

## **BY-LAWS OF THE IMMOVABLE**

### **Updated following the co-owner's Annual General Meeting 2014**

This manual has been compiled by the Board of Directors of the Syndicat de Copropriété l'Aristocrate and presents directives taken from the Declaration of Co-Ownership together with the updating of rules, regulations, and procedures which have been developed over the years to ensure the safety, security, comfort and enjoyment of our residents. Misunderstandings which may arise, often stem from a lack of knowledge of the rules and regulations. It should be noted that the Declaration of Co-Ownership supersedes any irreconcilable difference, and that the Civil Code supersedes the Declaration of Co-Ownership.

All municipal, provincial, and federal laws must be respected.

Each co-owner is expected to observe and respect the Bylaws governing the condominium, the Declaration of Co-ownership, the rules, regulations, and procedures as laid down by the Syndicate in order to serve the interests of all. Co-owners are to ensure that their tenants, and guests do the same. The co-owner is responsible for making them aware of the present regulations.

Our homes are luxurious and our surroundings beautiful. We ask for your co-operation and understanding in order to maintain our quality of life, increase the value of our investment, and curtail maintenance costs. We must all share a reasonable degree of concern for the comfort and enjoyment of others if we are to take pride in living at L'Aristocrate. If we all do our part, the result will be gratifying. Thank you all.

Please leave this book for the next co-owner/resident.

The Administrators

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## **INTRODUCTION**

Your condominium is your individually owned home, and as such, you are responsible for all maintenance and repairs within your suite, including electrical and plumbing problems. All co-owners/residents must know the location of the water shut off valves. "Speed way" connections should be installed on all sinks and toilets.

In the event that a problem could cause damage to other suites or common areas, the superintendent and management company must be notified immediately. They will assist you in notifying other co-owners who may have suffered any damage. You are responsible to make arrangements for any necessary repairs. Please consult your insurance broker when any such instance occurs. Any damage caused to the common areas is the responsibility of the co-owner who caused it. Any damage caused by a tenant is the responsibility of the co-owner.

## **ADMINISTRATORS & MANAGEMENT**

The major responsibilities of the Administrators of the Syndicat de Copropriété L'Aristocrate, as defined in section 10 of the Declaration of Co-ownership are:

- ✓ the holding of an Annual General Meeting,
- ✓ the conservation of the immovable,
- ✓ the maintenance and administration of the common portions,
- ✓ the budget preparation and control of expenses,
- ✓ the collection of common charges,
- ✓ the adoption of rules, regulations, and procedures as required,
- ✓ the enforcement of the provisions of the Declaration of Co-ownership.

The Board of Directors may engage the services of a management company to assist the administrators in carrying out their duties.

## **ADMINISTRATION OFFICE**

The administration office is responsible for financial accounting and controls, receipts, payments and communication with suppliers and co-owners. Any questions of an administrative nature should be directed to the office at this phone #: 514-697-9241.

## **AIR CONDITIONING**

Central air conditioning is provided by chillers on the roof. Cold water is circulated through risers and delivered to the system in each condo unit. It is the responsibility of the co-owner to maintain the unit properly, including having the filter cleaned, ensuring the proper function of the water control valves, and replacing the motors as required. If you require any further information, please contact the office or management.

## **BICYCLES, SKATEBOARDS, & ROLLER BLADES**

Bicycles must be stored in the designated areas. Four storage locations have been provided as follows: one on 1SS, and three on 2SS. They may not be stored on balconies or beside lockers, and must be identified by condo number.

Bicycles are not permitted on the elevators. Skateboards may be carried on the elevators. Bicycles, skateboards, and roller blades are not permitted in the lobby, and must go in and out through the garage. They may not be ridden in the parking lot except to access public roads.

## **COMMON AREAS EXCLUSIVE USE**

### **Balconies**

Co-owners may decorate balconies with flower boxes or plants provided they are inside the railing and do not block anyone's view. Use caution when watering flowers to prevent water from draining on the balcony below.

Please use headphones when listening to music on your balcony.

Patio furniture is permissible. Umbrellas and swings are not.

Clear the snow as much as possible in the winter.

