



WELCOME PACKAGE / INFORMATION GUIDE

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CHAPTER 1 – INTRODUCTION

WELCOME:

Welcome to Summerhill Park! We're so pleased to have you as our new neighbours. We hope you will enjoy living here as much as we do.

This document contains information designed to help you adjust to condo living and to become familiar with some of the rules and regulations which will guide you and make your life at Summerhill Park comfortable and pleasant.

This document does **not** replace or supersede the Declaration of Co-ownership or the **Rules and Regulations** document which always take precedence. You have been, or will be, provided with both documents and are expected to read both to fully understand how the complex is organized and what your rights and obligations are as a co-owner/renter.

We all have a responsibility to keep our own units and the common areas looking neat, clean, and well-maintained. Keeping noise to the minimum goes without saying.

Being a good neighbour makes Summerhill Park a wonderful place to live and increases property values for all of us. The Rules and Regulations applies to co-owners and renters alike.

ABOUT:

Summerhill Park Condominium is a large residential townhouse development located in a quiet residential neighbourhood in the Town of Kirkland. (If you are new to Kirkland, please take the time to familiarise yourself with the municipal by-laws as they apply to us (such as those relating to bulk garbage, green waste, noise, pets, street parking, etc.)

The property runs along Beacon Street (from Mountain View Street) to Kirkland Blvd. (just past Viger Street) and is bounded on the other side by the commercial properties and buildings on the west side of St. Charles Blvd.)

The development was constructed in three phases which started in 1967. Spread out over approximately 645,600 square feet (59,978 square meters) of land area, it is comprised of 218 units divided into 14 buildings which are 2 storeys high as well as an underground level. There are two underground parking garages, eight exterior parking lots, two exterior pools complete with cabanas and large landscaped grounds.

GOVERNANCE:

Summerhill Park Condominium is referred to in the Quebec Civil Code as a *Syndicate* and was founded in 1975 with the registration of the first Declaration of Co-ownership.

Summerhill is governed by a Board of Directors consisting of seven Administrators who are elected each year by the co-owners by means of a secret ballot. Decisions are taken by majority vote at the monthly Board meetings. The minutes of each meeting are published on the

Summerhill Park website and are also emailed to co-owners. All co-owners are invited to observe these meetings which are held in the meeting room in Building #8 (the last building on Beacon Road) or by video conference. There is a period at the end of each meeting for questions from co-owners. In addition, co-owners may submit items in writing to the Office which they would like the Board to consider or discuss.

The Board is "entrusted with the conservation of the immoveable, the maintenance and administration of the common portions in accordance with their destination, and all measures in the common interest." Furthermore, the Board is "obliged to prepare budgets and collect common expenses with a view to maintaining financial stability and to provide such services to the owners as are specified by law" and those presented in the Declaration of Co-ownership.

The annual operating budget exceeds \$850,000.00. The total budget may be closer to \$1.5 million when the Reserve Fund (for major repairs) is included. At each Board meeting, the property manager presents the most recent Income Statement, Balance Sheet, and Bank Reconciliation reports for the Board's consideration. At the Annual General Assembly, co-owners are presented with the Audited Financial Statements for the year.

Our aim is:

- To keep the buildings and grounds attractive and well maintained
- To provide wise and efficient management
- To create an agreeable atmosphere
- To keep maintenance costs as low as possible
- To avoid conflict between neighbours.

We ask for your assistance and co-operation in achieving these goals.

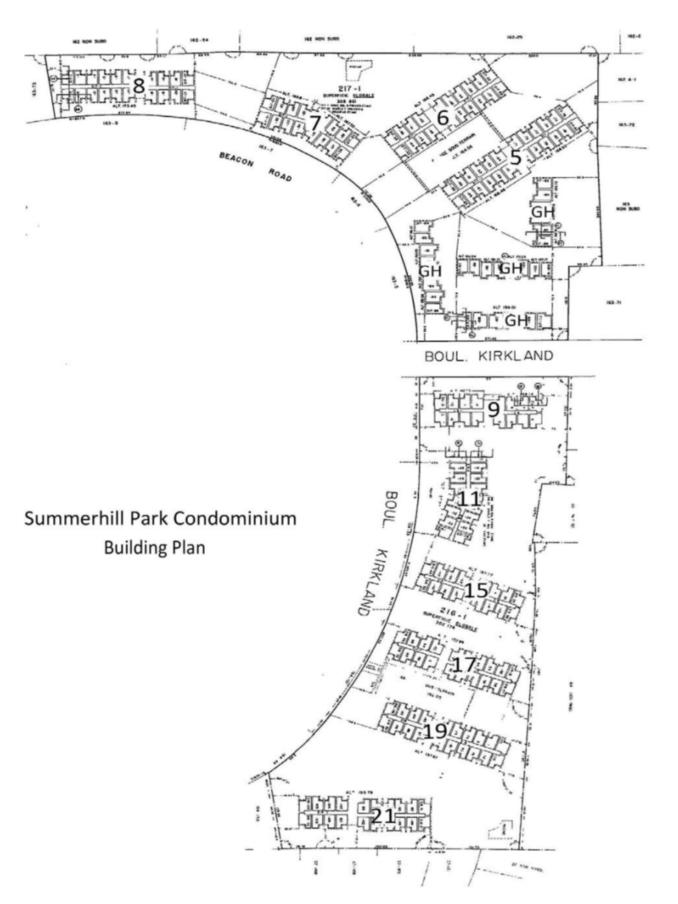
Again, please familiarize yourself with the full Rules and Regulations document as well as the Declaration of Co-Ownership.

Please ensure that the Administration Office has your current contact information (cell phone and email address).

IMPORTANT: Please note **fireplaces may not be used** as per the Syndicate's insurance policy as they reserve the right to void coverage if any incidences result from the use of the fireplaces. Your board of directors is actively exploring different options which may permit future use, we will keep you all informed of any developments.

Should you have any questions or queries, please do not hesitate to contact your Building Liaison or the Office.

