

## **Common Element Rules**

**Ratified at the 2022 HCCC#38 AGM**

### **Enforcement**

**Failure to follow the common area element rules may result in the corporation seeking reimbursement from the responsible unit owner for any costs incurred by the corporation, at the sole discretion of the Board of directors. Extreme cases may result in the corporation engaging in dispute resolution or arbitration.**

**It will be the sole discretion of building staff what determines loud and offensive.**

### **GENERAL RULES**

1. Common hallway, lobby, laneway and doorway areas shall not be obstructed by any of the occupants or used for any other purpose than for ingress and egress to and from their respective units. Common areas may not be used by tradesmen or workers of any craft to store, size or cut any material or object of any kind. All work must be carried out within the owner's unit.
2. No sign, advertisement or notice shall be affixed on any window of any unit or any place within a unit where they are readily visible from outside the unit, without prior written consent of the Board of Directors, with the exemption of signs permitted under the Canadian Election Act.
3. No owner or occupant may alter or remove any furniture, furnishings or equipment, and landscaping, from the common elements.
4. An owner shall be liable for the expense of any maintenance repair, replacement or damage to the common elements rendered necessary by their acts or by those of any member of their family or pets, guests, employees, agents, or lessees.
5. All occupants shall always exercise extreme care about making loud or offensive noise in the common elements.

6. Registered mail, parcels, regular mail and/or any deliveries addressed to individual owners or renters will not be accepted by the Corporation or its employees.
7. No plumbing or electrical repairs or alterations, structural changes, alterations or renovations shall be made inside or outside any unit without the prior written authorization of the Board of Directors or the Board's authorized agent in response to a properly submitted Alteration Agreement form (available on the hfxwaterfront.ca website) with supporting documentation. This shall include alterations to the exterior doors, windows, screens, walls or other portions of the building visible from the exterior, without prior written approval from the Board of Directors, after plans and specifications have been submitted for review.
8. Unit owners shall immediately report to the Property Manager or Superintendent, or in the event there is no Property Manager or Superintendent, report to the Board, any accident or injury to, or the failure of water pipes, toilets, drains, or fixtures, electric wires or fixtures, sewer, or electrical service connections, or any of the common elements.
9. Unit owners shall not throw or allow to be thrown, anything out of windows or doors, or on the common elements of the Corporation.
10. Unit owners shall not place any personal property on the outside of windowsills or on the common elements including the railings attached to the outside of the units.
11. No painting or decorating of common areas shall be carried out by the occupants except as specifically authorized by the Board of Directors.
12. No clothesline unless allowed under the Nova Scotia Clothesline Act, incinerator, billboard, or garbage storage/disposal is permitted.
13. Balconies shall not have lights and/or lanterns on the railing, or around the doors, or in any other area. Christmas oriented decorations and lights are only permitted on unit doors or any other common or exclusive use common areas between December 1<sup>st</sup> and January 15<sup>th</sup>.
14. Personal property in hallways is not permitted except as allowed in Sec. 16 above for Christmas. Unit numbers must always be visible. Mats, trays, shoes and live wreaths shall not be permitted with no exceptions for holidays.
15. Smoking or vaping of any substance is not permitted anywhere in the common area elements. That includes any common area elements inside or outside of the building.
16. Drinking of any liquid and eating are not allowed in any common area, except when authorized by the Board of Directors.

17. No access doors or fire doors are to be propped open or otherwise left in an unsecured manner at anytime. Any person finding an access door unsecured or a fire door open in the absence of the Superintendent shall secure the door immediately.

18. Waste is to be disposed of as directed from time to time by the Board of Directors, which direction may include signage posted on the common areas.

## **PARKING AND VEHICLE RULES**

1. The parking of vehicles in common areas is prohibited. Unit owners shall be responsible for compliance of this rule by their visitors and invitees and shall bear all costs of enforcement.

2. No automobiles may be parked in a manner which blocks the ingress and egress of other vehicles in any area.

3. All unauthorized vehicles will be ticketed and towed by the HRM Parking Enforcement. Any vehicle not parked in a designated parking unit will also be ticketed and towed.

4. No repairs or overhaul work shall be performed on any vehicle while on the premises, including parking units, except those emergency repairs necessary to enable the removal of such vehicle from the premises.

5. Vehicles must be driven within the posted speed limit when entering and leaving the parking area and any other common elements allowing vehicle traffic.

6. Common areas and roads may not be used by tradesmen or workers to cut, process, or store any material or object.

7. No vehicle washing and/or repairs shall be permitted on the common elements.

8. Adequate vehicle insurance coverage is the responsibility of all vehicle owners. The Corporation assumes no responsibility for damage to any vehicle.

