Rules
Design and Quality Standards
Revised January 31, 2015
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**Section C**

**Current as of January 2015**
INTRODUCTION

The architectural theme for the Ballantrae Golf and Country Club has focused on establishing compatibility between homes. Single family residences erected on the Units and the associated landscaping must carry through a high quality luxury design and golf club theme through appropriate architectural features.

Homes and property must be maintained in good condition. Any new construction, maintenance, alteration, addition or replacement to any external dwelling or landscaping of a Unit, performed by or on behalf of an Owner is governed by the Quality Assurance and Design Code and Rules as set out in this manual.

In order to maintain the architectural standards of our community, the Declaration provides that any Owner who wishes to make changes to the external appearance of his or her unit, including changes to the dwelling or the landscaping associated with the unit, must obtain written approval from the Board of Directors prior to making such external changes. Any Owner who makes such changes without the prior approval of the Board shall be liable for any and all expenses, including legal expenses incurred by the Condominium Corporation to enforce this provision of the Declaration.

The enclosed Rules outlined in this Owners’ Manual constitute a compilation and, in some cases, a re-ordering or re-writing of the design and quality standards and the restrictions contained in the Corporation’s Declaration in order to promote better understanding and ease of reference. The quality standards subsequently approved by the developer; the Rules as originally enacted by the Developer; the design and quality standards; the modification of design and quality standards subsequently approved by the Developer and the rules subsequently approved by the owners were also taken into consideration. Finally, an interpretation, expansion, modification or clarification of some design and quality standards and Rules were incorporated.

The objective of these Rules is to provide Owners, within the constraints of the Corporation’s Declaration, with a clear, comprehensive and reasonable set of standards and specifications that can be applied uniformly in the management of the Corporation. These Rules are enacted pursuant to the Condominium Act, 1998, S.O. 1998, C.19 (the “Act”) and shall be observed by and be binding on all Owners and any other person(s), including, without limitation, occupants of a Unit, members of the Owner’s family, his/her tenants, guests, invitees, servants, agents and contractors. In all circumstances, when the word “Owner” is used throughout these Rules it is intended to include and shall mean, as appropriate to the context of the particular rule or part thereof, the Owner, the occupants of a Unit, members of the Owner’s family, his/her tenants, guests, invitees, servants, agents and contractors.

These Rules are to be read in conjunction with the provisions of the Declaration which continue to govern the affairs of the Corporation.
The Rules may not cover every contingency so if a Home Owner is unsure about their interpretations the Property Manager should be contacted. **It should be noted that throughout this manual there are several items that are approvable, however this does not give an owner permission to make approvable changes without first submitting an Alteration Request Form as this form is required for all changes that alter the exterior look of a unit.** Additionally, it would be to an owner’s benefit, for selected items, to show the Rule to the supplier before work begins.

*Please note that the word “Unit” for the purpose of the Declaration, as well as the Rules, refers to all the property, both interior and exterior (including the lot owned by the resident, not Common Elements), that is wholly owned by the Home Owner.

**GENERAL:**

a. Any losses, costs or damages incurred by the Corporation by reason of a breach of the Declaration or any Rules in force from time to time by any Owner, Unit occupant, members of the Owner’s family, his tenants, guests, invitees, servants, agents and contractors, shall be borne and/or paid for by such Owner and may be recovered by the Corporation against such Owner in the same manner as Common Expenses.

b. Use of the Common Elements and Units shall be subject to the Declaration and Rules which the Board has made or may make to promote the safety, security or 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.

c. The Declaration and Rules as deemed necessary and altered from time to time by the Corporation, with approval from the Owners, shall be binding on all Unit Owners, their families, tenants, guests, invitees, servants, agents and contractors.

d. For the purposes of these Rules, the elevations of the Grand Cypress shall be considered as follows:
   - the "front" is the garage door elevation
   - the "back" is the patio elevation
   - the "entrance side" is the elevation facing the street and which has the main entry door
   - the "side" is the elevation adjacent to the house next door
1. QUIET ENJOYMENT:
   a. Owners and their families, guests, visitors, servants and agents shall not create
      nor permit the creation or continuation of any noise or nuisance which in the
      opinion of the Board or the Manager, may or does disturb the comfort or quiet
      enjoyment of the Units or Common Elements by other Owners or their respective
      families, tenants, guests, invitees, servants, agents and persons having business
      with them.
   b. Unreasonable noise may not be transmitted from one Unit to another. Some
      examples may include noise from chimes, outside speakers, radios, television etc.
      If the Board determines that any noise is being transmitted to another Unit and that
      such noise is an annoyance or a nuisance or disruptive, then the Owner of such
      Unit shall at his/her expense take such steps as shall be necessary to abate such
      noise to the satisfaction of the Board. If the Owner of such Unit fails to abate the
      noise, the Board shall take such steps, as it deems necessary to abate the noise
      and the Owner shall be liable to the Corporation for all expenses thereby incurred
      in abating the noise, including reasonable solicitor’s fees.
   c. No auction/garage sales or public events shall be allowed in any Unit or on the
      Common Elements.
   d. Firecrackers or other fireworks are not permitted in any Unit or on the Common
      Elements.
   e. All repairs to the Units shall be made only during reasonable hours so as not to
      interfere with the quiet enjoyment of other Owners.