Your Building Liaison is: _	 at Email:



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Chapter 2 – USEFUL CONTACTS

1) ADMINISTRATION - PROPERTY MANAGEMENT:

Summerhill Park is managed by a professional management company, whose primary role is to:

- handle enquiries from co-owners and accordingly report to the board,
- review requests from co-owners, suppliers and third parties,
- make arrangements and attend the annual general meeting including preparing and counting the proxies, creation of the attendance roster, etc.,
- manage and oversee board elections (including ballot preparation and vote counting) with the assistance of an election officer, if needed when non-virtual,
- prepare routine quotations and contracts such as snow removal, landscaping, roof maintenance, etc.

Summerhill Park Condominium's office is located at 9 Kirkland Boulevard. The office can be reached by phone at (514) 695-5546; and by Email: summerhill.park@videotron.ca

2) **SUPERINTENDENTS**:

There are two onsite superintendents employed by Summerhill Park. They are always on-call for emergencies during evenings or weekends.

- **Tracy Morsani** (Supervising Superintendent) is assigned principally to the North side of the complex and may be reached at 514-995-8510.
- **Patrick Trudeau** mainly looks after the South side of the property and may be reached at 514-433-5959.

Please be respectful of our staff!

3) TOWN OF KIRKLAND PUBLIC SECURITY/SAFETY:

CodeRED:

Whether by landline, mobile or smart phone, email or text messaging, you can now be notified of an emergency situation affecting your area of residence within minutes of occurrence, via multiple platforms simultaneously. The Town of Kirkland now boasts **CodeRed** a high-speed telecommunication system to quickly deliver messages to the population in emergency situations and is urging citizens to register now:

https://www.ville.kirkland.gc.ca/services-to-citizens/public-safety/codered

Municipal Patrol:

On duty 24 hours a day, seven days a week, the Town of Kirkland's Municipal patrol's responsibilities include surveying the Town's territory and preserving the peace in public areas for the safety and quality of life of the citizens. For non-urgent emergencies, animal control, vandalism, loitering, noise, nuisances, and disturbances call 514-630-1234 (24 hrs a day). For more information, visit:

https://www.ville.kirkland.gc.ca/services-to-citizens/public-safety/municipal-patrol

Municipal Council:

The Summerhill Park Condominium complex is in the Town of Kirkland's municipal district #7 (Saint-Charles) and is currently (2024) represented by Mr. Paul Dufort (514-694-4100 ext. 3151; pdufort@ville.kirkland.qc.ca)

4) ONLINE RESOURCES

❖ Join your neighbours on Summerhill Park Condominium's FACEBOOK page. (Set-up exclusively for residents of Summerhill Park Condominiums.)



- ❖ TEXT Messages The Supervising Superintendent, Tracy Morsani, sends out occasional text message providing co-owners and tenants with useful information (i.e. when to move their cars out of the external parking places to facilitate snow removal.)
- As a co-owner, you have access to our private **website** which will provide you with specific Summerhill Park information, including but not limited to:
 - condo declaration

- board of directors' coordinates
- rules and regulations
- board meeting minutes.

To consult our website visit: summerhillparkcondos.com

(Username: SummerhillKirkland; Password: juin2013; (case sensitive))

5) PRINTED RESOURCES

Summerhill Rules and Regulations 2021. These Rules and Regulations were approved by the Summerhill Board of Directors on June 30, 2021, and distributed to co-owners at the July 2021 AGM. (Appended on page 32 for your convenience!)

Summerhill Condominium **Declaration of Co-ownership** (July 1975) — the legally binding document which governs the relations between co-owners and the board of directors concerning all matters related to the property.

The **Town of Kirkland** annually publishes a 13-month **Municipal calendar**. This is a valuable resource of dates and information.

6) BUILDING LIAISON COMMITTEE

Building liaisons have been defined as "a group comprised of an individual from each building who would share the **needs and concerns** of their building with the board".

These volunteers are NOT Board members and have no voting rights at Board meetings. Rather, they serve in an advisory capacity to the Board. Their purpose is to serve as the 'eyes and ears' of the Board within their respective building and to facilitate communication between the Board and co-owners. They are to be the co-owner's first line of access to the Board (but in no way preclude co-owner direct access). It is envisaged that they would provide two-way communication between the Board and co-owners outside of the monthly Board meetings (to which all co-owners are welcomed, and encouraged, to attend).

Chapter 3 – FAQs - ARRIVAL AND FIRST DAYS

WHAT INFORMATION SHOULD I COMMUNICATE TO THE ADMINISTRATION AND HOW TO DO IT?

It is your responsibility to communicate to the administration:

- Your current personal information (address, email, telephone number(s)),
- Information about your vehicle (make, model, year, license plate#),
- > Your insurance information (submit proof of insurance),
- Your tenant's personal information if the unit is rented, and
- Your tenant's insurance information (submit proof of insurance).

You can do so by completing the form provided for this purpose, in the annex of this booklet, and returning it to your syndicate's administration.

HOW DO I PAY MY CONDO FEES?

Commencing on the first day of the month following the Board approval of the annual budget, each co-owner shall pay their monthly portion of the share caused by the operation of the common services, assessed to his fraction, on the first day of each month.

The only payment options are 12 post-dated cheques or by subscribing to the preauthorized payment of condo fees or by paying the total amount for the year.

Any failure to make the payment or partial payment on the due date or any refusal to pay, makes the balance of the contribution or the debt due in full. All costs related to the issuance of a check without sufficient funds will be reimbursed by the responsible co-owner.

Payment of fees and charges can be made by cheque or by monthly debit to 'SDC Summerhill'.

If you want to pay by **Pre-Authorized Debit**, send us the attached form (PPA) with a specimen "**VOIDED**" cheque. The amount will then be withdrawn from your account monthly.

Note that an unpaid condo fee cheque or direct debit may result in a penalty of \$100 in addition to applicable bank fees and that any late payment bears a monthly interest of 2%.

DO I NEED TO TELL THE SYNDICATE THAT I AM DONG SOME RENOVATIONS?

Any modification, even partial, of a private portion must be approved by the Board of Directors of the Syndicate. A work request including the description of the proposed work must be sent to the manager at least 30 days before the start of work, which will liaise with the Board of Directors for approval.

