

[Kanata Co-operative Homes Inc.]

Front Entrance, Backyards and Common Areas Policy No. 10

Passed by the Board of Directors on November 2, 2018

Amended on November 16, 2020

Whereas, Kanata Co-operative Homes Inc. (hereafter the "Co-op") wishes to establish clear rules for members regarding use of front entrance, backyard and common areas of the Co-op.

Therefore, the following is enacted as a Policy of Kanata Co-operative Homes Inc.:

Definitions

<u>Townhouse Backyards</u>	Area behind every townhouse unit of the Co-op, up to the end of the unit's original privacy fences (typically 12ft, exceptions for units with retaining walls) is considered to be a private space which belongs to each unit
<u>Townhouse Patio Area in the Backyard</u>	Outdoor area covered with original patio stones in the members' backyard
<u>Playground Area</u>	This area includes the playground and basketball court.
<u>Outdoor Common Areas</u>	All roadways, carports, Playground Area, Canada Post area, parking lots, front gardens, back gardens, breezeways, lawns surrounding the apartment building, and area behind townhouse units beyond the original privacy fences.
<u>Front Entrance</u>	The paved and concrete areas in front of every townhouse unit including steps.
<u>Apartment Patios</u>	Outdoor area beyond the patio door, in the perimeter defined by the apartment building, considered to be a private space which belongs to each unit.
<u>Apartment Balconies</u>	Outdoor area beyond the balcony door considered to be a private space which belongs to each unit.

1. Townhouse Backyard Regulations

- a. Members are responsible for the upkeep of their backyards (mowing, watering, etc.)
- b. The Pet By-Law takes precedence for the maintenance of backyards, should a member or guest own a pet.
- c. Placement of flower boxes, flowerpots and plant containers are permitted, as well as gardens
- d. Canopies or sun shelters are permitted in backyards, but are not allowed to cover any part of the Outdoor Common Areas defined above.

- e. Tents installed by members are permitted in backyards. Tents can be erected in backyards, up to a maximum of 14 days. All tents installed by members are not allowed on any other area of Co-op property.
- f. Small wading pools to a maximum of 5 feet in diameter and 24 inch depth are allowed in backyards and when in use must be supervised. When not in use, all water must be emptied and the pool securely stored. Pools may not be stored in any part of the Outdoor Common Areas.
- g. Barbeques are permitted in backyards and must be kept in good repair. Barbeques and propane tanks must be stored in compliance with City By-Laws. Barbeques can only be used at a minimum distance of 4 feet from the unit wall and/or fence.
- h. Long term storage of large items, for example appliances, indoor furniture, auto parts, and items at the Co-op's discretion, are not permitted.
- i. Maintenance and upkeep of the original privacy fences is the Co-op's responsibility.
- j. Permanent or semi-permanent structures (e.g., barriers, fences, gates) which impede the safe evacuation in cases of emergency are not allowed.
- k. Members wanting to construct or modify any structures (e.g., an extension of fencing), must submit a request to the Co-op's Board of Directors and receive approval prior to commencing (as per Occupancy By-law No.22). The request should include a detailed outline, building materials, etc. Extensions into the area defined as Outdoor Common Areas will continue to remain as Outdoor Common Area.
- l. Bird feeders are not permitted since they attract rodents, skunks, etc. Birdhouses are permitted.
- m. Members are responsible to maintain access to the back entrance year-round and must ensure that vents and gas meters are kept clear of any obstructions.
- n. If you have an external water tap and/or hose in your yard, this is communal equipment and must be accessible to all members. Taps must be turned off when not in use. Hoses must be re-spooled when not in use.
- o. The co-op has restricted the installation and use of play structures (e.g., swings, trampolines, pools, climbing structures, etc...) in member's backyards due to liability concerns. Although these play structures do not belong to the co-op legally, they are located on our premises. Also, note that prior to such structures being installed or for any existing play structures to remain in the member's backyard, the member will be required to provide proof of their tenant's liability insurance with a minimum of \$2,000,000.00 liability AND have Kanata Co-operative Homes Inc. # 100-1010 Teron Road, Ottawa, ON, K2K 2W4 listed as an additional insured on the policy. Once proof of coverage is supplied, a copy of the updated tenant's liability insurance will be added to the member's file. If the member does not update their liability and insurance policy and provide proof of coverage, the structures must be removed immediately or they will be removed by the co-op and the cost of removal will be charged to the member.

2. Townhouse Front Entrance Regulations

- a. Members are responsible to clear snow and ice on sidewalks, steps and path in front of their unit.
- b. Front entrances shall not be used as a storage area (e.g., car tires).
- c. Seasonal decorations shall be removed in a reasonable and timely manner after the seasonal event has ended.
- d. Placement of gardens, small flower boxes, flowerpots and flower containers are permitted at the front entrance. Placement of planters must not interfere with a clear path in and out of any unit of the Co-op.

3. Apartment Patio/Balcony Regulations

- a. Members are responsible for the upkeep of their patio/balcony.
- b. The Pet By-Law takes precedence for the maintenance of patios/balconies, should a member or guest own a pet.
- c. Placement of flower boxes, flowerpots and plant containers are permitted.
- d. Canopies or sun shelters are not allowed to cover any part of the Outdoor Common Areas defined above.
- e. Tents installed by members are not allowed on patio/balconies or on any other area of Co-op property.
- f. Small wading pools to a maximum of 5 feet in diameter and 24 inch depth are allowed on patios, not balconies and when in use must be supervised. When not in use, all water must be emptied and the pool securely stored. Pools may not be stored in any part of the Outdoor Common Areas.
- g. On patios, gas and/or electric barbeques are permitted. On balconies, ONLY electric barbeques are permitted and must be kept unplugged when not in use. Barbeques must be kept in good repair. Barbeques and propane tanks must be stored in compliance with City By-Laws. Barbeques can only be used at a minimum distance of 4 feet from the unit wall and/or fence.
- h. Long term storage of large items, for example appliances, indoor furniture, auto parts, and items at the Co-op's discretion, are not permitted.
- i. Permanent or semi-permanent structures (e.g., barriers, fences, gates) which impede the safe evacuation in cases of emergency are not allowed.
- j. Bird feeders and birdhouses are not permitted since they attract rodents, skunks, etc.

4. Outdoor Common Area and Playground Regulations

- a. Members are encouraged to volunteer to cut the grass and clear snow in the Outdoor Common Areas of the Co-op.
- b. Maintenance of the Playground Area is the Co-op's responsibility.
- c. Members and guests are responsible for supervising their children when they are playing in any Outdoor Common Area of the Co-op. Members and guests must abide by the City Noise By-laws.
- d. Members and their guests are asked to be respectful when using any Outdoor Common Area of the Co-op. Members and guests are responsible to take with them any personal belongings/garbage when they leave the Common Areas.
- e. Bicycles and scooters are not to be left in any Common Area, with the exception of the member's assigned parking space. Proper caution must be observed when riding on the Co-op's roadway. Bicycles and scooters are not to be ridden between parked cars.
- f. Toys or personal belongings of any kind cannot be stored in the Outdoor Common Areas.

Non-compliance of this policy may result in being called before the Board of Directors and/or may result in applicable fines or surcharges.

Passed by the Board of Directors for Kanata Co-operative Homes Inc on November 16, 2020


Secretary