It is strictly prohibited to:

- install antennas of any kind,
- install tiles on the walls of the balcony,
- hang clothing ( towels, swimsuits, etc.) to dry on the balcony,
- suspend decorations/plants from the ceiling,
- install a screen or umbrella,
- store tires, sports equipment, building materials, etc.
- barbeque or cook on the balcony,
- throw or shake anything over the balcony, ie mats,
- discard cigarettes, cigars, or waste from the balcony.

### **Lockers**

Lockers provide co-owners with extra storage space. They are located on 1SS and 2SS. Keep your locker clean. Keep the door closed and locked. It is not permitted to smoke, eat, or drink on the premises. It is absolutely prohibited to store any flammable or explosive materials in your locker.

### **Parking spaces**

Every unit has a numbered indoor parking space, which shall be used by the co-owner/resident for the parking of one private motor vehicle. All vehicles require an identifying sticker, available from the office.

Please provide management with the vehicle make, year, colour, and licence #.

A parking space of exclusive use may not be rented out or lent to a non-resident.

Respect the allotted space and the 10km/h speed limit in the garage.

Use an appropriate cover if your vehicle is not used frequently.

Wash your vehicle in the designated area on 1SS.

Notify management of any problems with the garage doors.

The following are prohibited in your parking space:

- to park in a space other than your own,
- to construct anything in said space,
- to use your parking space for storage of such items as tires, paint, gardening tools
- to park trailers, boats, ski/sea doo's, ATV's, etc.,
- to park a vehicle that has leakage problems, such as oil or gasoline,
- to store a vehicle that is not in running order.

### **Windows, doors, and locks**

Please maintain, repair, and replace them as specified in the Declaration. Do not make holes in the interior window frames.

## **COMMON AREAS EXTERIOR**

### **Access roads**

The building's access roads are for vehicle traffic to and from city roads, and should be clear under all circumstances at all times. They are under the Ville de Pointe Claire fire regulations and are subject to fines.

Please respect all road signs, (direction, stop, no parking, etc.) and maintain a maximum speed of 15km/h.

### **Exterior parking**

The exterior parking lot is for the use of both residents and guests. Resident vehicles must be identified with a sticker from the office. Speed limit is 15km/h.

Overnight visitors must display the "Visitor Yellow Card" on the dashboard of their vehicle. It should be returned to the resident upon leaving. Vehicles not displaying identifying cards will be towed.

Parking of recreational vehicles such as campers, trailers, boats, etc. is not permitted.

## **COMMON AREAS INTERIOR**

### **Elevators**

In case of an alarm necessitating the evacuation of the building the elevators must not be used. Please see security measures. If the elevator stops, use the emergency phone. For security reasons, children under school age must be accompanied on the elevator by an adult.

### **Garage including car wash**

Maximum speed in the garage is 10km/h. Be aware of pedestrians and cyclists. Bicycles must enter and exit via the garage. Entry is with your remote control. Enter only once the overhead light has turned green. Continue to hold down the control button on the remote until you have entered the garage. When exiting, you must wait until the garage door is fully open and the overhead light is green.

Never leave your car idling in the garage which would create dangerous carbon monoxide.

No mechanical repairs are to be done in the garage.

Notify staff of problems with the garage doors opening and/or closing.

The car wash is located on 1SS and is open till 10:00pm. Always:

- use curtain when washing your vehicle,
- return the hose to the rack,
- rinse the floor after washing your car.

### **Hallways**

Hallways are common areas that give access to housing units and other common areas. Please do your part to keep them clean and tidy. Consumption of food or beverages is not permitted.

Due to fire code requirements, nothing shall be placed on the floor of the hallways, such as doormats, boots, decorations, etc.

If you observe a spill or stain on the carpet, please inform the maintenance staff immediately to enable cleaning to be dealt with promptly.

If you notice a burnt out light bulb, please advise the maintenance staff.

### **Lobby, including mailboxes**

The main lobby serves as a waiting room and allows access to the housing units. Please respect the ambiance as it creates the first impression for visitors to the building.

For security reasons, never allow access to the lobby to any person not personally known to you. Direct visitors to the intercom system so that they are let in by the person they are visiting.

Postal and courier deliveries only are permitted via the front door. Mailboxes are the property and responsibility of Canada Post and please report any malfunction to them for correction.

### **Pavilion, gym, reception room, and library.**

The pavilion which houses our gym and reception room together with the library in the passageway, are intended for the use of our co-owners and residents and their guests. The pool area is covered under "**Pools**".

