

The Spark



353 GARDNER STREET

Rules & Regulations



1. Important telephone numbers, emails and information:
 - i. For maintenance/service request email:
 - ii. For accounting related issues email:
 - iii. For tenant relations issues email:

2. COMMON ELEMENTS. No one shall harm, mutilate, destroy alter or litter any of the common elements. Elevators are controlled by sensitive electronic devices, please do not hold the doors open by force. By doing so, you can incur expensive repairs and can result in residents being trapped in the elevators. Should you become trapped in the elevator, the phone in the elevator is to be used. From there you will be instructed what to do. The elevator company will be contacted and will be on site shortly as well as the Management will be notified. The elevator resets itself every ten minutes and it descends to the basement where the doors should open. You do not need to call 911.
Door entry computerized system: contact the management office to enter or modify the name(s) and number(s) as required. A 3-digit code is also available.

3. HALLWAYS ENTRANCES ETC. The sidewalks, entrances, passageways, hallways, walkways, and driveways used in common by the residence are not to be obstructed or used for any purpose other than for entering and leaving their respective units. More specifically, no footwear, carts, mats or shoe trays are to be left in the hallways. Nothing shall be thrown out or allowed to fall from the windows or the balcony of the building. Posting of notices and advertisements and notes is limited to the bulletin board only, except for memos posted by the Owner or the Management Office to communicate important information to the residents. No signs of any kind are to be placed on the walls, doors of elevators, windows in the common area or on balconies. Balconies and patios form part of the common elements. Access through units may sometimes be required for inspections and maintenance purposes. Advance notice will be provided to the tenants when access is required.

4. PATIO FURNITURE: Furniture is allowed on balconies and patios. These must be secured to ensure that they are not subject to being blown about by the wind, hitting against the metal railing causing noise or blown off the balcony. It is prohibited to install balcony flooring or coverings (i.e., tiles/carpets), including raised decks/terraces.

5. CLEANING: No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, door and balcony/patio. In addition, hanging or drying of clothes is not allowed on balconies and patio walls. Seasonal cleaning is the responsibility of the owner. Measures must be taken to ensure that when the balcony floor is washed, that no water drips off the balcony to the balconies below. No bicycles, tires or storage bins are to be stored on balconies/patio areas.

6. **PLANTERS:** Planters for flowers and other plants are only permitted on the inside perimeters of balconies/patios/terraces. Planters may not be suspended on the external side of the railings. These must be secured to ensure that they are not subject to being blown off the balcony by wind. Owners will ensure that when watering, no water seeps down to the balcony below. Planters for flowers and other plants are not permitted on the Penthouse level as the earth and debris runs into the drains and cause blockages.
7. **BARBEQUES:** The use of barbecues, whether gas, propane, electric or charcoal and/or cooking ware is strictly forbidden on balconies and patios. This rule is mostly to prevent smoke infiltrating other units through windows. The transportation of propane canisters in residential highrise buildings is forbidden. Failure to obey this rule may result in charges, liability assessments, reimbursement.
8. **THE TOILETS AND SINKS** will not be used for purposes other than those for which they are designed; no "wet ones" or disposable wipes, sweepings, garbage, rubbish, greasy materials, rags, ashes, or other substances will be thrown therein. Special care should be taken to avoid disposing of such things as grease, coffee grounds etc. in kitchen sink. It is recommended that boiling water be poured periodically down the drain to remove grease build-up. Drain cleaners are not recommended. Any damage resulting from misuse or from unusual or unreasonable use will be borne by the tenants responsible. Water left running, unless in actual use, adds unnecessarily to maintenance and operating costs. For a prolonged absence by the resident, water valves especially the toilets, should be turned off, windows and patio doors closed.
9. No television antenna, aerial, satellite dish, tower or similar structure and appurtenance thereto, shall be erected on or fastened to the exterior of any unit including the balconies.
10. **DOORS** which provide the means of entry and exit from a unit are to be kept closed at all time. Air pressure is maintained in the hallways as fire prevention and against cooking smells and condensation from units.
11. **NOISE:** Tenants shall not create or permit the creation of or continuation of any noise or nuisance which could disturb the comfort or quiet enjoyment of the Units or Common Elements by other tenants. Without limiting the generality of the foregoing, the following are deemed to disturb the comfort of quiet enjoyment of other owners: Please be considerate of your neighbors when using sound systems, televisions, musical instruments or hosting parties. Do not slam doors, in your unit or on your balcony/patio. Noise disturbance is regulated by the municipality through its by-laws and its bylaw enforcement officers. If you are disturbed by noise created by a neighbor, please contact the Ottawa City By-Law Enforcement Services by calling 3-1-1.

