



Welcome to Cambria Park!

Homeowner's Handbook



83 Kearney Lake Road, Halifax, NS, B3M 4E6

93 Kearney Lake Road, Halifax, NS, B3M 4E7

www.cambriapark.com

**83 and 93 Kearney Lake Road
Halifax County Condominium Corporation #141**

The Board of Directors of HCCC 141 welcomes you as a new resident of our community.

Cambria Park is composed of three buildings that are often referred to individually as Building A (93 Kearney Lake Road); Building B (83 Kearney Lake Road), and Building C (87 Kearney Lake Road).

Buildings 83 and 93 Kearney Lake Road make up HCCC #141.

Building C, 87 Kearney Lake Road, is a separate corporation and has its own board of directors. Common expenditures, such as snow clearing, landscaping, and pool operations, are cost shared by the two corporations.

When you purchased your unit, you should have received a copy of the HCCC #141 Declaration and By-Laws. It is important that you keep this document and read the by-laws section carefully. This manual is a supplement to that booklet and contains rules, explanations, other information and, for quick reference, summaries of some by-laws. If you did not receive a copy, please contact our Property Manager, Colleen Last at clast@novacorpproperties.com.

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Important Names and Phone Numbers

OUR SUPERINTENDENTS

Introduce yourself to Mike and Nancy and make their acquaintance. They live in Unit 101 in Building 93 and are available through the corporation cell phone 902-830-5079.

OUR PROPERTY MANAGER

Colleen Last at Novacorp Properties is our property manager. She can be contacted at 902-462-8643 or by email at clast@novacorpproperties.com. After hour emergencies can be directed to 902-462-8666, ext 0. If you have a problem or concern that needs to be addressed, let her know. You can also place your concern in writing. This can be done by placing your document in an envelope addressed to Colleen Last c/o of Novacorp and placing the envelope under the office door in 83 off the lobby or to the superintendent. Your account inquiries can be directed to Leanne Fahie at lfahie@novacorpproperties.com or 902-462-8609.

BOARD OF DIRECTORS FOR 2015-2016 (Every year this list is updated after the annual meeting)

President - Bob Powers

Vice President – Elizabeth Belland

Treasurer – John Leitch

Secretary – Leslie Murphy

Directors: Aaron Carpenter , Bob Robar, Alex Soucy, Fran Stewart

The directors are volunteers, elected by the owners at an Annual General Meeting held in the spring. The Board meets monthly. If you have a concern that you feel requires your direct input at a Board meeting, submit a “Concern Form” or request a meeting with the Board.

The Board needs members with a variety of skills, different knowledge bases and an interest in working for our condo community. You can be nominated or volunteer for the Board at the Annual General Meeting. Qualifications to be a member of the board: a registered owner and 19 years of age or more, agree to a code of ethics, expect to attend 14 meetings a year (once a month and 2 special meetings). We encourage you to check it out and get involved.

OTHER IMPORTANT NUMBERS & WEB SITES

Police (non-emergency calls): 902-490-5020

Fire Department (non-emergency calls): 902-490-5530

Power outage (to report an outage): 1-877-428-6004

Fire, Police, and medical emergencies: 911

HRM RECYCLING - <http://www.halifax.ca/wrms/recycling.html>

Please visit this web site for information on recycling in HRM. Cambria Park separates its garbage. **TVs and other electronics must be taken to ACES drop off centres. DO NOT leave them in the garbage room.** Your condo fees are better spent on maintenance and improvements around the property than on the cost of removal. If you lived in a single dwelling home it would be your responsibility to take electronics to a drop off center. It is no different in a condominium. Money collected from refundables is used to purchase flowers and shrubs in the gardens.

MOVING

Arrangements for moving in and out of a unit must be made with the Superintendent. There are restrictions on time and days of the week. Entry doors are not to be left propped open and unattended during moving.

INSURANCE

The Corporation maintains insurance policies to cover its liability. Each unit owner is responsible for insuring their own unit and contents.