Certain conditions apply to usage of the gym. You should consult your physician before beginning an exercise program.

Use of the gym and its equipment is at your own risk. Users must exercise in a safe and careful manner observing proper form, weight loads, and speeds of aerobic machines. L'Aristocrate does not provide training or instruction and users must be responsible for this aspect themselves.

Children under the age of 16 are not allowed to use the gym. Guests must be accompanied by the resident. Proper exercise attire must be worn. Refrain from using the gym if you have a communicable condition such as a cold.

Wipe down the equipment with the sanitizing liquid and paper towels which are provided in the gym. Please switch off the lights and TV when leaving.

The reception room is available to our residents and co-owners for private functions. Reservations must be made in advance at the office. There is a fee of \$50.00 to cover cleaning costs which is payable when making the reservation. Fridge and stove are available.

The library is on an honour system whereby residents may borrow, donate, and return books at their leisure.

### **Staircases and stairwells**

Since staircases and stairwells are used for emergency evacuation purposes, fire regulations require that they be kept perfectly clear of all obstructions at all times. All doors must be kept closed as per fire regulations.

### **COMPLAINTS**

All complaints are to be made in writing to the Syndicat and left at the office.

### **COURRIER DELIVERY**

The office does not accept any delivery where a signature is required.

### **DELIVERIES**

Deliveries are permitted between the hours of 08:00 and 16:00, Monday to Saturday, except on statutory holidays. The co-owner must be present to accept the delivery. Co-owners/residents must make separate arrangements for deliveries outside of these hours and will be responsible for any costs incurred.

All deliveries, in or out, must go through the garage. When expecting a delivery, please advise building personnel in advance so that protective coverings may be placed in the elevator if necessary. Have the delivery personnel contact you via the interphone and meet them at the garage entrance. Trucks must park in the designated area. Trucks are not permitted in the garage. All materials/tools required by workmen related to your delivery must also enter by the garage. Packaging materials must be removed from the premises by the delivery personnel.



## **EXCLUSIVE USE HOUSING UNITS**

Housing units are solely for residential use. The co-owner may use his unit within reason and according to the law, the Declaration of Co-ownership, and Rules and Regulations without causing harm or damage to other co-owners.

A co-owner who rents his housing unit transfers to his tenant his right to use the interior and exterior common areas. Please respect your neighbours. Guests must be accompanied by the co-owner/resident, other than to enter or leave the building.

Key fobs and cards are the responsibility of the co-owner. Please advise the office of lost or stolen keys so that any future use is cancelled.

Close hot and cold water taps on the washer after each use. Clean out the dryer filter after each use. Close the main water entrance and the hot water tank tap when absent for more than 48 hours.

Clean the stove hood filter regularly.

Do not overload the electrical system.

Do not exceed floor capacity.

Do not use or store flammable or explosive materials in your unit.

## **FIRE**

### **Prevention**

As a co-owner/resident, your first responsibility is to take all necessary precautions to prevent a fire from occurring in your unit and report any incident you notice by calling 911. The purpose of this section is to outline some fire prevention guidelines as well as recommend action to be taken in the event of a fire emergency.

What you must know:

- Location of staircases and exits.
- Location of the manual fire alarms.
- Location of fire extinguishers.

In the event of an alarm, whether for a fire or fire drill, evacuate as indicated under **Safety procedures in case of fire** below.

Ville de Pointe Claire fire dept. regulations do not permit any items to be left on the corridor floors, such as mats, shoes, plants, decorations, etc.

- Keep storage areas tidy.
- Do not store oily rags, thinners, cleaning solvents, or flammable liquids.
- Do not use matches or candles when searching in dark closets or cupboards.
- Do not put burning materials, flammable liquids, or aerosol cans into garbage chutes.
- Avoid unsafe cooking practices.

- Do not overload electrical circuits.
- Eliminate unsafe electrical appliances, frayed extension cords, and octopus plugs.
- Additional smoke detectors are recommended as well as an ABC type fire extinguisher near the kitchen.
- No smoking in bed.