2. SECURITY:
   a. Owners shall supply to the Board the names of all residents and tenants of their
      Unit.
   b. Residents should report any suspicious person(s) seen on the property to the
      police or to the Property Manager.
   c. Every Owner must complete an Owner/resident information form in the prescribed
      format and promptly return it to the Property Manager. Owners are responsible
      for keeping all information up-to-date. See Section H in the manual or Fillable
      Forms on line at ourbgcc.com

3. SAFETY:
   No Owner shall do, or permit anything to be done in his/her Unit or bring or keep anything
   therein which will in any way increase the risk of fire or the rate of fire insurance on any
   buildings; or on property kept therein; or obstruct or interfere with the rights of other
   Owners; or in any way injure or annoy them; or do anything to conflict with the laws
   relating to fire prevention or with the regulations of the Fire Department; or with any
insurance policy carried by the Corporation or by any Owner; or conflict with any of the rules and ordinances of the Board of Health; or with any statute or municipal by-law.

4. COMMON ELEMENTS:
   a. No Owner shall harm, mutilate, destroy, alter or litter the Common Elements or any of the landscaping work on the property.
   b. The roadways, which are part of the Common Elements, shall not be obstructed by any of the Owners. Refer to Rule 7, Motor Vehicles and Parking.
   c. Any physical damage to the Common Elements caused by an Owner shall be repaired by arrangement with and under the direction of the Board and at the cost and expense of such Owner.
   d. No building or structure shall be erected, placed, located, kept or maintained on any unit or on the Common Elements.
   e. No buses except buses for people with disabilities will be permitted within the Condominium premises. Persons requiring transportation by a school bus are to be picked up and dropped off outside the front gates.

5. UNITS:
   a. Exterior colours on painted or pre-finished surfaces of the Units shall remain the same as those supplied and installed by the Declarant and as permitted in the ‘Standard Colour Packages’ pages in the Owner’s Manual. (See Section D)
   b. Units shall be used only for such purposes as provided for in the Corporation’s Declaration and as hereinafter provided. No immoral, improper, offensive or unlawful use shall be made of any Unit. All municipal and other zoning ordinances, laws, rules, and regulations enacted by governments or by government regulatory agencies shall be strictly observed.
   c. No billboards, notices, advertising material or signs of any nature including permanent realtors signs, name identification, personal name plaques and home business signs, are permitted on the Unit, or around the exterior of the Unit or in the windows of the Unit where visible from the outside. Seasonal welcome mats, courier identification tape on the front door side lites and Federal Election signs are exceptions. As an exception to the prohibition of signs, owners may display one Federal Election Sign, up to 60 cm. x 90 cm., (24”x36”) which must be placed only in the garden immediately adjacent to the dwelling, for a reasonable period before an election, until 24 hours following an election.
   d. No Owner shall permit an infestation of pests, insects, vermin or rodents to exist at any time in his/her Unit or adjacent Common Elements. Each Owner shall immediately report to the Property Manager all incidents of pests, insects, vermin or rodents and all Owners shall fully co-operate with the Property Manager to provide access to each Unit for the purpose of conducting an extermination
program to eliminate any incident of pests, insects, vermin or rodents within the building.

e. Fascias, soffits, eaves troughs, rain water leaders, water taps, downspouts, splash pads, garage doors, columns, window frames and wells, all vents, bricks, roof, shingles and other exterior structures etc. shall be as close as possible to those supplied and installed by the Declarant. Metal flashing will be permitted in roof valleys when re-roofing. Changes or replacement of any of these items requires Board approval.

f. New or replacement air conditioner installations must be at least a metre from a natural gas meter. Air conditioner units may not be located in the front or back yard. Portable window air conditioners are prohibited. Air conditioner units must not be relocated and shall be mounted off the ground with steel wall brackets. Air conditioner covers are permitted however there must be a reasonable amount of room between the base of the air conditioner and the bottom of the cover to ensure proper air flow to the air conditioner to avoid condensation problems. Contact local air conditioner companies in order to secure a proper fitting cover. Owners will be asked to remove improper or inappropriate covers. The air conditioner cover colour should be muted (examples of colours selected could be taupe, beige, sand, and light grey to name a few). Since the grass below the air conditioner will not grow, the grass may be replaced with concrete patio slabs or pavers (bricks) as long as they do not interfere with lawn maintenance. The concrete slabs or pavers (bricks) must cover an area no larger than the size of the bottom of the air conditioner and must be flush with the adjacent grass. The pavers or bricks under the air conditioner should match the driveway bricks or pavers and should be constructed over a prepared base material.

g. Splash Pads, at the base of the rainwater downspouts, should always have a slight incline in order to avoid collection of water which represents a potential breeding ground for West Nile Virus.

h. Tents for social events are permissible at the back of the house, not including the Common Elements, for a period not to exceed 48 hours. However the area used must be restored to its original condition upon completion of the event. An agreement to restore the property to its original condition at the Owner’s expense must be signed by the Owner. Board approval must be obtained in advance of the event.

