



Front view of 80 Spinnaker Drive  
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# **SPINNAKER ARMS HANDBOOK** **FOR** **OWNERS AND RESIDENTS**

**HALIFAX COUNTY  
CONDOMINIUM CORPORATION  
NO. 155**

**80 SPINNAKER DRIVE  
HALIFAX, NOVA SCOTIA  
CANADA B3N 3B5**

**August, 2015**

# **BOARD OF DIRECTORS**

**For 2015-2016**

**80 Spinnaker Drive. HCCC #155**

President	Robin Maginley	Unit 210
Vice President	John Webb	Unit 308
Treasurer	Marli MacNeil	Unit 214
Secretary	Val Powell	Unit 103
Director at Large	Joe Black	Unit 108
Director at Large	Pat Shires	Unit 205
Director at Large	Susan Tirone	Unit 302

**Property Management Company:** Novacorp Properties Ltd

45 Alderney Drive, Suite 910

Dartmouth, Nova Scotia, B2Y 2N6

**Property Manager:** Colleen Hynes – 902-462-8685  
**chynes@novacorpproperties.com**

**Superintendent (unit # 206):** Donald d'Entremont **902-830-7548** (cell)

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**WELCOME TO**  
**HALIFAX COUNTY CONDOMINIUM CORPORATION # 155**

Congratulations on choosing Spinnaker Arms as your home.

Your Board of Directors welcomes you as an owner/resident to Halifax County Condominium Corporation # 155 (HCCC#155)

Condominium living is different from apartment living or owning your own home. All owners have a financial interest in this complex. This is our building. Some owners are renting their units and we welcome them to our community.

Living at Spinnaker Arms is a matter of pleasurable choices. Everything is easily within reach; the boardwalk along the sparkling waters of the Northwest Arm, shaded groomed paths through groves of century-old pines; short distance to needed shopping facilities; and the quiet companionship of friendly residents. Enjoy!

This handbook is given to all owners and residents and we trust it will be useful. If you have suggestions on how to improve this handbook, please forward to the Superintendent.

## **HISTORICAL PERSPECTIVE**

Spinnaker Arms occupies land once owned by the great, great grandfather of Grover Cleveland, twice President of the United States. The property was purchased by the Hosterman's and was known locally as The Hosterman Grounds. Various businesses worked out of this property until 1905, when the grounds were purchased by Gabriel Edmonds and became known as The Edmonds Grounds. Mr. Edmonds built luxury cottages on the site and many wealthy and famous families spent summers here. As careful and considerate development of these historic lands moves forward, residents will enjoy a peaceful and natural residential lifestyle, literally within minutes of downtown Halifax.

# **RESPONSIBILITIES OF PROPERTY MANAGEMENT SERVICES**

## **1. FINANCIAL**

- a) Collect condominium fees and other pertinent income promptly when due (i.e. outside parking fees).
- b) Prepare appropriate payment for invoices received.
- c) Provide the Board with monthly financial statements.
- d) Prepare annual operating budgets in conjunction with the Board for the determination of common area fees.
- e) Ensure that proper records and books of accounts relating to the property are maintained at all times and available for inspection by the Board and auditors.

## **2. INTERPERSONAL RELATIONS**

- a) Enforce handbook guidelines as per By-Laws and Regulations as instructed by the Board.
- b) Attend meetings of the Board and the Annual General Meeting
- c) Act upon all motions passed at meetings, or upon directions given by the Board.
- d) Deal with all inquiries, complaints and correspondence relating to the property.

### **3. MISCELLANEOUS SERVICES**

- a) Supervise building Superintendent.
- b) Tender and arrange the services of all subcontractors such as snow removal, landscaping, plumbing, and painting.
- c) Obtain quotations from contractors.
- d) Tender adequate insurance at the most reasonable rates.
- e) Memos: Writing and distributing of memos. Memos serve the communal nature of condominium living. They are designed to inform all residents of upcoming activities/events for the building such as maintenance or improvement projects, rules or changes to rules which must be observed, and notice of meetings or other events.