12. **SMOKING/VAPING:** The Spark is a smoke free building. Smoking is prohibited everywhere in the building including in the units, stairwells, garages, amenity rooms, recycling, garbage areas, balconies and terraces in accordance with our rules and practices of The Spark.

By definition, the term “smoking” includes the inhaling, breathing, carrying, or possession of any lighted cigarette, cigar, pipe, or other product containing any amount of tobacco, cannabis, shisha or other smoke producing substances or any other similar heated or lit product, and included vaping or other activities that create. This regulation is consistent with the Smoke- Free Ontario Act.

13. **INSURANCE:** Living in an apartment building surely brings advantages such as security, companionship, no lawn mowing, no snow shoveling, nor garbage to take out. However, it brings certain risks different from those of Tenants. The building Owners purchase an insurance policy covering the common areas and individual units, as they were originally constructed. Each tenant is responsible for purchasing liability/content insurance which covers their personal belongings and personal liability. Each tenant must also have sufficient liability coverage for any incident originating for their own unit that causes damage to common areas and/or other unit.

14. **SECURITY:** A large apartment building is attractive prey for thieves, but it is easy to discourage their intentions by consistently observing a few security precautions. The following precautions are recommended: Do not permit an unknown person to enter the building. If you recognize the voice on the entrance phone, or if a delivery was pre-arranged, it is appropriate to open the door. Otherwise, advise the caller to wait and meet them at the door. Thieves will call various units until they reach someone who permits entry without enquiring. Press “X” on your phone to let the person into the building. Solicitation and door-to-door canvassing (with the exception of elections) is not permitted in our building. Instructions to this effect are posted at the entrance. Anyone found soliciting or canvassing should be informed that such activity is not allowed, that they are trespassing and instructed to leave the building. The Management Office should be informed. Security cameras monitor some of the sections of the common areas. Always ensure that secondary entry doors, such as those to the garage, bicycle room, or to the halls, are securely closed after use. Never prop doors open if you are not there to watch them. Always lock your apartment door upon leaving or entering your apartment.

15. **LOCKS TO UNIT DOORS:** In the event of an emergency within your unit such as fire, flood, etc., the Management/Superintendent should be able to gain entry, in your absence, before major damage or loss occurs. All tenants are prohibited from changing the door locks. The keys will be coded and secured in a steel lock-up located within a secured area and will be used for emergency purposes only.