6. PETS, BIRD BATHS, BIRD FEEDERS AND BIRD HOUSES:

a. All dogs and cats must be kept under personal supervision and control and held by leash at all times during entry and exit from the Unit and while on the Common Elements.

b. All damages caused by a pet to the Common Elements and the Units are the responsibility of the Owner of the Unit and the said Owner shall fully reimburse the Corporation for the cost of the repair, replacement or renovation.
c. Each pet Owner must clean up any defecation by a pet immediately, so that the Common Elements and Units are neat and clean at all times. Should a pet Owner fail to clean up after his/her pet as aforesaid, the pet may be deemed to be a nuisance, in which case, the Owner shall be subject to the provisions of subsection “e” below.

d. No pet deemed by the Board, in its sole and absolute discretion, to be a nuisance or danger to the residents of the Corporation is permitted to be on or about the Common Elements. No attack dogs are allowed in any Unit. No breeding of animals for sale shall be carried on, in or around any Unit.

e. An Owner is not allowed to keep any animal, which is deemed by the Board in its absolute discretion, to be a nuisance. Such Owner shall, within two (2) weeks of receipt of a written notice from the Board requesting the removal of such animal, permanently remove such animal from the property.

f. Pets are not allowed on the golf course.

g. Bird baths are prohibited as they represent a potential breeding ground for West Nile Virus.

h. Bird houses are prohibited as they represent a potential health issue.

i. Bird feeders are prohibited on lawns, in the Common Element areas and may not be hung from brackets attached to the house. However, a reasonable number of bird feeders, as deemed reasonable by the Board in its absolute discretion are permitted to be hung on Unit trees or in the dirt beside trees or bushes that are on the Unit in the back or side yards. **At no time must the seed be able to fall into the grass and sprout.**

Since it is a potential health issue, the gardeners may not cultivate those areas where there are bird feces.

7. MOTOR VEHICLES AND PARKING:

For the purpose of these Rules, “motor vehicle” means a private passenger vehicle or motorcycle as customarily understood.

a. All motor vehicles operated by Owners must be registered with the Property Manager. Each Owner will provide to the Manager the licence numbers of all motor vehicles driven by residents of that Unit. **See Section H in the manual or Fillable Forms on line at ourbgcc.com**

b. No motor vehicle will be driven on any part of the Common Elements at a speed in excess of 25 km/hr.

c. No Owner will operate a motorized vehicle on any part of the Common Elements without a proper operating licence.

d. Motorcycles must be licensed and equipped with the most recent noise control devices and operated on the roadways and in a manner so as not to disturb the other Owners. Mopeds and bicycles may be operated in a manner that will not obstruct traffic.
York Region Vacant Land  
Condominium Corporation 1079

Section C

Current as of January 2015

e. Vehicles bearing logos or signage, or recreational vehicles may be parked on common areas or driveways for a period of time, not to exceed 48 hours.

f. No Owner will place, leave, park or permit to be placed, left or parked upon the Common Elements any motor vehicle, moped, golf cart, trailer, boat, snowmobile, machinery or equipment of any kind. If a motor vehicle or any other of the foregoing items is left standing upon the Common Elements, the vehicle or item may be towed without notice to the Owner and at the Owner’s expense.

g. No Owner will park or use a motor vehicle in contravention of these Rules, otherwise such person will be liable to be fined or to have his motor vehicle towed from the property in which event neither the Corporation nor its agents shall be liable whatsoever for any damage, costs or expenses however caused to such motor vehicle or to the Owner thereof.

h. Boats, snowmobiles, motorcycles, trailers, campers, recreational vehicles and seasonal vehicles must be stored and serviced in the garage. They may not be parked, repaired or serviced on the Common Elements or on a driveway. Automobiles should be parked in the garage on a regular basis, but are permitted in the Owner’s driveway if necessary. No automotive repairs may be carried out in the driveway.

i. For safety reasons, parking on the Common Element roadways is prohibited except that visitors and service vehicles may park for short periods when space is not available in the unit driveway. Overnight parking is not permitted on the Common elements and parking is not permitted when it may interfere with snow clearing operations. For better access by emergency vehicles, vehicles should park on one side of the street only, whenever possible. Vehicles parked on the Common Elements in contravention of this provision may be towed and removed by the Corporation without notice at the Owner’s expense.
8. TENANCY OCCUPATION:
   a. No Unit shall be occupied under a lease or other rental arrangement unless, prior to the tenant being permitted to occupy the Unit, the Owner shall have delivered to the Property Manager a completed Form 5 (See Section H in the manual or Fillable Forms on line at ourbgcc.com); a duly executed copy of the Application/Offer to Lease and a copy of the Lease itself. Tenants must also register their vehicles and Licence Plate Numbers with the Property Management Company in compliance with Rule 2 Security. In the event that the Owner fails to provide the foregoing documentation in compliance with this paragraph, prior to the commencement date of the tenancy, and in compliance with Section 83 of the Condominium Act, any person or persons intending to reside in the Owner’s Unit shall be deemed a trespasser by the Corporation until and unless the Owner complies with these rules and with the Act.
   b. Within seven (7) days of ceasing to rent his Unit or within seven (7) days of being advised that his tenant has vacated or abandoned the Unit, the Owner shall notify the Corporation in writing that the Unit is no longer rented.
   c. The foregoing documentation shall be supplied promptly and without charge to and upon request for same by the Corporation.
   d. No lease shall be for a period of less than six (6) months without the approval of the Board.
   e. No Owner shall allow his tenant to sublet his Unit to another tenant.
   f. All Owners shall be responsible for any damage or additional maintenance to the Common Elements or Unit caused by their tenants and will be assessed and charged therefore.
   g. The Owner shall supply to the Property Manager, his/her current address and telephone number during the period of occupancy by the tenant.