In respect for your neighbours, work is permitted from Monday to Friday between 8 a.m. and 4 p.m. **Loud Work** is permitted from Monday to Friday between 9 a.m. and 3 p.m. We ask that you curtail any work over the weekend. And no work on public holidays.

Work must be carried out by certified contractors, holding a valid RBQ license. Construction waste cannot be put in the garbage chute, nor left in the Syndicate's recycling bins. Waste must be removed off site by your contractor!

The co-owner is responsible for damage caused to common areas. If any cleaning or repairs are required, they must be attended to as quickly as possible otherwise, the Syndicate will do so at the expense of the co-owner.

HOW TO PURCHASE KEYS?

- The garage door key is \$ 25.
- The cost of the garage remote is \$75.
- The key to the door of the common area is sold at a price of \$ 20
- The key to the swimming pools is sold at a price of \$ 25.
- All of these are available at the Summerhill Office located in Building 9 (9 Kirkland Blvd.)

HOW DOES THE INTERCOM WORK?

In most buildings, the intercom connects to your telephone. When a visitor dials your unit number, your telephone will ring. Upon answering the telephone, enter "9" to allow your visitor entry. The system can be programed to call your landline or cell phone (but not both). Management is pleased to assist.

HOW TO ACCESS SUMERHILL'S WEBSITE

As mentioned in Chapter 1, Summerhill maintains its own website solely for the use of Summerhill residents. As a co-owner, you have access to our private website which will provide you with specific Summerhill Park information, including but not limited to:

condo declaration

current members of the board

rules and regulations

board meeting minutes.

To consult our website visit: summerhillparkcondos.com (Username: SummerhillKirkland; Password: juin2013; (both case sensitive))

WHY DO WE HAVE TO SORT THE RECYCLING

Unlike other municipalities, the Town of Kirkland does not follow a 'separation at source' model for their recycling collection – everything is placed in a large blue bin, placed at the curb on

collection day. However, here at Summerhill, the custodians ask that you sort your recycling into 'glass & tin' and 'paper & cardboard' for three primary reasons:

- 1) Safety when the recyclables are separated into glass & tin versus paper & cardboard one can safely assume that there will be NO broken glass (or sharp metal) in the 'paper bin' while caution should be shown toward the 'glass bin'. As reported by the custodians, they often find themselves having to reach into the 'paper bin' to remove UNFLATTENED boxes (which take up a lot of room) to compact them before transferring the paper into the larger bin, hence the safety concern. So, please flatten your boxes!
- 2) Weight glass & tin often weigh more than the paper & cardboard.
- 3) Waterproof bins the custodians reminded us that not all buildings have the same setup. For example, in at least 5 buildings their bins are not watertight (like the black/grey garbage cans are (used in some buildings) - in those buildings the recyclables need to be separated.

Chapter 4 – GOOD LIVING PRACTICES

As a co-owner, you are personally responsible for any damage caused in or at the building by yourself, your family, your tenant, your visitors and guests, your contractors or anyone to whom you give access to your unit/building.

You must act within the co-ownership by respecting its rules regulations. Before taking any actions that could be harmful and when in doubt, we invite you to contact your property manager to ask your questions.

This document is provided to you for information purposes to facilitate your arrival at the Summerhill Park Condominium. It contains the main principles set out in the Declaration of Coownership and the **Rules and Regulations** without in any way replacing or substituting for them.

ABSENCE AND VACANCIES

An occupant who is absent for a period of 2 weeks or more is asked to let the office know.

AIR CONDITIONERS

We have very specific rules regarding window air conditioners so be sure to consult the **Rules and Regulations** before doing any installation. Window air conditioners must be removed during the winter months in order to reduce heating costs. Permanent air conditioners may be installed but written approval by management is required.

ANTENNA/SATELLITE DISH

It is forbidden to install or erect a television antenna, satellite dish or any other equipment onto the roofs. This statement from the original declaration of co-ownership clearly does not allow for the installation of exterior radio or television antennas on the roofs. However, at AGMs 2002 and 2003, co-owners passed an amendment to the effect that: "An individual co-owners shall be permitted to install an exterior radio or television antenna of any kind provided they obtain written permission from the Board" and subject to approx. 6 terms and conditions.

APARTMENT

- The key to your apartment and the code for your alarm system should be left with the board of directors in order to have emergency access to your unit.
- A minimum temperature of 15 degrees Celsius or 60 degrees Fahrenheit must be maintained in the apartments at all times, even during the resident's prolonged absence.
- A reasonable level of noise is accepted in the apartments, in application of the sound standards in force in order to guarantee the tranquility of the building.
- Failing this, the board of directors may prohibit the use of any equipment generating noise as an abnormal neighborhood inconvenience.

- No malodorous material, flammable liquids or other material likely to generate a risk should be brought into the building.
- It is forbidden to have a whirlpool bath, a jacuzzi, a therapeutic bath, or a waterbed.
- Should you choose to rent your unit, the MINIMUM LENGTH of a lease was set by coowners at the 2022 AGM at 1 year minimum. NO short-term rentals are allowed!

AVOID AN INFESTATION!

- In order to avoid an infestation of pests such as bedbugs or cockroaches, it is important to inform the administration AS SOON AS you see a pest in your unit or in the common areas.
- The services of an exterminator could be required.

BARBECUES

Gas barbecues may be used outside on the patios or on the lawns. However, they may not be stored on the grass. Furthermore, it is not permitted to use barbecues indoors at any time anywhere in the complex. We hope that you will be kind to your neighbours and try to limit smoke and cooking odours from your barbecue as much as possible. Remember, too, that you must take great care with propane. Shut gas valves when the barbecue is not being used and never store propane indoors. Please see the **Rules and Regulations** for specific rules regarding barbecue use.

BICYCLE STORAGE

Bicycles are to be stored in your unit or in your building's designated bike rooms.

CANNABIS

It is forbidden to smoke cannabis or any other derivative that is consumed in the form of smoke in either the interior or external common areas and common areas for restricted use such as your balcony, or in any of the common areas in your building.