### **Safety procedures in case of fire**

- Dial 911.
- Pull the manual alarm at the end of each hall.
- Do not open any door without feeling it first to see if it is hot.
- Shut off fans and air conditioning if possible.
- Leave your unit, leaving the door unlocked, and descend the stairway to the ground floor and outside, away from the building.
- You will be advised by authorities when it is safe to re-enter the building and return to your condo unit.
- Never use the elevator in case of fire.
- If necessary, due to smoke or flame, retreat to your unit, close the door, and attract attention from there.
- If smoke comes in around the door, use wet towels around door frame.
- Co-owners/residents needing assistance should fill out the card from the Service de sécurité incendie de Montreal, available in the office.

### **Fire equipment:**

Manual fire alarm: there is a small red box, fire alarm pull station at either end of the corridor on every floor. There is a third one on the wall adjacent to the garbage disposal room. These trigger the fire alarm.

• Fire hose cabinets:

There are four fire hose cabinets on each floor, containing a fire extinguisher, hose, and a metal key.

• Extinguishers: instructions for operation of the fire extinguishers are found on the side of the extinguisher. If used, please advise staff so that they may be refilled.

• Hoses: hoses may only be used by professionals. They are long enough to reach each unit.

Smoke detectors are on every floor and every unit, and heat detectors are in every unit. They are inspected yearly.

The garages are equipped with a sprinkler system.

### **GARBAGE, RECYCLING & HAZARDOUS WASTE**

There is a garbage chute on every floor. Commercially available garbage bags, eg "Glad", must be used.

The following items must not be put down the chute:

recyclables, batteries, electronic equipment, broken glass, kitty litter, items and/or bags large enough to block the chute. Kitty litter should be bagged separately and placed in

the garbage containers in the garage.

Large items, such as carpeting, plumbing fixtures, cabinets, furniture, must be disposed of by the co-owner/resident or their contractor. They are not to be left in the area near the garage doors.

Recycling containers are provided on both garage levels, and should be used for paper, bottles, cans, and other containers. Large cardboard cartons may be recycled provided they are folded and compressed to minimum size. Food waste is not permitted.

Hazardous waste, such as paint cans, is the co-owner/resident responsibility. The City of Pointe-Claire has two collections a year of hazardous waste and operates an EcoCenter during the summer months. Please contact them for further information at 514-620-1200.

### **HOT WATER HEATERS**

Co-owners must replace the hot water heater used in his private portion at least once every 10 years. Co-owners must inform the Syndicat when the hot water heater is replaced.

### **INSURANCE**

The Syndicat de Co-propriété L'Aristocrate contracts an insurance policy for the whole of the building, and common areas, as well as the machinery and personnel.

Each co-owner/resident must, according to the Declaration of Co-ownership maintain an insurance policy on his/her exclusive portion and its contents, with civil liability insurance sufficient to cover any damage caused to common portions and/or others.

### **MEDICAL EMERGENCY**

In case of medical emergency, call 911. Advise the concierge if possible.

### **MOVING**

Moving is permitted Monday to Saturday from 08:00 to 16:00hrs. Moving is not permitted on Sundays and statutory holidays or in the evenings.

Persons moving in or out must be present.

All moves must be registered in advance with the office in order that an elevator may be reserved and the protective blankets installed. Unregistered moves will not be allowed. A \$500.00 deposit is required to cover possible property damages.

All moves must go through the garage. At no time may articles be moved through the front door or via the balcony.

Moving trucks will park in a designated area. They may not enter the garage. To ensure security, movers will be assigned a location in the garage where furniture and containers can be stored until transporting them to the unit. Movers are required to take back

packaging materials and cartons as much as possible.

L'Aristocrate will not be responsible for extra charges of movers to individuals for delays during moves in or out of the building.

### **NOISE**

Please respect your neighbours by observing decent noise levels from entertainment systems and/or social gatherings in your unit.

Please use head phones when listening to your systems on your balcony.

Regarding noise generated by contractors during renovations, please see the section on "**Renovations**".

### **NOTICES**

All notices which are requested by co-owners to be posted, must be submitted and approved by the administration office.

### **PERSONAL AND CONTACT INFORMATION**

All co-owners and tenants must fill out a personal information sheet and submit it to the office. The office must be advised of any changes to this information on a timely basis. With the exception of what is authorized by law, the information is kept confidential, to the exception of board members and its representatives. In case of emergency, Police and Fire services can access this information.

### **PERSONNEL**

Our on-site staff consists of one secretary, one superintendent, and one concierge. For administrative matters, contact the secretary at 514-697-9241.