9. BARBECUE PAD, GAS HOOK-UP AND SECURITY:

Barbecues must be located only on the rear patio or on an approved barbecue pad. Owners may request approval for a natural gas hook-up and/or the construction of a barbecue pad off, but adjacent to, the patio to be used exclusively for the placement of the barbecue. The following standards and conditions will apply:

   a. Owners may request approval for a natural gas barbecue hook-up either on the back patio for a patio barbecue or on the back wall if a barbecue pad is installed. The exact location of the natural gas hook-up for the back patio or back wall must be submitted for approval, in the form of a drawing, before proceeding. Owners must ensure that the installation is done by a licensed gas installer and meets Gas Company specifications and safety requirements, with a gas shutoff outside the house. Installers also recommend a gas shutoff inside the house. Caulking around the outlet must match other existing outside caulking.
b. The pad must be constructed level with the ground and may not exceed 1.5m x 2.4m (5’ x 8’) (from the back wall) for most units.

c. The pad may not extend beyond the side brick wall boundaries of the house.

d. The pad must be constructed using concrete slab(s), brick pavers or cobbles matching the back step or driveway pavers or cobbles over a prepared base material.

e. The barbecue pad must not interfere in any way with the landscaping or garden service provided by the Corporation’s contractor.

f. The Owner must submit with the Alteration Request Form specific information related to:
  - Location (to include a drawing)
  - Materials
  - Construction specifications including the name of the Owner’s contractor,
  - Proposed dates for the start and completion of the work.

No construction may begin until the Corporation approves the request.

g. The Owner must arrange with the Property Manager for an assessment of the sprinkler and sprinkler heads system in order to arrange for any changes necessary and to minimize disruption of the system to neighbours and common property. Any work necessary will be undertaken by the Corporation’s contractor to ensure proper operation of the sprinkler systems.

h. The Property Manager, or other approved agent, will inspect the completed project to ensure that all conditions have been met.

i. The Owner agrees to pay for all costs associated with assessments, inspections, and work done to relocate sprinkler lines and heads.

j. The Board reserves the right to reject the request if the proposed base interferes with the grading of the property, the rain run-off, the irrigation system or any other condition which contravenes the Declaration or Rules.

k. Approval of a barbecue pad does not provide automatic approval for any additional gardens or foundation plantings.

l. If, in the opinion of the Corporation, the product or surfaces fall into disrepair, the Owner will be obliged to restore the surfaces to their original condition.

m. If securing a barbecue, preference should be given to machine bolts over eye...
bolts. These security devices must be as inconspicuous as possible, concealed behind the barbecue, and fastened to the concrete patio or foundation wall if the barbecue is on the ground. All hardware and fasteners must be zinc coated/galvanized or stainless steel. Once the fasteners are in place they must be caulked in order to avoid potential problems with moisture. The colour of the caulking must match other exterior caulking. If the security device is removed/moved the concrete must be returned to its original condition.

10. EXTERIOR DECORATIVE AND SEASONAL ITEMS:

a. Owners may place on their front porch, entry area, and on the rear patio, various decorative items including planters, pots, small statues, and artistic items. The Corporation expects Owners to show discretion, consideration of others, and the theme of the community, in relation to the size, number, colour, location, and good taste, in the use of such items.

b. Wall mounted items must be properly secured and not interfere with access to the house, nor interfere with the normal work of the Corporation's landscape or maintenance work. Owners who install wall mounted items bear full responsibility for any injury or damage resulting from such installations. All hanging pots and baskets, and planters (including those on front entrance porches and driveways that hinder snow removal) must be removed as part of the fall clean-up. No more than two L-shaped brackets are allowed on the front of the house for hanging flowers or plants.

c. Owners may display festive decorations and lights on their unit, not more than two months prior to the festive date, which must be removed not later than two months following the date. Festive lights, flood lights and other decorations must be placed so as not to interfere with access to the house, nor interfere with the Corporation's normal landscaping and snow removal maintenance operations. No lights or other decorations are permitted on any of the Common Elements. Any damage caused by exterior decorative items is the responsibility of Owners to repair or replace. Neither the Corporation nor the Corporation's contractors shall be responsible for any damage caused to exterior decorative items.

d. In consideration of emergency services (fire, ambulance, etc.) house numbers must not be obscured by any decorative item.

11. FENCES:

All fences, including ornamental, privacy, snow, decorative, and including invisible pet fences, are prohibited except snow fences installed by the Corporation.
12. EXTERIOR POWER GENERATOR:

Owners may request approval for the installation of an exterior power generator as an emergency power supply subject to the following conditions:

a. The Owner must document the application, providing a medical certificate that specifies a power supply is necessary to meet a medical condition, and that, in the event of a power outage, a continuous power supply is critical.

b. The Owner must supply specifics on the generator related to:
   1. The specific unit and rated noise level.
   2. The installation plan.
   3. The location.
   4. Action must be taken to moderate the noise level of the unit.
   5. Action must be taken to make the installation as inconspicuous as possible.

c. The Owner must agree to inspections by the Property Manager.

d. The Owner must agree the generator will be used only during a power outage and for periodic testing.

e. The Board’s approval is limited in duration to the medical need of the Owner. When the medical need no longer exists or the Owner sells the property, the Owner must remove the generator and restore the property to its original condition.

f. All costs associated with this application shall be borne by the Owner.

g. A copy of the document giving Board approval for this application must be signed by the Owner and returned to the Property Manager confirming that the Owner has read, understood, and agrees to all the conditions.