16. **ENTRY FOBS:** It is the electronic plastic toggle used to open the common area doors in our complex. A periodic validation is done to ensure FOBs are in the hands of those authorized. Please confirm your information in writing with the Management office, as it may be deactivated if the number does not match your designated FOB or if it is misused or misplaced.
17. **EMERGENCY SITUATIONS:** This section is intended to advise you on the best actions to take when a problem arises. You should assume the same responsibilities as you would in your home: In the event of a fire call 9-1-1. If emergency access is needed to any unit, notify the Management Office during the day. After hours, if a plugged toilet, sink or faucet leaks, immediately close the water valve and inform the Management.
18. **FIRE:** The Spark is constructed of fire-resistant material and has enclosed stairways. Fires in buildings like ours are generally confined to furnishings, individual rooms, apartments or at worst, to one floor only. It is important to understand that, in a building complex such as ours, a fire is no cause for panic. Please familiarize yourself with the instructions posted next to the elevators on each floor so you know what to do in the event of a fire. **IF A FIRE OCCURS IN YOUR APARTMENT OR IN THE COMMON ELEMENTS:** Call 9-1-1. Give the name of the building, the address, your unit number and the floor. Don't assume that someone else will call the Fire Department; Alert the residents of other units on your floor; set off the nearest alarm and then proceed immediately to the closest EXIT STAIRWAY. Be sure to close the stairway door behind you. **REMEMBER**, exit doors protect you only if they are kept closed; **DO NOT USE ELEVATORS-** They may stop during a fire, trapping occupants. Once you are in the stairwell, you are in a safe area and you can take your time to go down the stairs and leave the building. It is prudent to keep a flashlight on hand in the event that the emergency is accompanied by a power failure. **IF YOU HEAR THE FIRE ALARM AND CANNOT LEAVE THE UNIT:** You must protect yourself from the smoke. **UNLOCK YOUR ENTRANCE DOOR** and stay in your unit until you are rescued or until you are told to leave. This may take a long time. After the sound of the alarm, do not try to leave your unit. As time passes, the risk of heavy smoke spreading in the stairways and corridors increases. Your chances of survival are less. To keep smoke from entering unit use tape to seal cracks around the door and place wet towels at the bottom. Seal vents or air ducts the same way. If smoke still enters your unit, telephone the Fire Department and tell them where you are and move to the balcony. If applicable, close the door behind you. Keep low to the floor where the air is cleaner. Listen for instructions from authorities. Instructions will be delivered via the PA system once the situation has been assessed. During this time, please avoid calling the office or the superintendent. Those phone lines must remain accessible to respond to emergencies and other services involved in handling the situation. **REMEMBER, FIRE SAFETY BEGINS WITH YOU!** Fire Safety: No Tenant shall do, or permit anything to be done in the unit, bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on the building, or on the property kept therein.

19. No tenant shall commit any act which conflicts with the laws and regulations relating to fire protection or with any insurance policy carried by the corporation or any other occupant. No tenant shall commit any acts which conflict with any of the Rules and ordinances of the Board of Health or with any statute or municipal by-law regulations. Tenants shall not overload existing electrical circuits in their units. Storage of propane gas tanks, coal or any combustible or offensive goods are strictly forbidden in the building including the garage and on the balconies. It is strictly forbidden to use barbecues (gas, propane, electric or charcoal), hibachis or similar cooking ware in the units or on the balconies. Failure to obey this rule may result in charges, liability assessments, reimbursement to comply with fire regulations. The doors to the stairwells are to be kept closed at all times.
20. **NOISE AND QUIET HOURS:** Some noises are inherent in our building and we must live with them, but others can and should be controlled. Please consider your neighbour when playing musical instruments, radios, stereos and televisions. These sounds may travel from one unit to another. If you have tile and/or hardwood floors, remember that those below can hear heels tapping and chairs scraping. Soft slippers and appropriately placed rugs will alleviate this problem. Ensure that any guests leaving or entering after 11 p.m. do so quietly. Noise disturbance is regulated by the municipality through its by-law and by-law enforcement officers, its not regulated by the Board of Directors or the Superintendent. If you are disturbed by noise created by a neighbor, please contact the Ottawa City By-Law Enforcement Services by calling 3-1-1.
21. **GARBAGE:** You can help maintain the cleanliness of the Common Elements by Observing the following rules: No debris, refuse or garbage shall be placed, left or permitted to be placed, or left in or upon the Common Elements, including those of which the owner has exclusive use. All garbage shall be contained properly tied plastic bags and shall be deposited in the chute provided for that purpose **BETWEEN THE HOURS OF 7:00 AM AND 8:00 PM ONLY**. For any items too large for the chute, please bring down to the garbage area located in the underground parking garage on P1. It is imperative that no construction material such as wood, metal etc. be thrown down the garbage chute. These may damage or block the chute. All large items such as furniture, mattresses, stoves, electrical appliances are not to be placed in the garbage/recycle room. If you spill garbage in the Common Elements, it is your responsibility to clean it up. You can help maintain our living space by picking up debris that you find on the grounds and walkways.