**COMMON ELEMENT RULES OF HALIFAX COUNTY CONDOMINIUM  
CORPORATION NO. 155**

**SCHEDULE "A" TO BY-LAW NUMBER ONE OF  
HALIFAX COUNTY CONDOMINIUM CORPORATION NO. 155  
ENACTED THE 14TH DAY OF OCTOBER, 1988**

1. The sidewalks, walkways, passages and driveways shall not be obstructed or used for any other purpose than ingress to and egress from the units and parking areas within the common elements.
2. Motor vehicles other than private passenger vehicles shall not be parked in any parking space within the common elements.
3. No motor vehicle shall drive on any part of the common elements other than on a driveway or parking space 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 Property Manager.
5. Repairs to motor vehicles, 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 be parked only in locations properly paved and provided for them.
7. No one shall harm, mutilate, destroy, alter or litter any of the landscaping 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 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. Exclusive use common area elements shall be kept clean, free of obstacles and free of refuse of any kind by the owners/residents who have the exclusive use of these areas.

12. No part of the common elements, including limited common elements, shall be used for the erection, placing or maintenance of clotheslines, 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.
13. No television antennae, aerial or tower and appurtenances thereto shall be erected on any part of the common element.
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.
15. No owner, occupant or guest shall do anything that will be **noisy or offensive in the common elements**, so as to interfere with the enjoyment by any owner of the common elements or his\her unit.
16. Parking areas not designated as an exclusive use, as provided for in the Declaration shall be allocated at the discretion of the Board to such persons in such numbers and for such rentals as the Board shall decide.
17. For security purposes, when entering or exiting the building, please wait until the garage door is down prior to proceeding.

I hereby **CERTIFY** that the foregoing are the initial Common Element rules as referred to in By-Law Number One of the Halifax County Condominium Corporation No. 155.

**SCHEDULE “A” (addendum) TO BY-LAW NUMBER TWO OF  
HALIFAX COUNTY CONDOMINIUM CORPORATION NO. 155  
ENACTED THE 11TH DAY OF AUGUST 1997**

**RULES GOVERNING  
THE USE OF THE COMMON ELEMENTS**

1. Pets are permissible, subject to terms and conditions **as detailed on pages 25-28 of this handbook.**
2. Bicycles must be stored in the underground parking garage in the areas designated by the Board. Bicycles are not permitted in any other common areas.
3. The Corporation shall not be responsible for loss or damage to any personal property or vehicles, storage areas or any part of the common area. Owners may only store goods in authorized areas. Owners storing anything in unauthorized areas, including but not limited to, hallways, foyers, parking areas, or other common areas, shall have seven (7) days to remove the item(s) after notice in writing from the Corporation. If the item(s) are not removed after seven (7) days' notice, the Corporation may dispose of the item(s) at the owner's expense.
4. All owners shall be liable for all expenses for any repair, replacement, or damage to the common elements resulting from acts by any guests, agents, lessees, contractors and moving companies.

**BY –LAW NUMBER ONE OF HALIFAX COUNTY CONDOMINIUM  
CORPORATION # 155  
OCTOBER 14<sup>TH</sup> 1988**

**Article XIII  
Provisions respecting the use and occupation of units.**

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

- (a) Laundry shall be hung only on the inside of a unit or in designated areas of the Common Element;
- (b) Screens, awnings or shades shall not be erected over and outside of the windows. Garments, rugs, flower pots, or other articles are not to be hung or placed on the window sills, railings and other external parts of the unit;
- (c) Portions of a unit required by the Declaration to be maintained by the Corporation shall not be painted, decorated or otherwise affected by anyone other than the Corporation;
- (d) Items are not to be thrown out of the windows or doors of a unit;
- (e) Coverings on the interior surface of all windows whether by drapes, shades or other items visible from the exterior of the unit shall be subject to any requirements of the Board;
- (f) Combustible, inflammable or offensive goods, provisions or material shall not be kept in any unit;
- (g) Plumbing and/or electrical repairs or alterations within any unit or within any partition, bearing or party wall, shall be made only with the prior written consent of the Board and must be performed by certified tradespeople;
- (h) Units shall not be used for professional or commercial;
- (i) Electrical or telephone installations shall be erected on or fastened to any unit, or the outside of the building, only as approved by the Board;