13. DOOR SCREENS:

Owners may request approval to install retractable door screens. Door screens must retract to the door frame when not in use. The frame must be installed as part of the original door jamb and the colour must match the colour of the vinyl door frame and windows. Permanent storm/screen doors are not permitted.

14. FLAGS:

Subject to the following conditions, one Canadian Flag may be flown at any time on the Owner’s Unit when the Owner is in residence:

a. The Canadian Flag must be flown on an approved flag standard mounted on the brick wall or brick column of the Unit, in a manner so as not to interfere with access to the Unit or with groundskeepers working on the Unit.

b. Freestanding flagpoles are not permitted.

c. No flag other than the Canadian Flag may be displayed on the Unit.
d. The flag must be in good condition and replaced if it becomes torn, faded or frayed.

e. The flag size must not exceed 686mm x 1372mm (27” x 54”) and the pole should be limited to a 1.85m (6’) maximum length.

f. The holder and hardware to mount the flag must be rustproof.

g. The flag may not be installed on the roof of the house.

15. STANDARD GARDENS: Also refer to Replacement or New Plantings in the Gardens (Section E2, E3 & E4)

a. Gardens and plantings installed by the Declarant shall be considered to be the Standard Gardens.

b. No additional gardens may be installed by an Owner unless approved by the Board. The shape, dimension and location of the Standard Gardens may not be altered. Owners shall not plant any additional trees, shrubs or perennial plant material on the property unless the selection of plantings is made from the Board approved Master List. Perennial or annual fruits, herbs or vegetables may only be planted in pots located on the patio.

c. Replacement or new plantings must be, without exception, selected from the Board approved Master List of trees, shrubs and perennials. It should be noted that changes or modifications may be made to the Master List of Trees, Shrubs and Perennials, by the Board, from time to time.

d. No borders of rock, stone, brick or other material shall be installed in the Standard Gardens. Where soil is spilling from the front or side Standard Gardens onto the driveway, contact a contractor to have that area re-graded. This is an Owner’s responsibility.

e. Owners are responsible for the cost and installation of replacing dead or diseased plants, trees and shrubs in the Standard Gardens as well as grass and trees on the land within the Unit. Replacement trees must have a minimum calliper of 45mm. See Rule 17 (Foundation Plantings) and refer to Section E (E2, E3 & E4) for further details and requirements.

f. Flowering baskets in gardens are only allowed to be hung from poles/shepherd hooks so long as they do not interfere with garden maintenance or have the potential to cause injury to maintenance staff.

g. The Corporation does not permit the use of rocks and other objects in any of the gardens, as they slow down the work of the landscapers.

h. The Corporation shall not be responsible for any damage to plants incurred during garden maintenance.

i. With respect to the Grand Cypress model; privacy gardens located off the back patio and containing two Blue Spruce trees with shrubs between, must be maintained so as to contain two Blue Spruce trees. Should one or both trees die, it/they must be

Section C
Current as of January 2015
replaced with another of the same species and replacement/s must be a minimum of 200 cm. (6 feet) in height at the time of planting.

16. FLORAL PLANTS – ANNUALS: Also refer to Replacement or New Plantings in the Gardens Section (E2, E3 & E4)

Owners may plant floral annuals in the gardens on their property provided that:

a. The planting of floral annuals will not impede grass cutting or the maintenance of the gardens.

b. Owners may plant annuals in their gardens, however, even though the Corporation’s contractor will maintain the gardens, maintenance of annual flowers in those gardens remains the responsibility of the Homeowner and any damage caused to annuals during garden maintenance by the contractor or at any other time remains the responsibility of the Homeowner. Floral annuals may also be planted in the backyard tree saucer, but not the front or side tree saucers. The Homeowner then becomes responsible for the weeding and maintenance of that tree saucer, including removal of plants in the fall. Any damage to a tree that may be caused by the planting/maintenance of annuals is solely the responsibility of the homeowner.

c. The Owner must remove floral annuals and leave the gardens in the same condition the landscapers leave the gardens in the fall.

d. The planting of floral annuals must not interfere with the sprinkler system.

e. Screws into the soffits, to hold plant material, are prohibited.

f. Flower window boxes of reasonable proportions that can be detached are permitted. Any hardware used must be removed when the boxes are removed.

If any of these conditions are not met, the Corporation will require the Owner to remove the floral annuals.

17. FOUNDATION PLANTINGS: Also refer to Replacement or New Plantings in the Gardens (E2, E3 & E4)

Owners may request approval to replace dead, diseased, or original plantings not suitable to the location for horticultural reasons with an improved type and quality of plant subject to the following conditions:

a. The Owner must specify the reason for the replacement if it is a different shrub or tree. If the Owner is replacing a dead or diseased shrub or tree with the exact same shrub or tree in the exact same location a Garden Alteration Request Form is not required. No Garden Alteration Request Form is required for the replacement or addition of perennials as outlined in section E2 (a), however, replacement trees must have a minimum caliper of 45mm.

