



Ottawa Carleton Standard Condominium Corporation No. 803

Managing Agent
UCCM
1010 Polytek St. Unit 18
Ottawa, ON
K1J 9J1

October 30, 2024

NOTICE OF RULE FEES

Dear Owner(s):

The Board of Directors, Staff and Management have been obliged to spend time and your common funds dealing with rule infractions, repair, and clean-up of the common elements. The Corporation's By-Law # 1, Article 12.1 provides that owners are responsible for damages to the common elements. In order to structure the chargebacks to the units responsible, the Board has resolved to pass a Rule supplementing By-Law # 1 by adding a schedule of fees for breach of the Rules, clean-up of the Common Elements etc.

Notice of Rule

58 (6) Upon making, amending or repealing a rule, the Board of Directors shall give a notice of it to the owners that includes,

- (a) a copy of the rule as made, amended, or repealed, as the case may be;
- (b) a statement of the date that the board proposes that the rule will become effective; and
- (c) a statement that the owners have the right to requisition a meeting under section 46 and the rule becomes effective at the time determined by subsection (7) and (8).

When rule effective

(7) A rule is not effective until,

- (a) the owners approve it at a meeting of owners, if the board receives a requisition for the meeting under section 46 within 30 days after the board has given notice of the rule to the owners; or
- (b) 30 days after the board has given notice of the rule to the owners, if the board does not receive a requisition for the meeting under section 46 within those 30 days.

The new rule will come into effect 30 days from the date of this letter unless petitioned in accordance with the above.

Regards,

Mike Fraser, ²⁰VEAR RCM, ACCI, OLCM
Per Board of Directors

Continuously Caring for your Property
Tel: 738-4646 Ext. 6 Fax: 738-7599
E-Mail: mike@uccm.ca



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**OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION
NO. 803
("the Corporation")**

CONDOMINIUM RULE respecting FEES
[Date of Board Resolution: October September 16th, 2024]

The Fees listed in the Administrative Schedule will be charged to units for extra administration, repair and clean-up of the common elements in accordance with the Schedule. The Schedule is subject to change, and anticipates average repair and administration; extraordinary situations will be assessed as required.

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Administration Fee Schedule

Introduction: This Administration Fee Schedule has been prepared as a handy Reference Guide for Owners and Residents who need to be aware of the fees that will be applied to units for Reservations, Services, or Violations of the Condominium Corporation's rules and policies as defined in our documentation. This Fee Schedule may be updated without notice and will override any previous documentation on this matter.

	Admin Fee (No Refund)	Deposit (Refundable)
1) Lounge Reservation		
- Security Deposit for damage.		\$500
- Cleaning Fee	\$80	
- Additional cleaning fee for major cleaning.	Variable	
- Damage to Lounge per repair estimate.	Variable	
2) Media Room Reservation		
- Security Deposit for damage.		\$0
- Cleaning Fee	\$0	
- Failure to return the Media Room FOB to the Front Desk.	\$125	
- Additional cleaning fee for major cleaning.	Variable	
- Damage to Media Room per repair estimate.	Variable	
3) Bicycle Rack Space in Garage		
- Deposit per bike (max. Of 2 per unit)		\$50
- Using a Rack Space without Registering.	\$125	
4) Elevators Reservations		
- One hour or less, moving or delivery	\$0	
- Between 1 to 3 hours, moving or delivery	\$75	
- Additional - per hour of extension	\$50	
- Failure to clean up after use.	\$75	
- Reservation made less than 3 days in advance.	\$75	
- Moving large object without a reservation	\$125	
- Moving without elevator pads or disabling P1 door alarm.	\$125	
- Moving after the 9 pm cutoff time.	\$125	
- Moving anything through the lobby.	\$250	
5) Renovations and Restorations		
- Application Fee	\$100	
- Security Deposit for Common areas.		\$300
- Last minute elevator demands.	\$75	
- Failure to clean up elevator after use.	\$75	
- Owner's Contractor requires security escort. (per hour or part).	\$75	
- Garbage bin used for construction materials.	\$250	
- Failure to observe 8am-6pm construction noise restrictions. (per occurrence after 1st warning there of).	\$125	
6) Excessive Noise and Disturbances		
- Failure to observe 11pm-7am quiet hours. (per occurrence after 1st warning).	\$125	
- Leaving cigarette butts in the garage or elsewhere.	\$50	
- Smoking in the garage or in any common element. (Smoking includes all substances and vaping).	\$50	

7) Garbage and Recycling Areas				
- Leaving garbage in recycling area.	\$25			
- Leaving recycling items outside of bins or elsewhere.	\$25			
- Leaving more than 3 household items beside bins.	\$150			
- Leaving Appliances in the garbage area or anywhere else.	\$150			
- Leaving litter in parking spaces or elsewhere.	\$25			
- Improper use of the Garbage Chute causing a blockage.	\$75			
8) Pet Registration				
- Pet Registration Fee (less than 1 week after arrival).	\$0			
- Late Pet Registration Fee (more than 1 week)	\$75			
- Failure to Register Dog and Obtain Tag.	\$125			
- Dog not wearing dog tag. (per occurrence)	\$25			
- Dog roaming the 2nd floor terrace beyond Unit's patio area.	\$125			
- Dog relieving itself in the garage or elsewhere.	\$50			
Note: The above fees are payable at the Front Desk. (M-F, 7 AM to 3 PM), otherwise management will send an Invoice to the Unit owner, including an Additional Processing Administration Fee at the discretion of the property manager.				
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Requisition for meeting

46 (1) A requisition for a meeting of owners may be made by those owners who at the time the board receives the requisition, own at least 15 per cent of the units, are listed in the record maintained by the corporation under subsection 47 (2) and are entitled to vote. 1998, c. 19, s. 46 (1).