9. Bicycles are not to be brought into the building through the lobby. All bicycles must enter via the parkade. The only places bicycles may be left are the bicycle racks in the parkade, individual parking units or storage lockers. Bicycles must not be chained to or left in any other portion of the common elements including the front entrance railing.

10. The Corporation will periodically, after providing notice to unit owners and residents, dispose of bicycles left in the bicycle racks in the parkade that appear to be abandoned.

11. Removed

## **PET RULES**

1. The privilege to maintain a pet is subject of HRM Bylaw A-700
2. No pets shall be maintained on the common elements. Pets in hallways and/or on the other common elements are strictly prohibited, except for ingress or egress and shall always be leashed.
3. Pets may not be tied up on the Condominium property. Pets are not permitted on balconies unattended. Balconies are not to be used as waste/relief areas for pets.
4. Owners shall assume full responsibility for any injury or damage to persons or property caused by their pet, and in the event such pet shall foul any common area, it is the owner's responsibility to immediately clean up any mess advise the Superintendent so the area can be disinfected.
5. Pets must be under the control of the owner or other responsible person at all times.
6. Any pets brought onto the common elements and into the units by visitors or guests must abide by all the rules pertaining to pets as herein specified and the owner shall be held responsible.

## **STORAGE RULES**

1. No item which creates a risk of fire, explosion, leakage or odor shall be stored in the common areas for any cause whatsoever;
2. The Corporation shall not be responsible for loss of or damage to any property in the common elements for any cause whatsoever;
3. Anything stored or left in the common areas, shall be removed immediately. The items owner will have ten (10) days to recover the items from building staff. If the item(s) are not claimed after the ten (10) days, then the Corporation may dispose of the item(s) at the unit owner's expense.

## **HEALTH FACILITY RULES**

### **(Exercise Room, Swimming Pool, Saunas and Change Rooms)**

1. The above Exercise Room facilities are open on a daily basis from 6:00 AM to 10:00 PM, except when repair or maintenance is required. Pool is open 8:00 A.M. to 10:00 P.M. except when maintenance is conducted every Wednesday from 3:00pm to 8:00am the following morning
2. No person, other than condominium staff, is permitted inside the Health Facilities outside of the hours posted by the Board;
3. Appropriate exercise-wear must be worn at all times. Proper footwear must always be worn. Bare feet, work boots, sandals or dress shoes are not acceptable. Shoes worn outdoors must be cleaned prior to entering the gym.
4. Swimming is done at your own risk as the pool is unsupervised and the owners and/or Corporation are not responsible for any personal injury or loss of property or damage to any property of any person using the swimming pool and ancillary facilities, whether due to the negligence or otherwise of the Corporation, its servants, or agents.
5. Use of pool is prohibited from anyone ill. Persons with related symptoms should not enter the pool until 48 hours after cessation of symptoms.
6. Ensure children less than 7 years of age are within arm's reach at all times by a responsible person of at least 18 years of age.
7. All persons are to shower before entering pool and sauna.
8. If you have long hair, you must wear a cap or contain your hair with elastics when using the pool.
9. Diving and/or jumping into the pool is strictly prohibited. Running/horseplay and tampering with equipment is strictly forbidden.
10. No contaminating or fouling the pool.
11. Swimmers are to dry themselves before leaving the pool area.
12. Breakable containers are prohibited in the Health Club.
13. No alcoholic beverages are allowed in the Health Club.
14. Ensure infants and toddlers wear swim diapers and/or elastic swim pants.

15. Report any injury suffered while in the pool enclosure to the superintendent.
16. Report any contamination or unsafe conditions to the superintendent at 902-489-8387.
17. Dogs, cats, etc., are not permitted in the Health Club facilities under any circumstances.
18. Pool attire must not be worn outside the Health Club premises. ALWAYS wear appropriate cover-ups and footwear when going through the hallways and lobby.
19. The saunas are 'dry type'. Do not throw any water on the elements. Turn off the thermostat and leave door open when finished.
20. The changing rooms and saunas are two separate entities – one area for males and one area for females. The opposite sex is not permitted in each designated area.
21. Put all exercise equipment back in proper place and sanitize when finished & turn off equipment.
22. Please turn off all lights when leaving the facilities.

## **FUNCTION ROOM RULES**

1. The function Room is not available for commercial or business meetings of any kind;
2. Functions in the Function Room must be booked by a building resident at least one week in advance, through the building Superintendent or building Monitor;
3. The Function Room facilities include the Kitchen and the two washrooms. Booking of the Function Room does not include the use of the swimming pool, other Health Facilities, the courtyard or other common element areas;
4. The person booking the room is responsible for the behavior, actions and any damage caused by every guest. No guests are to be in the common area elements unless accompanied by a resident or traveling to the unit after being allowed access;
5. The resident booking the room is responsible for advising guests that smoking or vaping of any substance is not permitted anywhere on the property and the resident is responsible for ensuring their compliance;

6. Functions will be limited to no more than twenty-five (25) people;
7. The Function Room is to be vacated no later than 10:00p.m., unless otherwise authorized by staff;
8. Alcoholic beverages are permitted in the Function Room only during booked functions;
9. There will be no loud music or noise. The quiet enjoyment of building residents must be considered;
10. During a private Function Room event, the entrance doors of the rooms must remain closed at all times;
11. The lobby area and common hallways will be used only for entering or exiting from the Function Room and are not to be occupied by anyone with food or beverage;
12. Pets are not allowed in the Function Room under any circumstances;
13. The resident booking the room is responsible for cleaning and restoring the Function Room to the original order including any dishes or cutlery no later than 10:00am on the following day. If the room is not restored to the original order the corporation will arrange to do so at the owner's expense.

## **LANDSCAPED COURTYARD RULES**

1. The Landscaped Courtyard's primary function is an area for quiet relaxation.
2. No breakable beverage containers allowed.

## **ROOFTOP SUNDECK RULES**

1. The Rooftop Sundeck is open May 1 to mid-October on a daily basis from 9:00AM until dusk.
2. No pets are allowed under any circumstances.
3. No barbecues allowed.
4. The use of the Rooftop Sundeck is confined to the enclosed area surrounded by the fence.

Only Maintenance personnel allowed on any other part of the roof of the building.

## **MOVING AND DELIVERY RULES**

1. The Board has established procedures that any person moving in to or out of the building must follow. Contact the building Superintendent as early as possible before moving to get this information;
2. When arranging to bring furniture or appliances into or out of the building, or have furniture, appliances, or renovation materials delivered to your unit, you must contact the building Superintendent. The Superintendent will arrange to have an elevator put on service and will install protective elevator covering;
3. Early elevator booking is strongly recommended. Elevator bookings are made on a first come first served basis. Elevators may not be available if not booked in advance.
4. Absolutely nothing is to be moved in or out through the front doors of the lobby area or fire egress doors at any time.

## **BUILDING SECURITY RULES**

1. Residents must not buzz in a person to the building unless they are expecting the person and know the person buzzing is the person they are expecting;
2. Residents must not hold a door open for a person, or otherwise allow a person entry to the building, unless that person is their guest or they know the person is a current building resident. Building entry doors are monitored by video surveillance;
3. Doors are not to be propped open for any reason. If you see any entry or exit door left ajar or propped open, close the door and notify the Building Superintendent or the Building Monitor at 902-489-8387 immediately. Building entry/exit doors are monitored by video surveillance;
4. Building access fobs are the property of HCCC #38 and are issued to owners who are accountable for their proper use.
5. In the parking area, do not allow anyone to tailgate your legal entry.
6. Blocking open any building door is a breach of security and must not be done for any



reason.

7. When entering or exiting the parking area on foot, please use the doors next to the garage doors. Do not use the garage doors.
8. Please report anything UNUSUAL or UNLAWFUL to the Superintendent immediately.

## **STORAGE ROOM RULES**

Residents who have a storage compartment located on various floors must comply with the following rules and regulations:

1. All storage must be 18" (inches) below the level of the sprinkler head deflectors.
2. No flammable products are permitted in storage (i.e., oil, paint cans or aerosol cans).
3. No items are to be hung from the sprinkler pipes.

## **GARBAGE RULES**

1. All non-deposit bearing, regular household garbage is to be properly bagged, secured, and disposed of by using the garbage chute, located on each floor. Absolutely nothing is to be left on the floor of the garbage room or outside the garbage room. If you have items too large for the garbage chute, or refundable beverage containers, they are to be placed outside the main garbage room, located in the garage on the P1 level.
2. All organic materials must be placed in the green carts in the garage on the P1 level next to the garage doors.
3. Recyclables must be placed in blue or clear bags and placed in the metal container on the P1 level, next to the garage overhead doors.
4. Newspapers must be bagged, and cardboard boxes must be flattened and preferably tied. They are to be placed into the appropriate metal container on P1 level next to the garage overhead door.
5. Refundable beverage containers are to be placed in the blue bin adjacent to the organic bins.

