254	305	0.993734	416	0.735254	3518	1.233750
111	0.735254	306	0.735254	417	0.993734	3520	1.192480
115	0.993734	307	0.993734	418	0.735254	3522	1.192480
117	0.993734	308	0.735254	419	0.993734	3524	1.233750
119	0.993734	309	0.735254	420	0.735254	3526	1.233750
121	0.735254	310	0.735254	421	0.735254	3528	1.192480
201	0.735254	311	0.735254	422	0.735254	3530	1.192480
202	0.735254	312	1.192480	424	0.735254	3532	1.233750
203	0.993734	314	0.993734			3534	1.233750
204	0.735254	315	0.993734	502	0.735254	3536	1.192480
205	0.993734	316	0.735254	504	0.735254	3538	1.192480
206	0.735254	317	0.993734	506	0.735254	3540	1.233750
207	0.993734	318	0.735254	508	0.735254	3542	1.233750
208	0.735254	319	0.993734	510	0.735254	3544	1.192480
209	0.735254	320	0.735254	512	1.192480	3546	1.192480
210	0.735254	321	0.735254	514	0.993734	3548	1.233750
211	0.735254	322	0.735254	516	0.735254	3550	1.233750
212	0.735254	324	0.735254	518	0.735254	3552	1.192480
214	0.993734	401	0.735254	520	0.735254		
215	0.993734	402	0.735254	522	0.735254		
216	0.735254	403	0.993734	524	0.735254		
217	0.993734	404	0.735254				
218	0.735254	405	0.993734				
219	0.993734	406	0.735254				
220	0.735254	407	0.993734				
221	0.735254	408	0.735254				
222	0.735254	409	0.735254				
224	0.735254	410	0.735254				

## ***APPENDIX I – HRM Guide to Waste Management for Condos***

As forms are usually being updated and HCCC 181 strives to make accessing and providing information in easier formats, the current version of this form in PDF format can be found on the Community Website ([www.hccc181.com](http://www.hccc181.com)) at:

[http://www.hccc181.com/HCCC181\\_Docs/Forms/Forms.htm](http://www.hccc181.com/HCCC181_Docs/Forms/Forms.htm)

## ***APPENDIX J – NS Guide to Recycling Unwanted Electronics***

**As forms are usually being updated and HCCC 181 strives to make accessing and providing information in easier formats, the current version of this form in PDF format can be found on the Community Website ([www.hccc181.com](http://www.hccc181.com)) at:**

**[http://www.hccc181.com/HCCC181\\_Docs/Forms/Forms.htm](http://www.hccc181.com/HCCC181_Docs/Forms/Forms.htm)**