

UNIT MODIFICATIONS

Prior to making changes to the inside or outside of your unit, permission must be obtained from the Board of Directors. If you are considering changes, be sure to contact the property manager for a Request for Unit Modification form or visit the condo website. If an owner makes changes without approval, they could be required to restore the unit to its original state at their expense.

Please see the attached repair and maintenance form for any repairs needed that are the responsibility of the condo.

ANNUAL GENERAL MEETING (AGM)

The Club Citadelle AGM will be held virtually on **June 18th, 2025, At 7:00 pm with a wine and cheese gathering at the Clubhouse afterwards**

This year there will be 2 director positions up for election, both with a term of two years. If you have an interest, you are encouraged to consider putting your name forward. If you have not had the experience of sitting on a condo Board of Directors, then this is a good opportunity to both serve your community and learn how the Board operates. We are fortunate to have a good Management Company in Strata, led by Christine Jade, Senior Condominium Manager; Aaron O`Brien, Condominium Manager; Breana McLaughlin, Assistance Condominium Manager and Lynne Lawrie, Finance Administrator.

You are invited to chat with current Board Members to get a better understanding of how much time is involved; how many meetings they attend per month; what activities they are involved in; plus get their view on what they feel is the benefit they derive from being a Board member. Joining Club Citadelle's Board of Directors' will provide you with an opportunity to be part of the decision-making team. This is your home, hopefully you feel contributing to its upkeep is a worthwhile use of your time and energy.

LANDLORDS AND TENANTS

Owners are obliged to inform Strata Management of any change to their banking information and/or contact information. Tenants must contact their landlords, if they have any questions. We remind owners who lease their unit(s), are obliged to inform the Corporation of their tenant's current address with the name and contact telephone number of the tenants occupying their unit in Club Citadelle.

This information must be provided within 30 days of leasing, renewal, or termination of a lease to the Corporation or its agent (Section 83 of the Condominium Act).

Tenants are subject to Club Citadelle's Rules and Regulations; owners must provide their tenants with a copy of Club Citadelle's Rules and Regulations as tenants are also subject to follow them.

INSURANCE INFORMATION

The Insurance policy for RCC#9 now carries a \$25,000.00 deductible. Owners should ensure that they have the proper insurance coverage (including sewage backup). To reduce the number of claims and prevent large increases in insurance premiums, owners should hire professional and licensed contractors, who are adequately insured, to do repairs in their units (i.e., electricians, plumbers). Leaks should be taken care of immediately, to prevent further or more extensive damage.

SMOKING BAN

As per Rule 5.1 smoking OR vaping (tobacco products or cannabis) is **NOT permitted** in, on or around any part of the common elements, including all exclusive-use common elements, except for those residents who have legacy exception (refer to section 6.1).

As per Rule 7.1 respecting Cannabis Smoking. No smoking of cannabis is allowed anywhere on R.C.C. No. 9 common elements. The only exception is if the resident has a physician's certificate stating that the substance must be smoked, and no other form of cannabis can be ingested. If allowed, the resident must close all windows and doors of their units, and have all fans turned on while smoking. Other conditions and restrictions may apply.

No one is permitted to grow cannabis anywhere on the property (whether on the common elements or IN any of the units) with exceptions as outlined in Rules 7.2 through to 7.5. Contravention of this rule will lead to a \$75 administration initial warning fee against the unit owner. Continued non-compliance will lead to the matter being brought to the Condo Authority Tribunal, wherein all legal costs will be borne by the unit owner.

PRIVATE USE WATER TANKS

The life expectancy of a water tank is 10 years. Please check the water heater in your unit and replace it before it starts to leak. Owners are responsible for the cost of damages caused by hot water tanks or any leakage to the unit below.

SIGNS AND YARD SALES

Signs in addition to auctions and yard sales are not permitted at Club Citadelle (see page 14 of the Rules and Regulations).



HEDGES AND FENCES

An inspection of all hedges that have not survived the winter has taken place and will be removed by the Condo's landscaper. Should you prefer to install fence panels in place of the hedges, please send in a Request for Unit Modification Form. The cost for the removal and planting of hedges is at the Corporation's cost. The supply and installation of fence posts and panels is at the expense of the unit owner. You may select a contractor of your choice for the fence installation; alternately Strata can obtain pricing from their preferred contractors for new fence posts and/or a 5-foot-high panel(s) replacement to match existing panel.

ATTACHMENTS TO BRICK

RCC 9 Rules and Regulations 2018 states "Nothing may be attached in any way to the brickwork or metal flashing"

PICKING UP AFTER YOUR PET

Club Citadelle is subject to City of Ottawa by-laws: Animal Care and Control (By-law No. 2003-77). Regular site inspections are conducted. If it is observed that there is dog feces accumulation in your yard, you will be sent a Unit Infraction Notice. Failure to immediately pick up your dog feces is a rule violation and could result in a \$100 charge to the unit owner if the Condo contractor is engaged to pick up the feces. Any person who contravenes any provisions of this by-law is guilty of an offense. Please be respectful of your neighbours and the Community.

OCCUPANCY OF UNITS

Units are to be used for residential purposes only. Leasing of units as rooming houses is strictly prohibited. Any resident who has suspicions of units being rented as rooming houses are asked to report this information to Strata Management. Your name will be held in the strictest confidence.

NOISE TRANSFER BETWEEN UNITS

Excessive noise at any time of day or night is not permitted as per the City By-Laws. Please be considerate of your neighbour's in terms of noise level. Noise carries, whether it is from door slamming, loud music/television, dog barking, and even loud talking. Should you be encountering problems with your neighbour's, your first step should be to speak to them to negotiate a solution.

VISITOR PARKING

Visitors' vehicles parked between 2:00 a.m. and 7:00 a.m. must register their vehicles with **Capital Systems** telephone **613-686-5991** or email

parkingregistrations@sympatico.ca.

Please note that it is required to have the Property Manager's authorization prior to having your guests parked for more than three consecutive days, in a seven-day period.

We are asking all owners to verify that the number on the bollard of your parking space is the same as the one listed on your Status Certificate (document you received at the time of purchase of your condominium). Each parking space is legally associated to a condominium unit. If your car is in the wrong parking space, it may be ticketed and/or towed away. If someone is renting your parking space, or if you are renting a second one, please inform Strata Management.

VEHICLE REPAIRS

RCC 9 Rules and Regulations 2018 states "No repairs or maintenance may be made to vehicles on the common elements" Working on your vehicle, doing mechanical repairs, changing oil, rotating tires, doing body work, etc., is not allowed on any part of the common elements. This includes your exclusive use parking spot. The only exception would be to top up windshield washer fluid or change windshield wipers.

Only changing wiper blades or filling windshield reservoirs are permitted.

GARBAGE & RECYCLING

The City of Ottawa Solid Waste By-Law 2012-370 states that all recycling, green bins, and garbage containers be put out after 6:00 pm the evening prior to collection and no later than 7:00 am on the collection day. Empty bins and containers must be removed from the collection pad by 10:00 pm on the day of collection". Club Citadelle's collection day is Wednesday unless there is a holiday proceeding, then it is Thursday.

The City of Ottawa "fine schedule" for violating By-Law 2012-370 is \$205.00 up to a maximum of \$5,000.00.

Please ensure that your garbage and recyclables are placed in the appropriate bags and/or containers of 140L with a removable lid. Large items are to be placed at the garbage pads ONLY. Empty bins left at the garbage collection sites will be collected and placed near the sheds next to the tennis court for a short period after which they will be disposed of.

For more information, refer to our Rules and Regulations, and the City of Ottawa pick-up calendar, delivered by Canada Post in mid-May, or at <http://ottawa.ca/en/residents/garbage-and-recycling/garbage-collection/collection-calendar>.

PAINT FOR DOORS AND MAILBOXES

You may borrow RCC 9 approved paint colours, to repaint your front door, mailbox etc. from the clubhouse on Wednesday evenings 6:00 - 8:00 pm.

ELECTRIC VEHICLES

There are no electric vehicle charging stations in Club Citadelle. Bollards can be used to charge electric vehicles but permission must be obtained from the Property Manager first and comes with a \$50.00 monthly charge. As per the Rules and Regulations book 2022, outlets on the bollards in the parking areas are common elements. Therefore, the cost for electricity is shared by all owners.

SOCIAL CLUB

Club Citadelle Social Committee is organizing multiple events including in the Clubhouse, off-site and virtual. Your participation is warmly welcomed. If you wish to be contacted regarding social events, submit your information to Carol LePage by email at

ClubCitadelleSocialites@gmail.com, or advise the Clubhouse Attendant on Wednesday evening.

Working together to make Club Citadelle a beautiful place to call home

All Inquiries should be directed to:
Strata Management Inc.
Unit 6-4338 Innes Rd. (Mail Drop Off) Ottawa, On. K4A 3W3
Tel. 613-822-0701
Email: condo@stratamanagementinc.ca
Email: clubcitadellercc9@gmail.com
<https://www.clubcitadelle.com/>

After Hour & Week-End Emergencies (Fire, floods, break-ins) Tel. 613-979-5489

We thank you for your review and attention regarding the above matters.