CHARGING OF AN ELECTRIC OR HYBRID VEHICLE

At present Summerhill does not have any rapid charging stations. However, there is a regular electric outlet at each of the exterior parking spots. Summerhill charges co-owner/tenants a minimal fee of \$1 per day for the privilege of slow charging your vehicle. Please advise the office.

COMMON AREAS

Smoking is prohibited in any area of any condominium buildings except in the interior of a co-owner's private unit or a co-owner's patio. Common areas are defined in the **Declaration of Co-Ownership**. They include:

- Main entrances
- Building corridors
- Garages
- Lawns

- Walkways
- Driveways and parking areas
- Maintenance areas

CORRIDORS

Building corridors are only for access to individual units and not for storage or for conducting telephone calls or other personal business. Please consult the **Declaration of Co-ownership** and the **Rules and Regulations** for details regarding use of the corridors.

ELECTRICAL WIRING

Many Summerhill units use **aluminum wiring** rather than the usual copper wiring. Older units may have receptacles which are damaged, or which may have deteriorated over the years. Have a qualified electrician replace damaged receptacles or those which feel hot or emit smoke or sparks, those with loose fitting plugs or those where plugged-in lamps flicker or fail to light.

If you have a unit which still has the old glass style fuses in the electrical panel, do not use fuses rated more than 15 amps. The higher rated fuse allows the wires to overheat and defeats the very purpose of the fuse. Using a higher rated fuse is dangerous.

You are strongly encouraged to update your electrical panel. Have a qualified electrician examine your system.

EMERGENCIES

- In case of any emergency, such as flooding, leakage, breakage, etc. co-owners should immediately contact the Office when it is open during regular business hours. At all other times, contact the relevant superintendent.
- In a case of kitchen cooking smoke, open the patio door to vent out the smoke. **DO NOT open** the hallway door.
- In case of fire, LEAVE THE BUILDING IMMEDIATELY. Activate the fire alarm if you can safely do so as you exit the building. Do not try to call anyone or alert anyone. Call for help or contact someone for help only after you have left the building.
- If the fire alarm sounds, LEAVE THE BUILDING IMMEDIATELY. Do not try to speak to your neighbours to find out what is happening. GET OUT FIRST! Do not try to call anyone or alert anyone until you are safely out of the building.
- The multi-unit buildings are equipped with a central fire alarm system which will automatically alert the fire department when the alarm goes off. The caretakers will also be notified automatically by the fire alarm service.
- It is essential that all co-owners install three smoke detectors (one on each floor of their unit) in addition to the appliances installed by the fire alarm service. Make sure that the batteries are checked and replaced on a regular basis. Better yet, use smoke detectors with 10-year ION batteries.

• Emergency battery-operated lighting is available in the building corridor in the event of a power failure, but the life of the battery is limited, and it will only operate for a relatively short period of time. Always make sure that you have your own emergency lighting available to navigate the corridor in the event of a power failure. Each unit has a valve in the basement to control water flow. Make sure that you know where it is so that you can turn off your main water supply in case of unexpected flooding in your unit. (End units may also have the shut-off valve for the exterior spigot.)

FIREPLACES

IMPORTANT: Fireplaces may not be used as per the Syndicate's insurance policy as they reserve the right to void coverage if any incidences result from the use of the fireplaces. Your board of directors is actively exploring different options which may permit future use, we will keep you all informed of any developments. Each co-owner assumes the cost for their own unit.

GARAGES AND PARKING AREAS

Please consult the **Declaration and Rules and Regulations** for full details regarding the use of the garages and parking areas. Snow removal in the exterior parking areas is done by a hired contractor. The caretakers clean the walkways.

Garage users are issued a numbered secure garage key. Replacement keys can be obtained from the Office at a cost of \$25.00. The electric garage door openers are the property of each co-owner and must be replaced by them if they fail (\$75.00). Key codes for these units may be obtained from the Office.

Co-owners must remove their vehicles from their external parking spaces when snow removal is to be done.

GARBAGE / RECYCLING

Regular household garbage should be properly wrapped in sturdy plastic bags, sealed tightly, and placed in the garbage chute in each building. The hinged metal door to the chute should be kept closed to avoid odours coming into the building. The garbage is removed from the chute area by the caretakers and placed in two designated garbage areas for pickup on Tuesdays and Fridays by the Town of Kirkland. Please follow the schedules posted in your buildings. It is not permitted to place garbage on any condominium property and especially the designated garbage areas at any other time.

Large items which will not go conveniently into the chute should be stored on your patio or placed at the designated areas on the specified dates and times.

We also have recycling bins in some buildings where space allows for items which may be recycled. We invite and encourage you to use them. Please be sure to rinse out all articles to be placed in the recycling bins.

In the case of Garden Homes on Beacon rd. and Place Kirkland, co-owners must have their garbage outside their unit bagged and tied appropriately on Mondays and Thursdays before noon. The superintendent will pick up your bagged garbage prior to garbage days.

In the case of Garden Homes on Kirkland Blvd: Co-owners have one garbage pickup on Friday, as well as recycling, and they must put out their own bins out at the end of their driveways. Recycling Bins and garbage bins should not be visible from the front of the unit.

Kindly consult the **Rules and Regulations** for the regulations concerning garbage disposal and recycling as well as the Town of Kirkland's website for additional details.

HANDLING & REPORTING EMERGENCY INCIDENTS (i.e. Water Damage)

Please note that all emergency incidents such as water infiltration inside your individual condo unit should be reported to the following parties in the order below:

- To the superintendent assigned to your building South Side (Bldgs 9, 11, 15, 17, 19, 21) Patrick Trudeau Tel: (514) 433-5959 North Side (Bldgs 5, 6, 7, 8 and all Garden Homes) Tracy Morsani Tel.: (514) 995-8510
- 2. To your individual insurance company
- 3. To Summerhill's Property Manager (514) 695-5546

Please note that contacting the Property Manager after normal business hours before involving the other people mentioned *above* may result in fees from them to the individual co-owner who will be responsible for payment.

HEATING

The multi-unit buildings are heated centrally by furnaces using natural gas. Hot water is also centrally provided. **Garden homes have their own furnaces**. The units have thermostats which control a valve in the basement that allows hot water to enter the radiators as required. All heating pipes within the walls of the unit, as well as the valve and thermostat are the responsibility of co-owners. Defective heating valves manifest themselves by causing the unit to be constantly overheated if the valve remains stuck in the open position or unheated if the valve remains stuck in the closed position. When either occurs you should have a plumber replace the valve.