- (j) Signs, billboards, notices, or other advertising matter of any kind shall not be placed on any part of a unit, without the written consent of the Board first being obtained;
- (k) All electrical appliances or equipment used in any unit shall comply with the applicable regulations of appropriate authorities from time to time in force;
- (l) Instruments, appliances, equipment or other device that in the opinion of the Board cause a disturbance or interfere with the comfort of other owners shall not be used within any unit;
- (m) No owner/occupant/resident 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;
- (n) No owner/occupant/resident shall do anything or permit anything to be done that is contrary to any statute or municipal by-law or any rules, regulations or ordinances passed under any statute or municipal by-law, and
- (o) All garbage shall be handled and sorted in accordance with the Halifax Regional Municipality waste management by-laws and placed in appropriate containers.

**Provisions respecting the use and occupation of units.**

Clause 4.02 of the Declaration – **Restrictions on Leasing**

- (a) No owner shall lease his unit unless he causes the tenant to deliver to the corporation an undertaking signed by the Tenant under seal, to the following effect:

“I \_\_\_\_\_, undertake that I, the members of my household and my guests from time to time, shall, in using the unit rented by me and the Common Elements, comply with the Condominium Act, the Declaration, the By-Laws, including Common Element Rules, and all other rules and directions of the Condominium Corporation during the term of my tenancy.”

## **SUPERINTENDENT'S DUTIES**

Hired by the Board of Directors, and under the direct supervision of the Property Manager, the Superintendent maintains the premises of Spinnaker Arms.

### **It is the duty of the Superintendent to:**

- a) maintain all common areas in the building at 80 Spinnaker Drive. This includes vacuuming, cleaning floors and stairwells, cleaning windows, keeping garbage room clean, etc;
- b) oversee all moves in and out of the building;
- c) handle all complaints from residents re excessive noise from units, bothersome pets, etc.;
- d) be available to receive service people to the building who are hired by management;
- e) accept complaints of structural damage in units. He/She will then bring the concerns to the Property Manager.



## ALTERATIONS

Any requests for alterations to units must be passed by the Board a minimum of 2 weeks in advance of alteration commencement. The ***Unit Improvements and Alterations Request form*** must be filled out and forwarded to the Superintendent, who passes along to the Property Manager for vetting and approval of the Board. The form is on the next page. Additional copies are available from the Superintendent.



## CONTRACTORS

- a) Owners/residents must inform the Building Superintendent of the timing of work being done within their unit.
  
- b) Contractors are permitted doing work within the building between the hours of **8:00 AM and 5:00 PM, Monday through Saturday**. Not permitted on statutory holidays.

# **Halifax County Condominium Corporation #155**

Spinnaker Arms, 80 Spinnaker Drive  
Halifax, Nova Scotia, B3N 3B5

## **UNIT IMPROVEMENTS and ALTERATIONS REQUEST**

UNIT # \_\_\_\_\_ DATE \_\_\_\_\_

UNIT OWNER(S) NAME(S) \_\_\_\_\_  
(Please print) \_\_\_\_\_

I/We wish to make the following improvements and alterations to my/our unit and are submitting the details and plans for review and approval by the Board of Directors. I/We are identifying below the changes I/We would like to make and where in the unit said improvements and alterations would be made:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_