The Owner must select the replacement of all perennials, shrubs or trees from the Board approved Master List. (See also Section E5 – E40)
b. As part of the Alteration Request Form, the Owner must attach a garden plan showing the location/relocation of all new shrubs and trees and the specific location of the replacement shrubs and trees. (Refer to House Model Garden Drawings at the end of Section E)

c. The replacement plant(s) must enhance the appearance of the garden and meet the standards of the Quality Assurance and Design Code specified in the Declaration. In the cases as specified in 17 (a), (b) and (c) it is imperative that a Garden Alteration Request Form be submitted to the Board prior to work commencing.

The Board may reject requests based on section 4.2 (a) of the Declaration.

18. GARBAGE:

No Owner will place, leave, or permit to be placed or left in or upon the Common Elements or at the exterior of the house any debris, refuse, or garbage. Refer also to Section B of the Owner’s Manual.

19. EXTERIOR DOORS AND WINDOW ALTERATIONS:

a. Owners may request approval for the installation of non-coloured decorative glass inserts in the following locations: front door, front door side-lites and transoms, patio doors and patio transoms, optional entry doors next to the garage door of the Grand Cypress model, half-moon windows above the front door or front rooms. The decorative inserts must be leaded glass, acid etched, or the wrought iron type. The Board has approved obscure or translucent glass such as Chinchilla, Niagara, Taffeta, Gluechip or Snowflake Frost and opaque glass such as acid etched, fogged or smoked glass. Decorative glass inserts, with scenes, are allowed only on the patio doors however are subject to Board review and approval. No installation may proceed until Board approval is granted.

b. Side-lites refer specifically to the glass panel(s) adjacent to the front door and should not be confused with side windows.

c. Owners may request approval for privacy windows in bathrooms and side windows between homes and all basement windows. Between homes is defined as windows immediately facing the house next door. Windows that face the common element are not considered as “between homes”. These non-coloured inserts must be leaded glass, acid etched, obscure or translucent windows. Wrought iron in these windows is prohibited. Non-decorative, non-coloured appliqués (peel and stick) are also allowed; however they must cover the entire window. The Property Manager has samples of products which have received approval to date.

d. Internal blind inserts are permitted in patio doors, but must be white or a neutral colour. Glass inserts with scenes are allowed only on the patio door.

e. Light and medium tint sun film to protect flooring and furniture is allowed on all windows but must cover the entire window.
f. Small coloured or stained-glass hangings inside windows are permitted except on windows facing the street.

g. Owners must provide, with their alteration request, the location of the proposed change with a sample, picture or drawing of the product.

h. Coloured or stained glass inserts that can be seen from the street are not permitted.

The chart below indicates the locations – by Model – where inserts or appliqués are permitted, on side of houses.

<table>
<thead>
<tr>
<th>Model</th>
<th>Bathroom</th>
<th>Second Bedroom</th>
<th>Servery</th>
<th>Living</th>
<th>Dining</th>
<th>Kitchen</th>
<th>Den</th>
<th>Stairs to Bsmt.</th>
<th>Laundry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doral</td>
<td>OK</td>
<td>OK</td>
<td>X</td>
<td>OK</td>
<td>X</td>
<td>H</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Augusta</td>
<td>OK</td>
<td>OK</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>OK</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Innisbrook</td>
<td>OK</td>
<td>H</td>
<td>OK</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>OK</td>
<td>X</td>
<td>OK</td>
</tr>
<tr>
<td>Pinchurst</td>
<td>OK</td>
<td>OK</td>
<td>X</td>
<td>OK</td>
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<td>OK</td>
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<tr>
<td>Pebble Beach</td>
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<td>OK</td>
<td>X</td>
<td>X</td>
<td>OK</td>
<td>X</td>
</tr>
<tr>
<td>Castle Pines</td>
<td>OK</td>
<td>X</td>
<td>OK</td>
<td>X</td>
<td>X</td>
<td>OK</td>
<td>OK</td>
<td>X</td>
<td>OK</td>
</tr>
<tr>
<td>Grand Cypress</td>
<td>OK</td>
<td>OK</td>
<td>X</td>
<td>X</td>
<td>H</td>
<td>X</td>
<td>OK</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

OK – Permitted    H – Approved Half-Moon Windows    X – Prohibited or not applicable

Note: The windows and room names referred to herein are those in locations shown on the Builder’s standard plans, irrespective of any modifications to these plans made by or done on behalf of owners.

20. HOSE HANGER OR REEL:

Owners may request approval for the installation of a hose hanger or reel under the following conditions:

a. The hose hanger or reel must be installed adjacent to the water outlet on the sidewall of the Unit.

b. The hose hanger or reel must be installed no higher than 1.2m (48”) above ground level.

c. The colour of the hose hanger or reel should be a neutral colour, i.e. green or beige.

d. The hose hanger or reel must not interfere with any downspout or sprinkler. If the Owner selects a hose hanger, the hose must be coiled in such a manner to ensure the landscaper has uninterrupted access for grass cutting and other maintenance.

e. Owners must not leave hoses in window wells or on the ground after use. After use the hose must be coiled on the hose hanger or reel or stored in the garage.
21. EXTERIOR LIGHTS, PATIO CEILING FANS, ELECTRICAL OUTLETS AND MOTION ACTIVATED SECURITY LIGHTS:

a. Permanent lights such as garden, porch, patio, deck, spotlights, except those installed or approved by the Developer, are prohibited.