Do not bleed your radiators if you are not getting sufficient heat. Instead, inform the office so that the system can be inspected to determine the cause of the problem. The Board has instructed management that janitors may increase the heat in any building where a co-owner complains of not enough heat being furnished. If there is air in the pipes that indicates a problem which will be corrected by those maintaining the heating system.

Remember that heating is what makes up by far the largest portion of your condominium fees. Please do your best to conserve energy to keep our costs down. Make sure that your windows and doors are well insulated and kept closed as much as is reasonable when the weather is cold. Do not waste hot water.

INSURANCE

The Syndicate carries property and liability insurance covering common areas. However, co-owners must carry their individual personal property/fire and liability insurance for a minimum amount of \$ 2 million (private portion) and must provide the Office with a copy of the insurance policy. You should consult your insurance broker to make certain that you have adequate protection for your own unit and for any damage which you may in any way cause to other units or the common areas. The Syndicate each year provides all co-owners with a certificate confirming that the common areas are all properly insured.

Please note that tenants must also have liability insurance of \$ 2 million.

LAWNS and ANIMALS

- Our lawns are maintained by a landscaping firm the cost of which is included in your condominium fees. Each co-owner may use up to three feet from the outside of the building for their own garden area. Please consult the Rules and Regulations for conditions concerning use of the lawns.
- Kindly remember that if you have a pet, common courtesy and respect for your neighbours require that you **pick up after** them. Pet owners must comply with the Town of Kirkland animal bylaws.
- Feeding of wild animals with the exception of the use of birdfeeders is not permitted.

MAIN ENTRANCES

Your building key gives you access to your building only and is the property of the owner exclusively. In case of loss or theft of a key, residents may purchase replacements from the manager at a cost of \$20.00.

MOVING or VACATIONING

If you are planning a move, please give as much advance notice as possible to the Office. Make sure that no damage is done to the lawns or other common areas when moving in or out as you will be held personally responsible.

If you are leaving on an extended vacation, notify the Office. If someone is looking after your unit while you are away, please provide the Office with that person's name and telephone number. You may leave a copy of your main entrance key at the office to allow access in case of emergency.

NOISE COMPLAINTS

Your Syndicate will be able to intervene provided you take the following steps:

- Go see or call your neighbours concerned when the noise bothers you,
- If you do not want to go see your neighbors or if the noise does not stop after being there, call the police and obtain at least 1 event number with reports.
- Send a registered letter for a complaint to the co-owner (s) concerned.
- Also send a registered letter to your condominium association.
- If the annoyances start again, then your Syndicate will be able to intervene and send a formal notice to the co-owners concerned.

PATIOS

Patio fences belong to the Syndicate and may be repaired as required. Painting of the fences, however, is not done by the Syndicate but paint will be provided so that co-owners can paint the fences themselves or pay to have it done.

Patio gates are the property and responsibility of the co-owner who must keep them in good condition. Management will provide paint for the gates as well.

Patios must be kept neat and tidy and should not be used as storage areas. Tires and bicycles are not allowed to be stored on the patios nor should co-owners hang towels, carpets or any articles whatsoever on the fences or gates. Consult the Rules and Regulations for specific rules regarding patio use.

PENAL CLAUSE

The board may fine co-owners who contravene the Declaration of Co-ownership, its By-Laws and the Rules and Regulations:

- For a first offence against a bylaw or Declaration clause, the board sends notice to the contravening co-owner giving them a period to correct the situation without incurring a fine.
- The first fine is \$25. The fine increases by \$25 for each new occurrence.
- Continuous offences incur a fine that is \$25 for the first day the offence continues after the grace period. The daily fine increases every new day of continued offence by \$25 over the previous day.
- The cost of repairs, of clean-up and other incurred costs continue to be charged to the co-owner at fault.
- The amounts return to the minimum at each new fiscal year or at each interruption of the offence of a continuous nature.
- This clause does not apply to unpaid amounts, as they are subject to interest payments.

POOLS

Summerhill co-owners enjoy 2 large outdoor pools, and 2 outdoor wading pools open during the summer months. One is located on the South side behind building 21, with the

other on the North side behind building 7. Each co-owner/tenant is issued a numbered secure key which cannot be duplicated. It is the owner's/tenant's responsibility to keep this key in a safe place. It is to be used only by the co-owner. Should a key be lost, a replacement can be obtained at the Office at a cost of \$25. Keys must not be shared with other persons who do not live within our complex.

Guests of the co-owner/tenant are permitted into the pool accompanied by the co-owner/tenant. Please be sure to read and follow the Pool Rules. Children under the age of 16 must be accompanied by an adult.

PLEASE NOTE: There are NO lifeguards on duty at either of Summerhill's pools.

RENOVATIONS

If you are planning renovations, be sure that you have a permit from the Town of Kirkland as required. Please inform the Office and/or the superintendent before the work commences. Please be considerate of your neighbours by trying to limit noise and dirt. Any dirt in common areas must be cleaned up and all waste materials must be removed by the co-owner. Superintendents are not responsible for removing debris produced by unit renovations. Consult the **Rules and Regulations** for specific rules regarding patio for additional details.

RENTAL OF PARKING SPOTS

- Only the co-owners of Summerhill Park are eligible for the purchase of an interior parking space.
- Interior and exterior Parking spaces can be rented only to co-owners or tenants of a Summerhill Park unit.
- It will be the responsibility of the owner to inform the administration of the rental of these spaces and to communicate the personal information of the tenant or, if applicable, information concerning the vehicle which will use the parking space.
- No personal effects can be stored in the parking space.
- Please **DO NOT park** in spots not assigned to your unit.

SEASONAL LIGHTS AND DECORATIONS

We have **Rules and Regulations** regulating the installation and use of seasonal decorations and ask that you consult them to make sure that they are respected.

SNOW REMOVAL

When co-owners are notified by the caretakers that snow removal is to be done, they **MUST** remove their vehicles from exterior parking spaces at the times requested.