For technical matters, such as plumbing problems, structural, electrical, air conditioning, but not limited to, contact the concierge at 514-952-0444.

The concierge may be able to determine whether the responsibility is that of the Syndicat or the co-owner.

### **PETS**

Only one domestic animal is allowed per unit and must weigh less than 9 kilos, (20 pounds). The animal must be licensed by the city if applicable, and show proof of inoculation.

Pets considered a nuisance by the Syndicate, notably for cause of noise, dirtiness, or aggressiveness, cannot be kept in an exclusive housing unit.

Pets must be carried while in the building and held by a leash at all times while on common areas. Co-owners/residents must use the garage or north door to enter and exit the building with their pet. Co-owners/residents must clean up after their pet on

common areas. "Pet sitting" is not permitted.

These rules also apply for guests with animals. Co-owners/residents are responsible for any damage caused by animals of their guests.

Any co-owner/resident who keeps an animal considered a nuisance, upon written notice by the Administration, shall be subject to fines as stipulated in the Declaration of Co-ownership, article 7.1.7.

## **POOLS**

The use of both the indoor and outdoor pools, including the whirlpool and saunas, is at your own risk. There is no lifeguard.

Please refrain from using the pools during cleaning and maintenance.

Do not use the pools if you have dermal lesions, wounds, or a contagious disease.

Children under 3 years old are not allowed in the pools. Children 3 to 12 must be accompanied by an adult at all times. Never leave children unattended in the pool areas.

Never swim alone. No diving or jumping from the pool edges. It is strictly forbidden to run in the pool areas, play with balls, flippers, floats, or any such equipment.

Everyone going to and from the pool areas must wear shoes and a cover up.

Do not play with the rescue equipment.

The pools are strictly for the use of co-owners/residents, and their guests.

Soap and/or bubble bath are prohibited in all pools.

### **Outdoor pool**

Access the outdoor pool via the north door or the garage with your pool key.

The gate must be locked at all times when not entering or exiting the enclosure.

Food and drink must be in non-breakable containers.

### **Indoor pool**

There is a white emergency telephone on the wall near the whirlpool control. There is a supplemental oxygen bottle on the wall near the door to the men's locker room. Instructions are on the bottle.

Everyone must shower before using the whirlpool, sauna, and/or swimming pool. No food or drink is permitted.

Do not water the plants in the pool area.

### **Whirlpool & Sauna**

Please carefully monitor your time in the whirlpool and sauna so as not to aggravate any underlying medical condition you may have.

## **QUESTIONS**

In case of emergency, call 911.

What do we do when we think something isn't right?

Put it in writing to the administration.

Are guests subject to the same rules as co-owners/residents?

In general, the co-owners, residents, their family members, their guests, and anyone visiting the building must respect the provisions of the Declaration of Co-Ownership, and its amendments, as well as the Rules and Regulations.

What if a co-owner/resident/guest violates the rules?

Remind them of the rules if possible, if not, advise the administration.

What do we do when there is a leak in a water pipe in our unit, the toilet overflows, or water is dripping through the ceiling?

For all water related incidents, immediately turn off the water at the main entrance valve, and advise the maintenance staff.

What do we do if there is a power failure?

The building is equipped with emergency power for hall and stairwell lighting and for elevator service. Call Hydro Quebec.

What if we notice a vendor/solicitor making rounds in the building?

Ask him/her to leave the building. Advise the administration.

What do we do if our vehicle is damaged in the parking lot?

Notify the police and your insurance agent.

What if we forget/lose our keys?

Call the maintenance staff if you have left a duplicate, or call a locksmith.

## **RENOVATIONS AS PER THE DECLARATION OF CO-OWNERSHIP ARTICLE 7.3**

Each co-owner may alter or modify the interior layout of his exclusive portion, by undertaking projects such as but not limited to: renovations of kitchens and bathrooms, replacing plumbing fixtures, removing walls, replacing floors, installing new counters and cabinets, adding to or altering electrical circuits or breakers.

Detailed plans must be submitted to the Administration on the form provided by the office, at least one month before the work begins. The Administration reserves the right to verify that work follows the plans and specs provided.

Special requirements regarding the insulation and soundproofing of flooring products are available in the office.