**Approval conditional to the following:**

1. The details must be forwarded in writing to the Board of Directors for approval at least **two weeks** in advance of commencement of any work.
2. All work to be performed by qualified tradespeople, certified where required.
3. All contractors to be fully covered by Workers Compensation Coverage.
4. All workers to be fully trained in a company provided Health & Safety Program and WHMIS.
5. All contractors to have Liability Insurance Coverage.
6. All work is to be performed Monday to Saturday between the hours of 8:00AM and 5:00 PM. No work to be done on statutory holidays.
7. Work is expected to be completed in a timely manner.
8. All work must be detailed in a drawing provided (and attached). Any planned/required deviations must be submitted to the Board for approval prior to start of said work.
9. While moving materials/tools into/out of the building, the contractor will provide, and ensure the use of whatever protective materials are required, and will maintain them at all times at his/her expense. At no time is anything to be used that will/could cause damage to the common elements.
10. Should any damage to the common elements of the building be caused by the contractors, the cost of any/all required repairs will be borne by the owner.
11. Should the elevator be required for the movement of materials or equipment for any period, the Superintendent must be provided with a minimum of 24 hours prior notice to ensure it is properly covered and protected. No materials shall be moved on the elevators without the proper protection.

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Signature(s)

(form updated, August, 2015)

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## **FIRE SAFETY REMINDERS AND PROCEDURES:**

For your protection and safety, we wish to take this opportunity to provide residents with some fire safety reminders and basic fire evacuation procedures.

Residents are kindly asked to please check your **smoke detectors** to ensure they are working. As a double check, smoke detectors in all units will be checked by a qualified technician once a year; as arranged by the Superintendent.

For those with hard-wired smoke detectors, if you push the test button and there is no sound, you must contact your Superintendent immediately to ensure that it is repaired or replaced by a qualified technician.

For battery operated units, if there is no sound, your battery needs changing. If there is still no sound after installing batteries, the detector needs replacing and these are available at your local hardware stores.

**DO NOT** paint or hang anything from the sprinkler heads, as this may seriously reduce their effectiveness. Additionally, do not stack or store items within 18 inches of any sprinkler head; doing so will impede the effectiveness of the sprinkler and impede proper water flow and coverage.

In the event of a fire, residents are reminded **not** to use the elevator(s). Residents must vacate the building via the stairwell. Please do not prop open the stairwell doors – the doors are to be kept closed at all times. This helps prevent the rapid spread of fire toward your safe exit area. Candles are not permitted in common areas during power outages. You may use flashlights, battery operated lanterns or glow sticks available at hardware stores.

We have attached for your review, instructions on fire evacuation procedures, as well as an **Emergency Assistance Questionnaire** that should be completed and returned to this office so that the fire alarm panel or building Lock Box can be updated for emergency purposes.

**Please remember** that if a fire alarm sounds, do **not** assume it is a false alarm. Exit the building as quickly as possible until it is determined that it is safe to re-enter.

**Fire Drills** are to take place once a year.

**Thanks for helping to make Spinnaker Arms a safe place to live!**

## **INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES**

**IN THE EVENT OF FIRE**, Occupants will:

**1. Leave the fire area; take the suite key with you:**

- (a) close all doors behind you;
- (b) telephone the Fire Department **911** (never assume this has been done). Know and give the correct building address and exact location of fire;
- (c) activate the fire alarm;
- (d) use exit stairwells to leave the building immediately;
- (e) do **NOT** use elevators.

**NOTE:** if you are in a wheelchair, unless you are in immediate danger, always remain in your unit and wait for assistance from the Fire Department. A list of those Residents requiring assistance is maintained for the Fire Department. Take every precaution while awaiting the Fire Department

and

- (f) do **NOT** return to the building until it is declared safe to do so.

**2. If you are in a suite and the fire alarm is heard:**

- (a) before opening the door, feel the door knob for heat. If not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly, then, follow instructions below 3(a) - (h).
- (b) if the corridor is clear, leave your suite, taking your key with you. Close all doors behind you and leave the building by the nearest exit. If you encounter smoke in the corridor or stairwell, consider taking an alternative route or return to you suite.

- (c) each building has a “muster station” – a safe area of refuge to wait for emergency personnel – **Our muster station is across the street in the entrance level community room at 85 Spinnaker Dr.** There will be a head count there by HRM Fire Department staff and/or building representative.

**3. If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and:**

- (a) close the door;
- (b) unlock the door for possible entry of fire fighter;
- (c) dial **911** and tell the Fire Department where you are, then signal to fire fighters by waving a sheet, clothing, etc.;
- (d) seal all cracks where smoke can get in by using wet towels or sheets to seal the main entrance door (Roll of wide masking tape is useful).
- (e) crouch low to the floor if smoke enters the room;
- (f) move to the most protected room and partially open the window for air (close the window if smoke comes in);
- (g) wait to be rescued;
- (h) listen for instructions or information which may be given to authorized personnel.

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, leave the fire area immediately, close all doors behind you and notify the Fire Department at **911**.

**NOTE:** the Fire Department **MUST** be called even if, in your opinion, the fire is under control.

## **FIRE HAZARDS**

In order to avoid fire hazards in the building, occupants are advised to:

- (a) refrain from putting burning material such as cigarettes and ashes into garbage containers;
- (b) avoid unsafe cooking practices (deep fat frying - too much heat or loose- hanging sleeves);
- (c) avoid unsafe electrical appliances, frayed extension cords, overloaded outlets or lampwire for permanent wiring;
- (d) avoid careless smoking, use ashtrays; and
- (e) it is required that the top 18” of the garage storage locker be free of items. This is an HRM fire code.



### **In general, occupants are advised to:**

- (a) know the location of alarm pull stations, muster station and exits located on your floor;
- (b) call the Fire Department at **911** immediately, whenever you need assistance; and
- (c) know the correct building address (80 Spinnaker Drive).



## **PROPANE / GASOLINE STORAGE**

Please be aware that in accordance with Canadian Gasoline Regulations, propane tanks and gasoline containers are not permitted to be stored in buildings and it is imperative that you do not store these products in your storage compartments located in the garage.

Anyone who presently has any of these products stored in their storage compartments, please make arrangements to have it removed immediately.

Should you have any questions or concerns related to the above information, you may contact the local Fire Marshall at 902-424-5721, or our Superintendent.

## BARBECUEING



- a) Make certain that propane tanks are always stored outside and that the tank is turned off at the valve when cooking is finished.
- b) The barbeque must be at least 18 inches away from the exterior wall.
- c) The Fire Department recommends that the plastic plug be inserted into the tank to prevent any leakage.
- d) Disposal of empty propane tanks is the responsibility of the individual owners. Empty propane tanks must be taken off property.
- e) The use of charcoal barbecues or grills of any size are not permitted on any balconies of HCCC #155.

### Sprinklers and Wood Burning fire places:

- a) **A sprinkler test and inspection** occurs annually. You will be notified by memo the date this is to occur.
- b) **Annual inspections** of the fire extinguishers located on each floor also occur. Please familiarize yourself with their locations.
- c) **Wood burning fire places** will be inspected and cleaned every two years. The Property Manager will organize this procedure. The unit owners are responsible to pay the fee for cleaning.

## **INSURANCE**

### **What to do in the event of damage in your unit:**

The **Unit Owner** is responsible for the following:

- a) The repair of all improvements which may have been made (IE: painting, stucco, upgraded flooring, finishes etc.)
- b) All personal contents, furniture, appliances, etc.
- c) Liability arising out of the ownership of a unit in case there is legal recourse against the owner for injury to persons or damage to property.

A condominium owner and/or tenant package policy (if unit is rented) will usually cover the above referenced items. For their protection, it is recommended that owners who rent their units, require their renters to obtain renters insurance.

### **The Condominium Corporation's policy will cover the following:**

- All common area construction, unit finishes as were in place at the time of condominium registration, building exterior and common area contents such as plants, carpet, etc.
- Liability from ownership which results in damage for which the Corporation is legally liable. This would involve a slip and fall claim, but does not include losses that are beyond control of the Corporation such as freezing or bursting pipes. The unit owner must recover reimbursements from his/her own insurance policy in these types of losses. The Corporation's policy **will not** pay.