22. **RECYCLING:** You can contribute towards lessening our impact on the environment and lowering the cost of garbage disposal by taking advantage of the recycling facilities provided. Designated bins are located on the ground floor in the garbage/recycling room: All types of paper- including newspapers, cartons, magazines etc. Cardboard boxes must be flattened or taken apart to preserve space in the bin; Clear and coloured glass; All types of cans (soft drinks, soup, vegetable, etc.); Plastic bottles and containers (soft drink, etc.); Place your recycling material in the proper bin; do not leave it on the floor; Do not put garbage or non-recyclables in the recycle bin; and observe the instructions posted on each bin for what can be recycled. For furniture and items that are in good condition that you may wish to dispose of, you may consider contacting charitable organizations: Canadian Diabetes Assoc., Salvation Army, Thrift Stores, St. Vincent de Paul or shelters for the homeless etc. Some of these organizations will pick up your items.
23. **MOVING/FURNITURE DELIVERIES:** Moving is normal part of high rise-living. To ensure that the experience for anyone moving in or out is as orderly for themselves, their moving team and for residents of the building carrying on with daily activity, the following guidelines will apply. Moving appointments must be made in advance with the Management Office to have the elevator placed in service. Only one move will take place at any given time. The movers or any other party involved with the move will use only one elevator for moving furniture, boxes, and other items. Any damage sustained to the common areas during the move is to be reported to the Management Company. The Tenant of the unit involved in the move will be responsible for the cost of any repairs.
24. **BICYCLES:** Bicycle room is provided for the purpose of storage of bicycles when not in use and is available on first come, first serve basis. The Corporation is not responsible for the stolen or vandalism to bicycles stored in the storage space. Bicycles are not permitted in the lobby, hallways or elevators and cannot be stored on balconies.
25. **PIGEONS:** Feeding pigeons on the balcony or on any other premises of The Spark is strictly forbidden. Pigeons are known to carry diseases that can be harmful to humans such as ornithosis (a virus-like organism carried in pigeon feces), salmonellosis (a bacteria that can cause serious food poisoning), and cryptococcosis (a disease that can lead to meningitis). Attracting pigeons to your balcony poses a health risk to yourself and to your neighbors.
26. **PETS:** Reptiles, rodents or monkeys are forbidden. Pets in the form of cats, dogs, birds, tropical fish, are usually considered to be pets and are allowed in any unit or in any part of the Common Elements and Joint Common Elements. Each pet owner must ensure that his/her pet does not defecate upon Common Elements and Joint Elements, including balconies. All droppings must be cleaned up immediately by the pet owner to ensure the Common Element, Joint Element areas and ground are left clean at all times. The above also applies to all visitors. Cats and dogs are limited to a maximum weight of 25 lbs.

27. **SHOPPING CARTS:** Shopping Carts are not permitted on The Spark property. It is not permitted to bring property belonging to a store and its considered theft when taken off store property. These represent a safety hazard when left on the walkways or pavements of our property. Shopping carts also cause damage to our hallways and elevators. If a cart is required for your shopping, we suggest you purchase a small personal model available in most department stores or retailers.
28. **CHRISTMAS TREES:** Due to the cleaning required to remove the fallen needles from the hallway carpets and elevators, natural Christmas trees are not permitted in the building. We also wish to avoid the associated fire hazard and lastly, we are not set up to dispose of these trees once discarded after the holidays.
29. **GARAGE SECURITY:** In the interest of security, residents are requested to wait, after entering or leaving the garage, until the garage doors have closed. If a thief enters the garage, they will be able to access resident's apartments more easily. Always leave your car locked, do not leave valuables or your remote-control for garage in views. Maximum speed allowed in the garage is 15Km/h. Once the vehicle is parked in the garage, the motor should always be turned off. Please drive carefully and use large mirrors to see traffic at corners.
30. **PARKING:** The following Rules respecting the use of the common elements and units are made to promote safety, security, and welfare of the owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units. Visitor(s): shall include a person(s) who visits an on-site resident for no longer than 3 (Three) calendar days. Only one regular passenger vehicle that fits safely within a designated parking space is permitted. The Management is not responsible for any loss, theft or damage to motor vehicles or their contents while they are parked in the parking space or while traveling upon the common elements and the owner assumes all risks of any such loss, theft, or damage. To reduce non-authorized use of our parking facilities and ensure availability of parking spaces to our legitimate on-site residents and visitors, we ask for your cooperation in reporting any violations of the above rules to the Property Management Office.
31. **HEATED RAMP:** Careful when using the ramp after snowstorms as the heating system might not be able to keep up the pace of the snow falling.\
32. **Visitors Parking Overnight and weekend visitors shall register their vehicle and obtain a parking pass from the Property Management Office during regular business hours by calling 613-746-1300, Longwood .**
Availability is on a first come; first serve basis.