Form of requisition

(2) The requisition shall,

- (a) be in writing and be signed by the requisitionists;
- (b) state the nature of the business to be presented at the meeting; and
- (c) be delivered personally or by registered mail to the president or secretary of the board or deposited at the address for service of the corporation. 1998, c. 19, s. 46 (2).

Same, removal of directors

(3) If the nature of the business to be presented at the meeting includes the removal of one or more of the directors, the requisition shall state, for each director who is proposed to be removed, the name of the director, the reasons for the removal and whether the director occupies a position on the board that under subsection 51 (6) is reserved for voting by owners of owner-occupied units. 1998, c. 19, s. 46 (3).

Duty of board

(4) Upon receiving a requisition mentioned in subsection (1), the board shall,

- (a) if the requisitionists so request in the requisition or consent in writing, add the business to be presented at the meeting to the agenda of items for the next annual general meeting; or
- (b) otherwise call and hold a meeting of owners within 35 days. 1998, c. 19, s. 46 (4).

Non-compliance

(5) If the board does not comply with subsection (4), a requisitionist may call a meeting of owners which shall be held within 45 days of the day on which the meeting is called. 1998, c. 19, s. 46 (5).

Reimbursement of cost

(6) Upon request, the corporation shall reimburse a requisitionist who calls a meeting under subsection (5) for the reasonable costs incurred in calling the meeting. 1998, c. 19, s. 46 (6).

Rules

58 (1) The board may make, amend or repeal rules under this section respecting the use of the units, the common elements or the assets, if any, of the corporation to,

- (a) promote the safety, security or welfare of the owners and of the property and the assets, if any, of the corporation; or
- (b) prevent unreasonable interference with the use and enjoyment of the units, the common elements or the assets, if any, of the corporation. 2015, c. 28, Sched. 1, s. 54 (1).

Rules to be reasonable

(2) The rules shall be reasonable and consistent with this Act, the declaration and the by-laws. 1998, c. 19, s. 58 (2).

Same, proposed rules

(3) Rules proposed by the declarant before the registration of a declaration and description shall be reasonable and consistent with this Act, the proposed declaration and the proposed by-laws. 1998, c. 19, s. 58 (3).

Inconsistent provisions

(4) If any provision in a rule or a proposed rule is inconsistent with the provisions of this Act, the provisions of this Act shall prevail and the rule or proposed rule, as the case may be, shall be deemed to be amended accordingly. 1998, c. 19, s. 58 (4).

Amendment by owners

(5) The owners may amend or repeal a rule at a meeting of owners duly called for that purpose. 1998, c. 19, s. 58 (5).

Notice of rule

(6) Upon making, amending or repealing a rule, the board shall give a notice of it to the owners that includes,

- (a) a copy of the rule as made, amended or repealed, as the case may be;
- (b) a statement of the date that the board proposes that the rule will become effective;
- (c) a statement that the owners have the right to requisition a meeting under section 46 and the rule becomes effective at the time determined by subsections (7) and (8); and
- (d) a copy of the text of section 46 and this section. 1998, c. 19, s. 58 (6); 2015, c. 28, Sched. 1, s. 54 (2).

When rule effective

(7) Subject to subsection (8), a rule is not effective until the following time:

1. If the board receives a requisition for a meeting of owners under section 46 within 30 days after the board has given notice of the rule to the owners, the earlier of,
 - i. the time at which a quorum is not present at the first attempt to hold the meeting, and
 - ii. the time at which a quorum is present at the first attempt to hold the meeting and the owners do not vote against the rule at the meeting.
2. If the board does not receive a requisition for a meeting of owners under section 46 within the 30 days after the board has given notice of the rule to the owners, the day after that 30th day. 2015, c. 28, Sched. 1, s. 54 (3).

Same

(8) A rule or an amendment to a rule that has substantially the same purpose or effect as a rule that the owners have previously amended or repealed within the preceding two years is not effective until the owners approve it, with or without amendment, at a meeting duly called for that purpose. 1998, c. 19, s. 58 (8).

Same, proposed rule

(9) Despite subsection (7), a rule proposed by the declarant before the registration of the declaration and description shall be effective until it is replaced or confirmed by a rule of the corporation that takes effect in accordance with subsection (7). 1998, c. 19, s. 58 (9).

Compliance

(10) All persons bound by the rules shall comply with them and the rules may be enforced in the same manner as the by-laws. 1998, c. 19, s. 58 (10).