SOLICITATIONS AND POSTINGS

Any door-to-door solicitation and any distribution of advertising or other material, even from a resident, is prohibited. It may not be placed on the facade of the building or

elsewhere, no sign, more specifically "for rent" or "for sale", no advertisement, or any sign whatsoever, without obtaining prior written authorization from the Board of Directors.

STORAGE

Each unit has storage space in the individual's basement. Dangerous materials are not allowed to be stored there.

Bicycles may only be stored inside a co-owner's unit or in building bicycle rooms. Bicycles stored in building bicycle rooms must be registered and tagged with the tags provided by the Office.

TENANTS

If you plan to lease your unit, you will have to advise the Office of your intentions and conform to the rules set out in the Declaration and **Rules and Regulations**. A copy of the lease must be filed with the Office as well as a signed Tenant Agreement as found in the **Rules and Regulations** (see also Annex 2).

Be advised that the **MINIMUM LENGTH** of a lease was set by co-owners at the 2022 AGM at **1 year minimum**. NO short-term rentals are allowed!

No owner shall lease his fraction unless the lease is of minimum 12 months and he causes the tenant to deliver to the Administrators an undertaking, signed by the tenant to the following effect:

"I ______ undertake that I, the members of my household and my guests from time to time will, in using the exclusive portion rented by me, and the common portions, comply with the provisions of law, the Declaration, including rules and regulations, and all other rules and directions of the Administrators during the term of my tenancy."

Any owner leasing his fraction shall not be relieved hereby from any of his obligation with respect to the fraction, which shall be joint and severally with his tenant.

WINDOWS

The windows in your unit, like your patio, are the property of the Syndicate. However, as the windows (and patios) in each unit are for the sole and exclusive use of the co-owner of the unit, all co-owners are responsible to maintain and replace their own windows. They may only be replaced with windows in a style approved by management. Consult the Office in this regard if you plan to change your windows. Doors to each co-owner's unit will be painted by the Syndicate from time to time as may be required. Co-owners may change their own locks and handles if they so desire.

Doors of the Garden Homes are the responsibility of the owner of that unit. They must be either black or white in keeping with the other units.

ANNEXES

- 1. Personal Information Form
- 2. Tenant Agreement Form (for renters)
- 3. Pre-Authorized Direct Debit (PPA)

ANNEX 1 – Personal Information Form

Information des Copropriétaires / Co-Owners' Information :		
No. De L'immeuble / Building number:	Unit No. / No. d'unite:	
Nom / Name:	Prenom / First Name:	
Nom / Name:	Prenom / First Name:	
Tel.: maison / home:	Tel.: bureau / office:	
Cellular / Cellulaire:	Courriel / Email:	
Adresse de correspondance (si différente durant l'hiver) / M	ailing address (if different during the winter):	
Debut / Start date:	Fin / End date:	
Information Stationnement – Véhicule / Parking	- Vehicle Information	
Stationnement intérieur (si applicable) / Indoor Parking (if applicable) No(s) de stationnement/Parking no: Marque / Type: Couleur / Colour: Plaque / License:	Stationnement extérieur (si applicable) / Outdoor parking (if applicable) No(s) de stationnement/Parking no: Marque / Type: Couleur / Colour: Plaque / License:	
Personne à contacter en cas d'urgence / Emergen	ncy contact :	
Personne à contacter / Name :	Tel. / Phone :	
Personne à contacter / Name :	Tel. / Phone :	
Souhaitez-vous être identifie sur la liste des personnes have your name on a disability list in case of emergenc	a mobilité réduit en cas d'urgence ? / Would you like to y? □ Oui / Yes □ Non / No	
Section à complété si vous avez un locataire occu	pant / Complete if you have a tenant :	
Nom du locataire / Tenant's name :	Tel. / Phone :	
Un formulaire d'accord de locataire a été soumis au bureau / A Tenant Agreement form has been submitted to the office : \Box Oui / Yes \Box Non / No		

J'ai reçu un colis de bienvenue contenant les received a Welcome package containing the S		glements de la copropriété de Summerhill Park / I have Park Condominium Rules and Regulations :
	Oui / Yes	□ Non / No
Information, commentaire ou suggestion	concernar	nt votre unité /
Information, comments, or suggestions re	egarding yo	our unit :
Pour utilisation au bureau / For office us	e :	
Suivi nécessaire / Follow-up needed : Détails / Details :	□ Oui ,	/ Yes □ Non / No

ANNEX 2 – Tenant Agreement

TENANT AGREEMENT

We, the undersign	ned,	[printed names]		,
tenants of	[address]	,	Kirkland, Qu	ebec, affirm that
rented exclusive p	ortion and the ortion and the De	ur guests, contracto common areas of S eclaration of Co-owi Syndicate.	ummerhill Pa	ark Condominium
Date:				
Tenant signatures				
Tenant email addr				
Tenant phone nur	mber:			
Co-owner signatu	re:			
Co-owner email a	ddress:			
Co-owner phone r	number:			

ANNEX 3 - Pre-Authorized Debt Agreement

SDC Summerhill

1.	Customer Information (Please Print Clearly)		
	First and last name of account holder:		
	Street Address:		
	City:Province:_	Postal Code:	
	Telephone Number:	_	
2.	Bank Account Information		
	Account #:	Banking Transit:	
	Financial Institution Number:	☐ Chequing Account ☐ Savings Account	
	Financial Institution: Name:		
	Branch Address:		
		CH A VOID CHECK	
3.			
	You, the Payor, authorize SDC Summerhill to deb		
	your monthly condo fees on the 1st of every mont	h or the next business day.	
The	ese services are for (please check one): Per	rsonal Business use	
ı	You, the Payor, may revoke your authorization at an notice of 30 days. To obtain a sample cancellation for PAD Agreement, contact your financial institution or	m, or for more information on your right to cancel a	
	Signature of Account Holder: applicable):	Signature of Joint Account Holder (if	
	Name:	Name:	
	(Please Print)	(Please Print)	
	Date:	Date:	

You have certain recourse rights if any debit does not comply with this agreement. For example, you the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

When the form is complete, please (e)mail or fax to: SDC Summerhill

APPENDICES:

1. SUMMERHILL PARK CONDOMINIUM RULES AND REGULATIONS (2021)

Appendix 1 - SUMMERHILL PARK CONDOMINIUM RULES AND REGULATIONS

Since the inception of Summerhill Park Condominium (the "Syndicate") in 1975, various Boards of Directors have issued and co-owners have ratified rules for the enjoyment, use and upkeep of the private and common portions. **Rules and regulations** are issued to deal with matters not originally covered in the Declaration of Co-ownership. **Rules and Regulations** (R and R's) are also issued to accommodate changes in law as well as to clarify or further delineate our Declaration Bylaws.