b. Owners may request approval to replace, but not relocate, the rear patio light with a fixture mounted directly to the ceiling and be of a similar general configuration as the original fixture, providing it is no lower than 460 mm. (18") below the patio ceiling, and must be white or black or blend in with the surrounding colours of the patio. The light should have a 'globe' so as to diffuse the light.

c. Owners may request approval to install recessed pot lights in the patio ceiling or exterior soffits, providing the installation is of the same type and standard previously approved by the Developer or Board for other units. Permanent coloured pot, light bulbs are not permitted.

d. An exterior ceiling hugging fan (with no pipe), with or without a light, is permitted on the back patio providing it is no lower than 460 mm. (18") below the patio ceiling. The fan and light must be rated for 'damp' or 'wet' locations, and the light should have a 'globe' to enclose the bulb, so as to diffuse the light as much as possible. The fan may replace the existing patio light, however, the fan may not be relocated from the location of the original light fixture. The colour of the fan must blend in with the surrounding house exterior colours. Owner must submit literature and a picture of the proposed fan and light for Board approval prior to installation.

e. Additional exterior electrical outlets are permitted on the back patio subject to written Board approval. The caulking around these outlets must colour match existing exterior caulking and electrical outlets.

f. A Motion or Security Activated Light is permitted on the back patio in place of the existing light or outdoor ceiling hugging fan. It may not be an additional or relocated light fixture. The colour of the security light fixture must closely match the colour of the patio ceiling soffit or the light being replaced. Use the supplier of your choice. Before installation, approval from the Board is required. A picture must accompany the Alteration Request Form. (Refer to Section G)

22. WINDOW COVERINGS:

No exterior window coverings are permitted. Interior window coverings must be of a conventional nature and the external appearance must be white or off-white. (Also refer to Rule 19).
23. OUTBUILDINGS AND STRUCTURES:
The following are prohibited as per the provisions of Section 4.1 of the Declaration:

<table>
<thead>
<tr>
<th>Belvederes</th>
<th>Patio Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bird Baths and Bird houses</td>
<td>Pergolas</td>
</tr>
<tr>
<td>Bird feeders on lawns or in common element areas</td>
<td>Sand Boxes</td>
</tr>
<tr>
<td>Benches on lawns or in gardens</td>
<td>Saunas</td>
</tr>
<tr>
<td>Freestanding Flag Poles</td>
<td>Statues and ornaments on lawns and in gardens</td>
</tr>
<tr>
<td>Fountains</td>
<td>Storage Sheds</td>
</tr>
<tr>
<td>Gazebos</td>
<td>Swimming Pools</td>
</tr>
<tr>
<td>Hot Tubs</td>
<td>Swing Sets</td>
</tr>
<tr>
<td>Lanais</td>
<td>Trampolines</td>
</tr>
</tbody>
</table>

24. PATIO SCREENS AND ENCLOSURES:
Enclosure of decks, porches, patios or verandas, including but not limited to pet enclosures, lattices, trellises etc. are prohibited.

Owners may request approval to install vertical retractable, power operated patio screens of the 'Phantom Screen' type. The installation must be as unobtrusive as possible and hidden behind the face beam of the patio when the screen is retracted. All fittings, moldings and trim must be rustproof and of the same colour as the face beam and/or brick to which they are attached.

The mesh screening should be as invisible as possible, and may only be used when the owner is on the patio, and retracted when not in use.

Any power lines must be installed so as to be as inconspicuous as possible.

It should be noted that the screen may only extend around a part of the patio, between brick walls and/or columns, as determined by the configuration of each home model.

Any request for approval must include a drawing, manufacturers’ literature with illustrations and specifications, including colour selection.

Any caulking must match the brick colour or be 'clear' colour.

25. RECREATIONAL EQUIPMENT:
Recreational equipment such as, but not limited to, hockey nets, basketball nets, etc. may be used during daylight hours under proper supervision on the driveway. Recreational equipment must not be used on roadways. After use and at night these items must be stored in the garage. Permanent installation is prohibited.
26. DRIVEWAYS, PATIOS AND PORCHES:
Driveways, walkways, steps, patios, porches, and verandas installed by the Declarant shall be considered to be the standard, and their size, shape, dimensions and location may not be altered, widened, extended, or otherwise enlarged, and no borders of stone, brick pavers, cobbles or other material shall be placed against the outside edges thereof. Additional driveways, walkways, pavers, stones, slabs, steps, patios, porches, decks, or verandas are prohibited. On some of the Grand Cypress models only, an additional walk or set of steps has been allowed which runs from the front door directly to the street. The materials for such steps and walk must match the existing walkway and steps, and must be installed in a manner which meets applicable Building Codes and requires Board approval.

Patio and Porch repairs are the responsibility of the Owner, and may be accomplished using a suitable concrete repair material, or with replacement unit pavers or cobbles on driveways to match the existing materials. No Alteration Request is required for such simple repairs. However Owners should be aware of the limitations of some patio and porch repair materials. Every attempt should be made to match adjacent surfaces. Sealers must be a clear, low luster product and not coloured in any way.

Driveway replacement must be submitted to the Board for approval. Refer to Section G.