The Administration will not refuse to approve any plans unless the proposed alterations or repairs, or the manner affecting them are likely to damage or impair the value of a common portion, another exclusive portion, or the integrity of the building.

A deposit of \$500.00 is required to cover the possibility of property damage.

Work may be carried out between the hours of 08:00am and 5:00pm. No work is permitted on weekends, holidays, and statutory holidays of l'Office de la Construction. All work must be done in such a way that the normal operation of the building is not disturbed.

It is the owner's responsibility, his contractors' and the contractors' employees to see to the protection and maintenance of the common areas: elevators, corridor's carpets, and delivery area. The storage of materials outside of the area under construction will not be tolerated. The main entrance must not be used for the transportation of tools, machinery, or materials; the garage must be used. The co-owner must provide access to his/her unit.

The co-owner must inform his professional employees of the above mentioned requirements.

The common portions leading to the working areas must be clean and free of construction materials as per the Ville de Pointe Claire Fire Dept. regulations. Construction debris as well as discarded carpeting, cabinets, counters, plumbing fixtures, etc., must be removed and cleared from the premises at the co-owner's or contractor's expense.

Jack hammers may not be used.

### **SALE OF A UNIT**

The co-owner and/or his agent are responsible to make known to the prospective buyer the Declaration and Rules and Regulations of the building.

Prospective buyers must be accompanied at all times by the co-owner and/or their agent.

Open houses are not permitted at any time. Prospective buyers must see the property by appointment only.

"For Sale", and/or "For Rent" signs are not permitted, nor is any other publicity from real estate agents.

The selling co-owner must leave for the new co-owner, all keys and the garage door remote controls, as well as the Declaration of Co-Ownership, Rules and Regulations booklet, visitor parking permits, and floor plan with evacuation routes. New co-owners must obtain parking permits and fobs from the office.

Notaries must contact the administration office prior to the deed of sale being finalized in order to provide the new co-owner with pertinent information re: moving, deliveries, mail, etc. The new buyer must also contact the administration office in order to reserve a moving day, including the elevator. A \$500.00 security deposit is required in order to make said reservations.

## **SECURITY**

The security of the building is the responsibility of each resident. Our safety and comfort requires your proactive involvement. In the past, residents have helped to avoid potentially dangerous situations by being alert.

Video surveillance cameras record all movement at various locations throughout the building, both inside and out, such as entrances, pool, and garage. The images are stored on a central computer and are reviewed in the event of a security breach by the administration and/or police.

Keys, remotes and fobs are used to gain entrance to areas of the building. Keys are used to enter your exclusive unit. The medico key is required to gain access to the gym. Remote openers are required for entry to the garage. Fobs are used for entry from the front door, the garages, and the north doors. Co-owners/residents must advise management immediately of lost or stolen fobs so that they may be cancelled. Replacement costs are the responsibility of the co-owner/resident. A set of keys to your unit must be left with management to allow access in case of emergency, eg: water leakage. Should you not leave a set of keys, you will be responsible for any cost associated with a forced entry under emergency circumstances. Keys are stored in a safe.

Your cable company may allow you to verify the identity of your visitor via your television. The channel will depend on which cable service you use. This can be used in conjunction with the interphone system. The interphone system allows communication with the lobby entrance via your telephone without interfering with telephone calls. Be advised that should you change your telephone service provider and you are disconnected from the lobby main door intercom system, you will be responsible for all costs incurred to reconnect you to the system.

Two quick rings mean that someone is calling you from the lobby. To allow entry, dial 6, the door will unlock and your visitor may enter. To refuse entry, hang up. If you are on the phone when a visitor arrives, dial 3 to put your call on hold and connect to your visitor. Dial 6 to allow entry. You will be reconnected to your call. Dial 3 to refuse entry.

A land line telephone connected to a jack will allow you to use the interphone system even if you do not have a land line.

If you cannot identify the visitor, do not open the door. If you are in the lobby and someone arrives at the door, do not open the door. The co-owner/resident expecting that person, will grant access.

When entering and exiting the garage, wait for the door to close to prevent unauthorized vehicles from entering.



**EMERGENCY PHONE NUMBERS**

**Police ..... 911**  
**Fire ..... 911**  
**Ambulance..... 911**  
**Administration office ..... (514) 697-9241**  
**Maintenance staff..... (514) 952-0444**