The R and R's listed below cover only a portion of co-owner rights and obligations as most co-owner rights and obligations are found in our Declaration. The Board's aim is to keep the buildings and grounds beautiful and in a suitable state for all; to provide wise and efficient management; to create an agreeable atmosphere; to keep maintenance costs as low as possible; and to avoid conflict between neighbours. We ask for your assistance and co-operation in achieving these goals. We all have a responsibility to keep our own units and the common areas looking neat and well maintained. Keeping noise to a minimum goes without saying.

Being a good neighbour makes Summerhill Park a wonderful place to live and increases property values for all of us.

These **Rules and Regulations** were approved by the Summerhill Board of Directors on June 30, 2021 and distributed to co-owners at the July 2021 AGM

AIR CONDITIONERS

- Window air conditioners may be installed for use during the summer months. Each unit must be removed by November 1st.
- When a unit is installed in sliding windows, a piece of clear Plexiglas is required above the unit. It is not permitted to put wood or cardboard in the area above the unit.
- Units must be supported by the metal support packaged with each unit. In the case of an older unit where no support is supplied, the unit can be supported by Plexiglas or wood that has been stained or painted to blend in with its surroundings. Units may NOT be supported by any means that come in contact with the roofing tiles.
- It is not permitted to use paint cans, bricks or other such objects to support your unit.
- Permanent units may be installed by a co-owner once permission from the Board has been obtained. These units must be installed in a discreet area and may not interfere with another unit in any way. Units must meet all Canadian/Quebec standards (i.e. CSA, etc).

BARBECUES

- Gas barbecues may be used on the patios or lawns. They may not be stored on the lawn.
- > Barbecues must be in good working order.
- Charcoal or wood barbecues or smokers are not permitted.
- Barbecues must not be left unattended while lit.
- Barbecues cannot be used inside a unit.
- > It is forbidden to store propane tanks indoors. They may be stored on the patio.

- Propane tanks must be shut off when not in use.
- It is the co-owner's responsibility to limit smoke and cooking odours.
- Damage to buildings by barbecues is the responsibility of the co-owner.

BICYCLE STORAGE AREAS

- ➤ Bicycles must be clearly identified and registered with the main office and stored only in building bicycle rooms or in the co-owner's unit.
- ➤ Bicycle rooms are not to be used for general storage. Co-owners must store their belongings within their own unit.

BUILDING ACCESS

- Access doors must remain closed and locked at all times.
- It is not permitted to wedge the doors open or to interfere with the locks.

COMMON AREAS

- > Smoking is not permitted in any interior area of any condominium building except in the interior of a co-owner's private unit. Smoking is also not permitted at the main or side building entrances or on stairs and walkways leading to entrances.
- ➤ Walkways are strictly for walking rollerblading, skateboarding and cycling etc. are not permitted.
- > DO NOT throw garbage, rocks or other debris into bushes or areas surrounding parking lots.
- ➤ DO NOT drive your vehicle on the sidewalks and lawns co-owners/contractors/moving companies are not to drive/ park on the grass or sidewalks.
- > DO NOT jump the fence.

CORRIDORS

- > Children are not permitted to play in the corridors or write on the walls.
- It is not permitted to leave objects of any kind in the corridors such as mats, shoes, boots, baby carriages, etc.
- Pets are not permitted to roam free in the corridors.

EMERGENCIES

➤ The Town of Kirkland mandates that all co-owners install a smoke detector on each floor of their units.

FIREPLACES

- > The solid material burning Fireplace (typically wood) **CANNOT** be used for **ANY** purposes due to insurance issues.
- ➤ If a fire resulted from the recreative use of a fireplace, or any other solid material burning device in a unit, the co-owner at fault would be sued by the condominium to recover the special assessment obtained from the co-owners to pay for the repairs.

GARAGES AND PARKING AREAS

- Access to the two underground garages is reserved for those residents who own or rent a parking space.
- A co-owner is permitted to rent or lease an indoor or outdoor parking space only to another co-owner or tenant who has signed a lease.
- Each owner's vehicle in a garage space cannot in any way impede access to any other area.
- It is forbidden to store tires or other material in a garage space.
- Parking in front of garage doors, in the fire lanes or in the access to parking areas is not permitted.
- Emergency repairs of vehicles are not permitted in garages.
- Each co-owner who has either an indoor or outdoor spot is responsible for damages caused by the co-owner to any other vehicle.
- ➤ Only owners and renters of underground garage spaces are permitted to wash and clean their vehicles in underground garages. When washing or cleaning their vehicles in the Kirkland garage, the designated area must be used. When washing or cleaning their vehicles in the Beacon garage any of the various hoses may be used.
- ➤ It is not permitted:
 - to use garage drains for waste
 - to leave coolant, motor oil or other material in the garage
 - to empty ashtrays or throw butts or other materials on the garage floor or in the outdoor parking areas.
 - to leave household garbage, cartons or bags in the garage
 - to store personal objects in the garage.
 - to leave bicycles in the garage
 - to park outside of the owner's painted lines or in the fire lanes
 - to hang objects on the pipes or sprinklers
- For security and safety in all parking areas, the following are not permitted:
 - leaving a car idling
 - speeding
 - driving dangerously
 - rollerblading, skateboarding, cycling and sports in general
 - parking in designated & marked "no parking" zones
- ➤ The Syndicate and employees are not responsible for losses, theft or damage to a coowner's car in either indoor or outdoor parking areas.
- It is not permitted to park campers, trailers, boats, etc, in indoor or outdoor parking spots.
- > Co-owners are not permitted to park in other spots or visitor parking spots without permission.
- When co-owners are notified by the caretakers that snow removal is to be done, they must remove their vehicles from exterior parking spaces at the times requested.