Ask your insurer for a "Condominium Package". Insurance coverage depends on knowing the boundaries of your unit. On page 2 of your declaration you will note that your unit, for insurance purposes, is bounded by the exterior surfaces of....drywall sheeting on the walls...etc...and by upper surface of the concrete floor slab and the upper surface of the drywall sheeting on the ceiling...(note the exceptions on page 3 of the declaration).

As well as your personal belongings, you should insure all unit improvements and betterments, whether made by you or the previous owner. They are not covered by the Corporation policy. An example would be replacing kitchen cupboards with a better quality product, upgrading floors from carpet to wood or another product. If you wish to make such improvements, you must receive consent from the Board of Directors. If you are not sure about previous improvements, check with the property manager. Hotel stays as a result of damage to your unit would also be covered by your own insurance policy and not the condo corporation's policy.

You should also obtain your own liability insurance.

SECURITY

Your unit number cannot be identified with your parking spot or your intercom call number. You allow your visitors in by answering your phone and pressing "9" on your telephone, to release the door lock at the main entry. To have your name added to the call box in the front lobby, contact the superintendent.

For your security, and that of others, do not "buzz" people into the building unless you have identified them and are assured they have a legitimate reason to enter. Do not permit unknown persons to enter the building when you are entering or exiting the security doors.

Most people have provided the Superintendent with a key to their unit, to be used in case of an emergency or when you have authorized his/her entry in your absence, e.g. sprinkler and fire alarm inspections. Keys are stored in a lock box.

Parking Regulations**TRAFFIC**

All residents and guests must obey the traffic arrows on the driveway. Right turn only at the top of the driveway. To avoid accidents, traffic is one way around the traffic circle. Drive slowly and with caution as many pedestrians are walking in these areas.

PARKING

Cambria 1 (buildings 83 & 93) and Cambria 2 (building 87) each have their own parking lots, with tenant and visitor parking assigned. The following rules were approved by residents at an Annual General Meeting for Cambria 1:

- *Resident parking*

One parking spot is allocated for each unit owner or resident and they must park in their assigned space. Parking for a second vehicle is available on a monthly rental basis at \$30/month rental (rental rates are subject to change). Rental spaces are subject to availability. Vehicles on the lot must be properly maintained with no fluid leaks. Gas and oil not only stains, but breaks down the asphalt. Residents are not supposed to park in the Visitor Parking except during snow removal times.

- *Visitor parking*

There are nine Visitor parking spots for visitors in the lot at the left of the driveway entrance. Ensure your guests maintain the proper traffic flow and use a designated Visitor parking spot. Guests are not permitted to park in numbered or reserved parking spots without permission of the owner or the superintendent. Guests are not permitted to park in the fire lanes or the guest parking spots designated for building 87.

- *Overnight parking*

The daytime visitor parking is to be used for overnight parking as well. Overnight parking must be arranged with the Superintendent, Mike Brown, 902-830-5079. Residents must obtain from the superintendent an overnight parking pass for their guest to put on the car dashboard if their guest requires a temporary overnight parking spot for one or more nights, to a maximum of 4 nights. These are available on a first come, first serve basis. Should someone require a pass for longer than four nights, they need special permission and should contact the property manager.

- *Winter parking*

Residents who leave for the winter months must notify the superintendent and leave a car key with a resident whom they trust in order to facilitate snow removal operations. Owners must also advise the superintendent if a different vehicle will be using their parking spot while the resident is away.

- *Fire Lanes*

Parking in the driveway in front of a building is allowed for two hours for moving in and out and not more than 15 minutes for unloading your vehicle or picking up items or passengers. Please do not block the wheelchair access ramp unless you are dropping off/picking up someone who requires the accessibility. Residents are not allowed to park in the fire lanes while snow removal is taking place as it impedes the movement of the snow removal equipment.