**In the event of damage to a unit which may lead to an insurance claim, the unit owner should do the following:**

- Immediately contact your insurance agent.
- Notify the Property Management Company of the details of damage.



## **SECURITY**

Internal security is of the utmost importance. The electronic entrance in the foyer is intended to secure your privacy and personal security at all times.

If you receive a call over the intercom, it is imperative that you identify the person(s) before you release the security door.

**REMEMBER** – Giving access to the wrong person puts all units and personal belongings at risk. **For your added security:**

- a) Do take every reasonable precaution against acts of vandalism and personal injury in all areas of the building and surrounding grounds.
- b) Do not leave any articles (including garage door opener remote) in vehicles that will tempt vandals to break in.
- c) Do not lock any articles in the trunk of your vehicle which could be stolen.
- d) Do not open the front door for any person who may identify himself/herself as a doctor, ambulance driver, policeman, etc. without personally going to the door to make sure.
- e) Visitors are your responsibility.

### **Keys:**

**Under no conditions are keys to the outdoor locks to be given to non-residents, including paper deliverers.**

The Superintendent (at the option of the owner) has a key to each condominium for access to the unit in case of an emergency. Prior notice via **personal** contact to the unit resident is required if any scheduled repairs/maintenance are to be carried out.

## **SOLICITING/CANVASSING**

- a) In general, soliciting and canvassing are not permitted in the building. All requests for exception are to be received/approved by the Board.
- b) It is now an offence under the Elections Act to impede a candidate or his/her representative campaigning or enumerator gathering information for the Registry of Electors in condominiums and apartments.

## **MOVING/DELIVERIES**

Prior to moving in or out of the building, it is imperative that you contact the Superintendent to make the necessary arrangements as outlined below:

- a) Provide a scheduled moving date and time in advance to the Superintendent.
- b) Ensure that the elevator is equipped with elevator pads.
- c) The Superintendent will place a notice on each floor's elevator during the move noting a move is underway and advising to call the Superintendent if the elevator is immediately required.
- d) A visual inspection of the common areas must be performed with the Owner/Tenant and Superintendent prior to and after any moves to confirm any damages. Any damages as a result of the move will be the sole responsibility of the Owner/Tenant.
- e) Due to **fire regulations**, the lobby areas are not to be blocked at any time. Please advise movers in advance not to congest these areas.

- f) It is the Owner's/Tenant's responsibility to ensure that the security door located at the front entrance is not left unattended at any time during the move.
- g) **Moving in or out of the building is not permitted on Sundays or Holidays.**
- h) The exterior doors are not to be left open for long periods of time for moving.
- i) All the above also applies to delivery of large items to the building.

### **PARKING**

- a) Each unit has one parking space in the underground garage. If it is required, a parking spot outside may be obtained from the Superintendent if one is available. **Personal belongings are not to be left outside lockers in the parking garage with the exceptions of bicycles and small carts for transporting groceries from car to unit.**
- b) Outside parking is \$15.00 weekly, \$45.00 monthly and \$360.00 if rented on an annual basis.
- c) If parking fees are in arrears for a period of 45 days, parking privileges will be revoked. If you have an issue re parking, please contact the Superintendent.
- d) Parking on the premises is only permitted when permission is granted from the Superintendent. Any cars parked without permission in the outside parking spaces will be ticketed and towed away at the car owner's expense.