GARBAGE AND RECYCLING

➤ In the case of Garden Homes on Beacon and Place Kirkland, co-owners must have their garbage outside their unit bagged and appropriately tied on Mondays and Thursdays before noon. The superintendent will pick up your bagged garbage prior to garbage days.

- Large boxes are to be left with garbage on Monday and Thursday and not put in Recycling Bins or around them at the driveway.
- ➤ In the case of Garden Homes on Kirkland Blvd: Co-owners have one garbage pickup on Friday, as well as recycling, and they must put out their own bins out at the end of their driveways. Recycling Bins and garbage bins should not be visible from the front of the unit.
- For sanitary and safety reasons, it is forbidden to put out garbage other than on the designated day in either of the two areas at any other time.
- Cat litter must be double-bagged.
- Garbage must be placed in strong bags and tied before putting into the chute.
- Large (bulk) garbage must be kept on your balcony and a caretaker notified. Do not put large pickups on the lawns.
- ➤ It is not permitted to:
 - throw liquid into sacs that might stain carpets and cause odours.
 - throw out garbage that is not bagged.
 - throw flammable material into the chute or leave these substances in the garbage rooms.
 - throw construction material or large carpets into the chute or leave such items in the garbage rooms.
 - leave garden waste on the lawn or pathways.
- Each building has recycling containers for newspapers and magazines, glass and tins.
 - All paper products such as newspapers, magazines, books and flattened cardboard containers go into the blue box.
 - Plastic food containers, glass food containers, cardboard dairy/juice containers, food cans and plastic bags go in the recycling container.
 - All containers must be thoroughly rinsed.
- ➤ Do not put Styrofoam in the building recycling containers (except in buildings where volunteers are collecting it). Bag it and use the regular garbage chute. Or take the Styrofoam to the Kirkland municipal yard on Claude-Jodoin Street.
- > Consult the notice boards for the general rules concerning garbage disposal and recycling.
- Co-owners must follow the Kirkland Bylaws and rules relating to waste disposal as they apply to Summerhill.

GARDEN HOME DOORS

Doors of the Garden Homes can only be painted black or white.

LAWNS and ANIMALS

Feeding of wild animals with the exception of the use of birdfeeders is not permitted. Not only is the feeding of wildlife a violation of Summerhill's Rules and Regulations, but it is also a violation of a Town of Kirkland by-law (Gen-2020-54): Section 39:

It is forbidden to feed or to allow food to be offered to pigeons, gulls, seagulls, squirrels, stray animals, ducks or any other wild animal. However, it is allowed to feed wild birds, with the exception of the

species outlined in the first paragraph, using a bird feeder and without causing nuisance to the neighbourhood.

- Gardens must be maintained to the standards of all the gardens at Summerhill.
- No permanent installations of any kind such as a fence are authorized.
- Pet owners must comply with the Town of Kirkland animal Bylaws. Complaints regarding domestic pets should be directed to the Town of Kirkland.
- > Garden hoses must be properly re-coiled on their holders after use.
- Any objects that may impede the grass cutting work need to be removed on the day it is scheduled each week.
- The Syndicate and its employees are not responsible for items left on and around common areas.
- ➤ Each co-owner is responsible for removing personal items from common areas in the evenings.

PATIOS

- The maintenance and repair of patio gates are co-owner responsibilities. Paint will be provided by the Syndicate.
- The maintenance and repair of patio fences are Syndicate responsibilities.
- ➤ Patios are not to be used for storage. Only barbecues and patio furniture are permitted on patios.
- > Tires are not allowed to be stored on the patios.
- Co-owners may not hang towels, carpets or any articles whatsoever on the gates or fences to dry.

POOLS

The Pool Rules which are prominently posted in the two pool areas must be followed. These rules are also available at the Office.

PLUMBING

➤ DO NOT flush disinfecting wipes or paper towels down the toilet (toss dirty wipes in the garbage) and DO NOT dispose of cooking oil down sinks (this could eventually cause sewage back-ups into your unit!)

RENOVATIONS

- Any dirt and debris in common areas must be cleaned up and all waste materials must be removed by the co-owner.
- > Storage of renovation materials for a period over 2 weeks must be inside a co-owner's unit, not on the patio. Short-term storage on a patio (less than 2 weeks) while work is ongoing is acceptable.
- Out of respect for your neighbours, work is permitted from Monday to Friday between 8 a.m. and 4 p.m. Loud Work is permitted from Monday to Friday between 9 a.m. and 3 p.m. We ask that you curtail any work over the weekend. And no work on public holidays.

SEASONAL LIGHTS AND DECORATIONS

- All seasonal decorations can only be displayed between December 1st and January 30th.
- Moderation with lights and consideration of other co-owners should be of prime concern.
- ➤ Should extreme weather not permit the removal as of January 30th, outdoor lighting may not be turned on after this date.
- > Running temporary electrical cords across public walkways is not permitted.

SIGNS

- ➤ It is forbidden to hang signs on any exterior wall or on patio fences; signs may not be placed in windows.
- > It is permitted to place door numbers on patio fences.

TENANTS

- When renting or leasing a unit, all tenants must abide by the Declaration of Co-ownership and all the Rules and Regulations.
- Each tenant and unit co-owner must sign the agreement below at the signing of the lease.
- Copies of this document can be obtained at the Office and the signed and completed document must be presented to the Office where it will be held in the file of the tenant and the co-owner.

TENANT AGREEMENT

We, the undersigned <u>,</u>		, tenants of
	, Kirkland, Que	bec, affirm that we and
portion and the comm	s, our guests, contractors and anyone who use non areas of Summerhill Park Condominium h ership and the internal rules and regulations	ave read and will respect the
Date:		
Tenant signatures:		
Tenant email address:		
Tenant phone number	:	
Co-owner signature:		
Co-owner email addre	ss:	
Co-owner phone numl	ber:	

NOTES:

