

To: All Homeowners with Tenants

A number of issues/complaints have been on the rise at Carleton Condominium Corporation 316. As a landlord it is your responsibility to ensure that your tenants adhere to the rules listed below. We strongly urge you to share this information with your current tenants and we ask that you make copies and retain them in your files for any future tenants.

Carleton Condominium Corporation 316 would like to share a number of complaints that it receives on a regular basis. We are seeking your co-operation in ensuring that they are adhered to:

1. Pets

- In accordance with the Declaration made pursuant to the Condominium Act under Disclosure Statement number 5 paragraph (d) as well as Rules and Regulations number 1 paragraph (c) pets are limited to a maximum of 20 pounds or less.
- Dogs are to be kept on a leash at all times.
- Dogs are not to urinate on the grass or the plants of the low-rise buildings or in front of neighboring townhouses. The urine kills the grass and plants. Dogs are to be taken to the park or to the ravine.
- Dog feces are to be disposed of immediately following your pet's bowel movement even if they go in your backyard. The city recommends that you flush it down the toilet. However should you decide to dispose of it on garbage-day the feces must be stored in a garbage can with a lid in your backyard.
- Cat litter is also to be disposed of in a garbage can with a lid in your backyard until garbage-day.

2. Front and Back yards

- Front and Back yards are to be kept neat and tidy at all times.
- Front yard seasonal items such as rakes or shovels for winter should be removed once the season has passed.
- Cigarette tins and ashtrays etc. should never be left in your front yard.
- Items are not to be hung or rest against the gas meter. This is a safety issue.

3. Garbage

- Garbage pick-up varies every week. One week it is general garbage, plastic and glass, green bins and leaf bags. The alternative week is paper products, green bins and leaf bags. For your convenience, there is a picture on the pad indicating the type of garbage that is to be picked-up for that particular week or you can call 311 to obtain a free garbage pick-up calendar.

- Homeowners and tenants are never to use the dumpster area. This area is restricted to our Maintenance Contractor who must ensure the enclosure meets city waste standards.

4. Air Conditioners (AC)

- Window AC units can only be installed using plywood painted white or clear plexi-glass. This is to ensure a clean and uniformed appearance of the exterior of each townhouse.

5. Profanity

- Yelling and swearing in the common areas of the property will not be tolerated. A warning letter will be sent to the homeowner. Continued occurrences will result in legal action.

Thanking you in advance

CCC 316 Boards of Directors and
PMA Realty Consulting Ltd.