## PETS

**PETS ARE PERMISSIBLE, SUBJECT TO THE FOLLOWING: *No pets or animals, referred to herein as “Pet” or “Pets”, shall be kept or maintained in or about H.C.C.C. # 155, Spinnaker Arms, herein referred to as “The Property”, except as allowed by the sole discretion of the Board, subject to the following terms and conditions:***

1. A written request for permission to have an animal on the premises, endorsed by the unit owner, must be received by the Board prior to occupancy.
2. No pets shall be permitted or maintained in the hallways and/or other common areas of the property, except for the purposes of ingress and egress. **All pets are to be restrained on a leash within the common interior areas, such as the hallways and parking garage. This requirement is to ensure the safety of residents and guests.**
3. Pets must be under the control of their respective owners or other responsible persons at all times. Owners should bear in mind that not all residents are comfortable with pets; the size of the animal is not the issue. Pet owners must be considerate and respectful of residents (and their guests) who may have animal phobias and/or allergies.
4. Pets, except for medical assist dogs, are **not permitted access through the front door entrance**, except during times of emergency. When entering or exiting the building with pets, residents must use the door in the parking garage (IE: the one next to the overhead door) or the side entrances of the building.



5. Pets must not be curbed near the building, walkways, shrubbery, gardens or any other public space on the property. Pets must be walked off the property.
6. Pets are not to be kept anywhere they may annoy other occupants by creating a nuisance or disturbance.
7. Pets are not to be kept unattended on balconies.
8. Owners shall assume full responsibility for any damage to persons or property caused by their pet, and in the event such pet shall foul any public area, it is the owner's responsibility to clean up after the pet.
9. All owners of pets brought onto the property and/or into the units by visitors or guests of occupants must abide by all the rules, pertaining to pets as herein specified. Occupants assume all responsibility for pets belonging to their visitors or guests.
10. The right to maintain a pet, subject to the conditions herein set forth, is in the nature of a conditional license and is subject to revocation and termination at any time by the Board, in its sole discretion, if such pet is either vicious, is annoying other owners, is otherwise a nuisance, or upon failure of an owner to comply with the Rules and Regulations Regarding Pets.
11. As a courtesy to others, when riding the elevator with your pet, the Owner might ask other people sharing the elevator if they mind having a pet on board. If so, the pet owner could wait for a free elevator or take the stairs.
12. If any pet is causing noise, being a nuisance (disturbing residents), or damaging common areas, the pet owner will be asked to permanently remove their pet from the building.

I, \_\_\_\_\_ have read and understand the **Rules Regarding**

Name - Please Print

**Pets at Spinnaker Arms** and agree to abide by said Rules for the duration of my occupation of Unit # \_\_\_\_\_, 80 Spinnaker Drive, Halifax, NS. I understand that any infraction of the aforementioned Rules could result in the revocation of the privilege to maintain a pet.

\_\_\_\_\_  
Signature

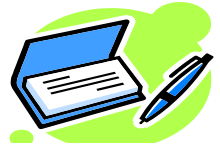
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Witness

## **PROCEDURES FOR DEALING WITH PET COMPLAINTS**

1. Once a complaint is received and verified by the Property Manager, a verbal notice is given to the pet owner by the Superintendent.
2. When a second complaint is received and verified by the Property Manager, the Property Management Company will send a letter to the pet owner and, if applicable, the unit owner.
3. When a third complaint is received, the Property Management Company will send a final letter, by registered mail, to the pet owner and unit owner if applicable, advising them that any further complaints will require review of the complaint by the Board and the pet owner / unit owner.
4. If a fourth complaint is received, the pet owner and landlord if applicable will receive a formal request instructing them to have the pet removed from the building within ten (10) days.
5. Failure to remove the pet within 10 days will result in the Board proceeding with legal action.

## **MISCELLANEOUS GUIDELINES**



### **CONDOMINIUM FEES.**

Payable monthly to H.C.C.C. #155, preferably arranged through pre-authorized debit (PAD) verified with a voided cheque. As an alternative, post-dated cheques for 12 months are requested each December for the following fiscal year.

### **BALCONIES.**

Balconies are not to be used for entrance or exit to the unit. As per our bylaws, nothing is to be attached to or hung on the balcony railings, including laundry, clothing, bird feeders, or screens to any balcony. During times of heavy snow, have your deck clear, as this is a secondary escape route in times of emergency, plus it helps with possibility of excess snow weight causing structural problems.