Any vehicles not adhering to the above regulations can be ticketed without further warning. Cambria Park now has certified and duly deputized Parking Constables who will ticket on behalf of the Halifax Police Department for on-site infractions. Infractions on Private Property range from \$20-\$134 if paid in 7 days. The fine is remitted to HRM not Cambria Park.

FIRE PREVENTION/SAFETY

Each unit has a direct-wired smoke detector and heat sensor. It's recommended that residents install a battery operated smoke detector in case of power outage. There are sprinkler heads in each room and closet. Sprinkler heads must be kept free of major obstructions and should never be painted. Nothing

should be stored within 17 inches of a sprinkler head. The smoke detector and heat sensor are tested yearly.

Excessive humidity, such as showering, may trigger your smoke detector. Closing the bathroom door when showering and turning on the ventilation fan will generally prevent this. If it does not, and the detector activates on days of high humidity, you may need to replace the detector.

HRM recommends a backup battery smoke detector be installed where there is only a directly wired one. These are inexpensive and simple to install. This recommendation has been prompted by a number of fires in the municipality that occurred during power outages.

Clothes driers are a major cause of fire. The Fire Safety Officer recommends a dryer never be left running when you are not in your unit. This applies to all major electrical appliances.

Think Safety!!!

LAUNDRY ROOMS

Laundry Rooms are located on the second and third floors. Hours of operation are posted. A small bulletin board for resident use is located in each one. Concern forms and minutes of Board meetings are posted there.

In-unit laundry rooms – Please use only during reasonable hours. Ensure your dryer has a proper discharge hose – no vinyl ones. Water supply to washers should be turned off at the end of your washing cycle. Hoses deteriorate and leak, causing major water damage.

ELECTRICITY AND HOT WATER

If some event causes the power to your unit to only go out, check our electrical panel for a problem with the breaker unit. If this does not solve the problem, the main breaker panel for all units is in the electrical room and the Superintendent can access this and close the breaker. If an in-unit panel requires services, an electrician will be required and it will be at the unit owner's expense.

Hot water tanks last only an average of 7-8 years. Leaks can cause major problems for your unit and adjoining ones. Check the date when yours was installed and replace before it reaches the end of its life span.

PETS

All pets should be registered with property management. A registration form can be obtained from Colleen Last at Novacorp.

Please make sure that you pick up after all dogs; we do not want the grounds littered with dog excrement. Doggie waste bags should be deposited in the regular garbage, not in the lobby garbage cans or the compost bins.

Owners are asked to not walk their dogs in the grassy area leading to the pool entrances. Traces of animal waste can be tracked into the pool deck area and the pool. Dogs must be walked off the

property. At no time are they allowed to be tethered outside units or on balconies or allowed to roam freely on the property.

Pets are not permitted in the gated pool area.

Pets are not allowed to freely roam the halls of the buildings.

In the event that a pet fouls a common area, inside or outside the building, it is the owner's responsibility to clean up or be responsible for any resulting cost of the repair of damage/cleaning of the area in question. This damage includes, but is not limited to, all shrubbery, plants, flowers, lawns, and carpets on the condominium property.

Cambria Park uses the HRM By-Law A-300 Respecting Animals and Responsible Pet Ownership to reduce the amount of dog barking and disturbance in both buildings. It is enforced by a visit of HRM's Animal Control Officers. This By-law states that "no owner of an animal shall knowingly allow any animal to make noise excessively. For the purposes of this by-law, a dog shall be making noise excessively if it barks or howls repeatedly for a period of twenty minutes".

When not in an individual unit, dogs must be leashed at all times on any common area and any part of the condominium property, and must be under the control of their owner or other responsible person at all times. This requirement is also in accordance with existing HRM By-Law A-300.

Owners who have animals that are deemed to be aggressive and could cause harm will be required to have their pet(s) muzzled at all times when they leave their unit. Any injury to persons or pets as a result of the pet not being muzzled will require that the owner remove the pet from the property immediately and permanently.

Any pets brought into the building by visitors or guests must abide by all pet policies, as stated, and the associated owner(s) shall be held responsible. Ensure your visitors comply.

NOISE

Sound carries from unit to unit. TVs, music, video games, children running, heavy footwear and high heels all create noise that carries to the units around you. Please maintain it at a level that does not intrude on the privacy of others or their quiet enjoyment of their unit. Noises and running in the hallways are felt/heard in adjoining units.

If you use your washer and dryer, or a dishwasher, we ask that their use be restricted to reasonable hours.

BALCONIES

Balconies and ground floor patios are considered common areas, but are for the unit owner's exclusive use. The corporation by-laws and rules govern the use of these areas. Lightweight outdoor carpeting (no foam backed carpet) may be placed over the area for the summer, but must be removed for the winter. Note that outdoor carpet holds moisture and can deteriorate wooden planking.

Because of the risk to residents/visitors, there can be no hanging plants or objects that could fall and injure someone. Flower boxes are not allowed on the outside of the railing, but can be on the inside facing your unit. They must not be attached permanently to the railing, but by the use of hangers that

hook over the railing. Plants are not to be hung from any part of the balcony or attached to the outside of the building.

Propane or electric barbeques are permitted and should be placed a safe distance from wood railings and siding. Please follow safety recommendations when operating them.

Nothing can be affixed to the balconies; no clothing can be hung out to dry. Please refrain from hanging wind chimes and bird feeders. **Do not feed the birds and squirrels!** Feed and seed can invite unwanted vermin. Review the section of your condominium by-laws for other examples of restrictions.

PATIO DOORS, GROUND LEVEL

These doors provide access to the patio areas only (the same with those with balconies). The areas beyond the patio are not to be used as walkways to/from the parking lot or the street. The two entry doors to the main buildings must be used. Note that patio/balcony doors are considered common elements and should not be replaced by the unit owner or altered in any way.

AIR CONDITIONERS

Air conditioning units may be installed in the bedroom balcony window openings only. They cannot be installed earlier than June 1 and must be removed by September 30 each year. They must be turned off at 11 pm daily.

Improper installation of shaker box air conditioners will deteriorate the vinyl windows. Air conditioners need a ledge under them to protect the vinyl window frames.

All responsibility and liability for damage to persons, property, common areas, or surrounding units will be borne by the owner of the air conditioning unit. You should amend your insurance package to reflect this liability.

Management must be advised, in writing, if air conditioners are being installed.

SNOW CLEARING

There is an orderly plan for snow removal. This is posted on bulletin boards in service area/garbage rooms.

The main driveways are cleared first. The company has 24 hours after a storm to return and clear all the parking lots. The Superintendent will notify residents when to remove their car so each lot can be cleared in an orderly fashion. Residents cannot park in the fire lanes while snow removal is taking place as it impedes the snow removal equipment.

STORAGE – COMMON AREAS

This area is mainly for storage of seasonal items and they must be labelled with your unit number and name. Items that are flammable/combustible should not be stored here (paint, propane tanks, lanterns, etc.). Wooden storage units are not permitted. Tires cannot be stored in the storage rooms as they are a fire and insurance risk.

Storage space in 93 does not have designated lockers and space is extremely limited. Please respect your neighbours and store only necessary seasonal items. In Building 83, the Board has worked to divide

and label the basement storage areas into 12 to 15 sq ft spaces. Please use only one space and one area only.

When moving out, ensure that you take your items stored in the storage area.

SWIMMING POOL

Up-to-date rules are circulated each year.

Each unit has been supplied with one key to the gates and 6 pool tags. The key and tags remain with the unit when you move. If you do not have a set, please contact the Superintendent.

Pool tags are required to be worn by those using the pool.

Proper swimming attire is to be worn, no jeans or cut-offs allowed.

Beach toys, rafts or floating chairs are not permitted in the pool. Life jackets, water wings, and pool noodles are permitted only if used as swimming aids. The pool is for everyone's enjoyment and rough games and horseplay are not permitted.

CONCERN FORMS

If a resident has a concern, complaint, or suggestion, they are encouraged to contact the property manager directly or fill in a "concern form" and forward it to the property manager, through our superintendent. Concern forms are posted in the common laundry rooms/service areas of the garbage rooms.

COMMON AREAS

Please read the relevant section in your By-Laws booklet. Balconies, entries and hallways are considered common areas. Balconies are for your exclusive use but there are restrictions. Hallways and the exterior of your entrance door are common areas and nothing is to be installed on them. The practice of hanging small decorations on unit doors has grown to be an acceptable practice however. Other signs, numbers or door bells are not acceptable. You should not block off the fresh air access at the bottom of your door. This will interfere with the fresh air flow to your unit that assists the efficiency of your exhaust fans.

USE OF OFFICES

The office in 83 is available for the use of residents from 8 am to 10 pm daily, and can be booked through the superintendent. You may use the office for such things as card games, crafts, exercising and meetings with friends. You are responsible for leaving the room in the condition that you find it.

LEASING

The Condominium Declaration states “any owner leasing his/her unit shall not be relieved from any of his/her obligations with respect to the unit and will notify the corporation of the name of the tenant or tenants”.

When a unit is rented, the owner or agent must notify the property manager. An undertaking must be executed by the tenant and a copy forwarded to the management firm. A sample of the undertaking can be found in the Declaration.

To maintain security, the Management Firm and the Superintendent should always know who is moving in and out of the building. Unit owners are responsible for any damage to the common elements caused by their tenants moving in or out. Your security deposit should include provision for damages to the hallways, doors or other common elements. Landlords will be invoiced directly for the cost of any repairs.

It is wise to regularly visit the unit to ensure your investment is being maintained. It is imperative that the owner review the house rules and by-laws of the corporation with the tenants.

CHRISTMAS TREES/DECORATIONS

If you use a natural tree, please ensure no debris is deposited in the hallway. Use a large plastic bag when removing the tree.

Seasonal or celebratory decorations may be hung in a safe manner on the balconies (not affixed) and must be removed at the end of the holiday season.

RENOVATIONS

Unit owners are reminded that all renovations must be approved by the board of directors. A form detailing your proposed renovations is available from the property manager. Owners are not permitted to make structural changes in their unit without review and approval. Specifications for installation of flooring, including mandatory soundproofing requirements, are available from the property manager.

When in doubt about procedures, you are encouraged to check with the Property Manager who can provide you with information. We hope you will enjoy your new home and community and encourage you to become involved in maintaining it in the way you would want someone to look after your property.

Condensation.... It happens!

Today's modern homes are better sealed and insulated and therefore have fewer air leaks. As a result air and moisture are locked inside your unit. In cold weather, expanses of glass windows become colder than the air in your unit. Just like a glass of water in summer, the moisture in the warm air of your unit will condense on the cooler window surface.

How much condensation happens depends on your lifestyle – how you live in your unit. The more moisture in your air, the more condensation. The warmer the unit, the more moisture the inside air can absorb and hold. If you have lived in a larger home, the moisture was spread over many rooms and a much larger area and condensation may have seemed minimal. Here in Cambria Park, your unit may be the size of only two or three rooms of a larger house.

Anything involving the use of hot water contributes to condensation. Showering, cooking, washing dishes, running the dishwasher or just breathing adds moisture to the air. Even an additional person, living or visiting you, adds more moisture to the air. If you have a clothes washer and dryer in your unit, a large amount of moisture is added to the air.

TIPS:

Shower with the bathroom door closed and with the fan on. After a shower or using the washer or dryer, let the bathroom fan run for a minimum of one hour. Use the kitchen exhaust when cooking. After cooking or using the dishwasher run the kitchen exhaust fan for an hour.

If you have curtains or blinds over your windows, warm air is trapped between them and the window surface and more condensation will occur. Opening your curtains for a period during the day will help the window to dry off.

The space under your hallway door is there for a reason. If you have sealed that space you are keeping moisture in your unit and reducing the effectiveness of your ventilation fans.

Cambria Park buildings have a fresh air intake that produces a positive pressure in the hallways. During the months you do not have your windows open, this air will pass under your door allowing your ventilation fans to be more efficient.

If you are on the colder north side of the building. You may experience more condensation than residents on the south side.

Wipe down your windows. Excessive condensation can cause mold and damage your windows. Without a more modern system where air is exchanged and moisture is removed in individual units, this will be a fact of life. Air exchange systems are expensive and in a multi-unit building have to be installed at the time of construction. Only recently, have they become common and the efficiency does have a price tag.

ARTICLE XII
Provisions Respecting the Use and Occupation of Units

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

- a) No laundry shall be hung other than inside the unit
- b) No screens, awnings or shades shall be erected over and outside of the windows nor shall garments, rugs, flower pots or other articles be hung or placed on the window sills, railing and other external parts of the unit.
- c) No portion of a unit required by the Declaration to be maintained by the Corporation shall be painted, decorated or otherwise affected by anyone other than the corporation; without the consent in writing of the Corporation first had been obtained;
- d) No plumbing or electrical repairs or alterations within any apartment type dwelling unit or within any partition, bearing or party wall between units, shall be made without the prior written consent of the Board;
- e) Not more than two persons shall occupy or visit any part of a unit under circumstances where such person or persons is or are being charged for occupation of board, or otherwise but this provision shall not prevent the leasing of the whole of such unit;
- f) No units shall be used for professional or commercial purposes;
- g) No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of a unit;
- h) No owner 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;
- i) No owner 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;
- j) All garbage shall be tightly wrapped and tied in accordance with the instructions of the Board from time to time and shall be disposed of in accordance with the garbage collection arrangements provided by the Corporation from time to time;
- k) Each unit, as provided pursuant to the Declaration, is entitled to the exclusive use of one parking space for the purpose of parking one motor vehicle only. The Board of Directors shall allocate the said parking space to each unit and the board of Directors may make such rules and regulations as may be reasonably required from time to time with respect to parking spaces.

(page 21, by-law number 1, HCCC #141, 1988)

Schedule A

Rules and Regulations Governing the Use of the Common Elements

1. The sidewalks, walkways, passages and driveway 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. No motor vehicle other than private passenger vehicles shall 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 the 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 or automobiles, snowmobiles trailers, or boats shall not be carried out on the common elements.
6. A private passenger automobile which is not being used from day to day or 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 only be parked in locations properly paved and provided for them.
7. No one shall harm, mutilate, destroy, alter or litter any of the landscaping work 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 coal or any combustible, flammable 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. 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.
12. No television antennae, aerial or tower and appurtenances thereto shall be erected on any part of the common elements.

13. 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.
14. 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 unit.
15. a) A parking space or storage facility designed and allocated by the Board of Directors shall be used only by the person authorized by the Corporation or the person, firm or corporation administrating or managing the same, and upon such terms and conditions as the Board of Directors or the said person, firm and corporation managing the same may from time to time determine.

b) The Board of Directors may from time to time determine the basis upon which parking spaces or storage facilities shall be allocated.

Fire Safety – Your Responsibility

The smoke detector screeched! I jumped up and ran. I had not smelled smoke but my small laundry room was full of it.

I have always made it a practice to never leave the clothes dryer on when I am away from my home. On this day I am glad and my unaware neighbours should be grateful.

When you move into a multiple unit dwelling, thinking and practicing fire safety should be a major concern. What is going to affect you is going to affect your neighbours and, ultimately, your Corporation.

Fire Prevention Officer, Tom Silver, says that two major causes of fires in multi-unit buildings are still improper cooking methods and smoking, but fires in clothes dryers are a major concern. In the 10 days before I spoke with him, HRM Fire Department had dealt with two dryer fires. They are sometimes the cause of the complete destruction of a home.