33. **ASSIGNED INDOOR PARKING:** Tenant's responsibility to ensure they fit within the interior height restrictions of the underground parking garage as well as in the actual dimensions of their rented parking space. Tenants shall, at all times, be insured, plated, display up-to-date license plate registration information, in working condition; and parked in the allocated or assigned parking space. Any changes in parking space occupancy information such as the purchase of a new vehicle or a change in license plate information must be immediately reported to the Property Management Office. A 15Km/h speed limit is in place throughout the property. All vehicles must enter & exit the parking garage following the enter & exit arrows. Vehicles may not excessively idle nor excessively "rev" their motors while on the property. The Corporation may provide notice (by way of signs, written notification or otherwise) of periods of time during which no motor vehicle may be parked in certain areas of the indoor garages, and in specific parking spaces. This is in order to support repair, maintenance and painting projects as well as annual garage sweeping and cleaning operations. All residents shall comply with such signs/notifications, shall refrain from parking in such areas until such time as access is permitted. Occupants shall ensure that their assigned parking space is kept clean and tidy at all times and free of materials or any condition likely to cause nuisance, a hazard or any damage to the property, or any risk of fire. Household appliances, cardboard boxes (full or empty) debris or tins are not allowed to be stored in an assigned parking space. Residents shall be responsible for any costs incurred by the Corporation to clean a parking space to enforce compliance with this rule, provided that the resident has been provided with a 48-hour advance notice to clean the space. Residents are not permitted to conduct any repairs to their vehicle within the covered garages. The Corporation has the authority of disposing of any materials left behind after providing the tenant a 48hrs notice of the removal and can impose clean up fees. The parking ramp to the lower level is a one lane only. Tenant is to drive carefully and allow safe passage.
34. **COMMON ROOM:** The Spark has a recreation room available to the residents: Only residents of The Spark can rent the common room. The residents renting the room accepts full responsibility for any and all damage caused by themselves/their guests or the room occupants during the period covered by the rental agreement. They will also ensure that their guests remain in the common room. The Superintendent or his authorized representative may request immediate evacuation of the premises if the general comfort or wellbeing of the building residents is threatened. The resident pays a rental fee specified on the room rental agreement by cheque or direct deposit, prior to the day of reservation to the Management company. The Rental fee is non-refundable unless the reservation has been cancelled with the required advance notice provided. A safety deposit, the amount of which is specified on the room rental agreement, is also required. The deposit will be returned in full within 24Hrs if the room, along with any equipment and furniture etc. used is found in the same condition as it was at the start of the rental period. Should the room not be returned in good condition, the cost of any required cleaning and/or repair will be deducted from the deposit. To ensure that the full deposit is

returned, we urge you to leave the room in excellent condition, clean and having observed the Rules and Practices set down in the rental agreement.

35. LANDSCAPING: No one shall harm, mutilate destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers bed, without the written consent of the Management Office.

36. JOINT COMMON AMMENITIES: Residents of The Spark have access to common room: Hours of operation are posted on the door of such facilities. Users of these facilities must respect the Rules and Regulations, as per the signed waiver. Guests or visitors are not permitted to use these facilities unless accompanied for the entire duration of their use of the facility by their host-resident of The Spark. Tenants may only use the facilities if they reside in the building. FOBs are required in order to access common room. Any equipment or furniture in the common rooms are the property of the building and must remain where it is and cannot be moved or removed. Any items damaged will be charged to the tenant responsible.

37. No access to the roof at anytime.

38. Cameras – the building is being monitored by an independent company. Cameras are installed on all levels of the building and in the common areas for your security.

Signing below confirms receipt and understanding of the Rules and Regulations for The Spark building.

Date: _____

Lease Holder Name 1: _____

Lease Holder Signature 1: _____

Lease Holder Name 2: _____

Lease Holder Signature 2: _____

Lease Holder Name 3: _____

Lease Holder Signature 3: _____

Lease Holding Name 4: _____

Lease Holder Signature 4: _____