### **HALLS AND STAIRWELLS.**

No articles are to be left in hallways or stairwells, including bicycles, boxes, electrical cords, mats, etc.

### **GARBAGE.**

The garbage room is located next to the overhead garage door. Please have all garbage properly bagged and tied. Wet garbage shall be deposited in the green bins provided. Please make sure recyclables go into the recycle bins and ordinary garbage in garbage bins.

### **HOUSEHOLD MATERIAL DISPOSAL.**

For disposal of unwanted items such as appliances, computers, large furniture, water tanks, plumbing fixtures, cupboards, etc, you should check with the **Superintendent**, as some items may be taken through our garbage collector, while other items may be at resident cost and/or disposal may need to be arranged by the resident.

### **HOT WATER HEATERS.**

In an effort to protect the Corporation and as advised by the Corporation's insurer, it is a requirement that owners replace their water heater at minimum every 10 years.



## **RESIDENT CONCERNS**

Residents have the right to voice their concerns about matters that effect the peaceful enjoyment of their homes.

Concerns include, but are not limited to, excessive noise, someone parking in your parking spot, pet problems, water leaks, inappropriate items in the common areas, etc.

### **PROCEDURE:**

Call the Superintendent. The Property Management Company is an alternative if any difficulty contacting the Superintendent.

#### **Superintendent**

Phone: 902-830-7548

#### **Property Management Company**

Refer to cover page for the number

- ❖ Leave message for Superintendent / Property Manager to get back to you if they are unable to answer your call.

### **DISPUTE RESOLUTION:**

Residents should first address their concerns with the Superintendent. The Superintendent will keep a record of all complaints and the resolution attempts. Unresolved complaints will be brought to the Property Manager who will then respond in writing to the resident named in the complaint.

The Property Manager will report all complaints to the Board at the monthly Board meeting. This information is confidential and will not be discussed outside of Board meetings.

### **RESIDENTS CONTACTING THE BOARD:**

Concerns must be made in writing (in a sealed envelope) giving specific details of the problem. To be addressed to the Board of Directors of HCCC #155. Give through the Superintendent.

The Board, or individual Board members, will not respond to resident concerns given by personal face – to – face contact, phone, e-mail, or any other method of contact other than by the above mentioned means.

## **RESOLUTION PROCESS:**

You will receive a letter from the Board indicating that your letter has been received and that your concern will be dealt with at the next scheduled Board meeting, or sooner if the issue appears urgent. After your concern has been discussed, you will receive a letter from the Board telling you the actions the Board will take.

When possible, the Board will respect your confidentiality when dealing with your concern. It may however be necessary in some circumstances to reveal the name of the resident raising the concern. Board members will not discuss any correspondence outside of Board meetings.

If a resolution to a dispute between an owner and the corporation respecting a breach of the Corporation's by-laws cannot be resolved "in house" through the Superintendent, Property Manager or Board, then a resolution will be sought in accordance with the amended Condominium Act, Bill 38 Clause 20.

## **NOTES:**

HCCC #155 contracts property management services to oversee the operations of the Condominium.

Our Property Manager is employed by the Property Management Company, not the Board, and reports to the property management company.

Any complaints re the Property Manager must be directed to the Board using the above procedures to contact the Board.

Our Superintendent is employed by HCCC #155 and does not report to the Board, but to the Property Manager.

Any complaints re the Superintendents performance must be directed to the Property Manager who will bring the complaint to the Board if unable to resolve.

## **Canadian Condominium Institute (C. C. I.)**

The Canadian Condominium Institute (CCI) is an independent, non-profit organization formed in 1982. It is the national association serving as a central information clearinghouse on condominium issues and activities across the country. The Nova Scotia Chapter can be accessed by email at [info@ccinovascotia.ca](mailto:info@ccinovascotia.ca) or by phone at 902-461-9855.



**Back view of 80 Spinnaker Drive**  
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