The summer 1999 issue of The CCI Review, Atlantic Edition, included an Ontario story about the hazards of plastic ducts used for venting clothes dryers. A 1996 communique was issued by the Ontario Fire Marshal's Office, after more than 340 dryer fires were reported over a one year period.

Rigid metal ducting is the preferred choice for dryer venting, but difficult to install in the small spaces allocated to ensuite dryers. Flexible aluminum or fire resistance aluminum foil ducting is now widely available. Look for the Underwriters Laboratory (UL) stamp of approval. For about \$10 you can feel much safer about your dryer. Get rid of that old vinyl duct! It is a hazard.

Fire safety was a feature of the summer 2000 edition of CCI Review Atlantic. Additional information about fire safety can be obtained from your local fire department.

I asked Tom Silver, what one recommendation he would make to condominium residents: "Never disconnect your smoke detector." I add to that – never leave a dryer or major appliance on when you leave home.

My problem was lint inside the dryer case falling on the heating element and catching fire. The dryer has been inspected and thoroughly cleaned by a service technician, and my new shiny fire resistant ducting is installed.

From "CCI Review, Atlantic Edition, Spring 2002" and with permission of the author. (CCI – Canadian Condominium Institute)

All A Board!

*Copied from CCI Atlantic Review Spring/Summer 2001
(Based on the CCI Atlantic Workshop manual)*

It's after the annual election and you are looking forward to serving on your Board of Directors. For many people this will be their first opportunity to hold a position on a board. Now you are elected the tough part is over and you are sure to know what to do. You just attend meetings and say aye or nay. Right? Wrong!

1) You, the Member

- The Board is there to carry out the business of the Corporation on behalf of the owners. For the individual that implies many things:
- You should be active and involved
- You must be willing to learn and acquire the knowledge needed to effectively carry out your duties.
- You must place the interests of the Corporation before those of your own.
- You should vote on every motion – you are there to make decisions, not abstain (except in conflict of interest)
- You must make reasoned decisions using the best available information
- You must act within the authority of the declaration, by-laws, and provincial acts, such as the Human Rights Act and the Condominium Act.
- You must act ethically – the board is under scrutiny and you could face personal liability.

2) The Board

Every Board must operate within the Declaration and By-Laws of the Corporation and the Nova Scotia Condominium Act. Members should be familiar with them and use them for guidance in decision making.

All governing bodies should operate under a set of guidelines that spell out the procedure for the conduct of meetings. If your by-laws do not specify one, you should choose one. There are many around, but the CCI recommends Bourinot's Rules of Order. The language is simple and modern and refers to many situations that could occur at a board meeting.

A Board should not take financial decisions lightly. They have a fiduciary duty – that is a trust relationship in managing the property and condominium fees of the owners. They should not waste the money of the corporation or make improper investments or let the common property fall into disrepair. The Board must have all reasonable facts before making decisions. This may mean investigating, seeking expert advice and consultation.

Condominium owners expect their Board Members to act honestly and in good faith. Everything must be done above board and able to withstand the scrutiny of members or the public. They do not mislead the owners or other Board Members about the state of affairs.

Regular communication with owners promotes a good community. Communication can take place through a number of channels: annual meetings (required by law), information sessions, general meetings, newsletters, posting copies of Board Minutes. Some corporations make minutes available in a binder, in a central location. Attendance of condominium owners at Board Meetings is optional and is a decision usually made by the Corporation or the Board.

Most By-Laws provide for members to review the minutes of the Board of Directors if they request it. The current legislation provides that corporation members must be given a copy of the minutes and any contracts if they request them. The business of the Board and any contracts they sign are not confidential. They are there for all members who wish to become fully acquainted with the operation of their corporation.

Remember – your Board is responsible for all decisions made and all actions taken on behalf of the Corporation. All members have the right to review your decisions and they must stand up to scrutiny. The owners have invested their trust in you.