Some general guidelines for steps, porches and patios are as follows:

a. Slip-resistant tiles or natural stone covering may be installed over existing surfaces. *

b. Three-step products may be used to cover and restore existing surfaces. Use of paint, as the sole agent, is not approvable. *

c. Epoxy stone and rubber overlay mixtures may also be applied. *

d. All such materials must be neutral, muted colours, compatible with the house brick colour and/or the driveway and walkway pavers or cobbles.

e. The Board will not approve the installation of interlocking brick pavers, cobbles or carpeting as a porch or patio surfacing material.

f. If, in the opinion of the Corporation, the product or surfaces fall into disrepair, the Owner will be obliged to restore the surfaces to a satisfactory condition.

g. New caulking must match the colour of the original caulking.

h. The size of standard porches or patios may not be increased.

* These products are for use on horizontal surfaces only (not walls) however, they may be used on patio edges.

The Property Manager has information on selective products which have received approval to date. (Refer also to Section G).
Alteration Requests must be accompanied by samples and/or brochures of the proposed materials, and approved before work begins.
27. SATELLITE DISH AND SPECIAL AERIAL

Owners may request approval to install a satellite dish subject to the following conditions:

a. There may be only one satellite dish installed on a Unit.

b. The maximum diameter of the satellite dish is 610mm (24").

c. The satellite dish must be installed on one of the sidewalls of the unit, or in the case of the Grand Cypress at the back of the unit, under the eaves, in the most inconspicuous position possible. Installation is not allowed on the roof, or front of the unit. Wires should be installed behind a downspout if possible. Wires that run into the eaves trough must be as inconspicuous as possible.

d. An exterior aerial or antenna less than one metre (40") in height or length and less than 3mm (1/8") in diameter may be permitted.

e. If an Owner encounters problems in meeting these conditions because of the siting of that particular Unit, the Owner should contact the Property Manager for further assistance.

f. Installation is subject to the written approval of the Board.

28. SPRINKLER HEADS:

The Corporation’s contractor is responsible for the spring repair and start-up as well as the fall shutdown of the sprinkler and irrigation systems. Owners may be responsible for any damage causing the need for repair and replacement of sprinkler heads, unless damage is a result of accidental contractor action. Sprinkler heads may also have to be replaced or repositioned, as a result of plant growth. The Corporation’s contractor will do all repair and replacement of sprinkler heads. Owners will be billed the costs, when applicable.

CAUTION: Owners must not attempt to redirect or otherwise tamper with the sprinkler system or automatic controls.

29. STORAGE:

No storage is permitted around the exterior of a Unit. All storage of personal items, including but not limited to gardening and recreational tools and equipment, is to be inside the Unit. The patio is to be kept neat and clean. If practical, patio furniture should be stored inside the Unit in the winter. Barbecues may be left on the patio or an approved barbecue pad during the winter. Heavy planters may be left on the patio over the winter. Planters should be cleaned up at the end of the season and debris removed before it snows. An Owner considering a winter display in planters should consult Rule 10.
30. EXTERIOR VENTS

a. Additional vents for very specific reasons may be permitted, as outlined below:
   - For the installation of a main floor fireplace and a basement gas fireplace.
   - To vent a basement washroom
   - To vent a basement dryer
   - To vent a basement air exchanger

b. The Board will consider an Owner request to install a fresh air intake to the high efficiency furnace as follows:
   - The intake must be located on the side of the unit. The Owner must submit a plan showing the exact location of the intake so as to secure as inconspicuous a location as is consistent with safety issues.

c. Any additional vents should be of the same type, size, and colour as those originally installed by the Declarant, or as described above. The colour of the caulking around the vents must match the colour of the caulking around the other exterior vents. In all cases, the Owner must have the vent approved before any installation is made.

d. The Owner should make every effort to clean lint from the exterior clothes dryer vent as it presents a potential fire hazard. The exterior furnace vent should be cleared of snow during the winter. If it not cleared there is a good possibility that the furnace will shut down.

31. PATIO AWNINGS: General Information- See also Section G

a. Owners may request approval for manual or motorized Patio Awnings, to be installed by an Awning professional, subject to the following conditions:
   1. The Awning (hardware and material) must be of a design and quality to conform to the present Quality Assurance and Design Code of the community.
   2. The Awning material and installation must be wind resistant.
   3. The Awning(s) must be installed in a manner to ensure that when the Awning is retracted it is fitted to lie flat to the overhang and is as unobtrusive as possible.
   4. The Awning material colour should be uniform in colour. Samples of approved colours are available from the Property Management Company. The Awning colour must be close as possible to the colour of the vinyl trim and ceiling in the patio area, or complementary to the patio colours. (Examples are taupe, beige, sand, light grey, to name a few.) More than one colour is prohibited.
5. The colour of the hardware and arms should match or be complementary to the patio colours as specified in #4 above. Present hardware colours are restricted to ivory or white.

6. The edge of the Awning(s) must be straight. Scalloped or any other designs are not permitted.

7. For a two-stage Awning, which must be fully retractable, the vertical drop for the second stage must not exceed 1.25m or four feet.

8. All electrical wiring and fittings required for the motorized unit must be hidden by the overhang as much as possible. The motorized unit must be controlled by a remote electronic control.

9. In case of a power failure, manual over-ride for a motorized unit may be part of the installation.

10. The Awning must be kept in good condition and the Owner must ensure regular maintenance and repair, or replacement of worn Awnings.

11. Owners will be liable for any damages caused by the Awnings to the property of others.

12. If an Awning is permanently removed, the Owner must return the overhang and brick areas affected by the installation to the original condition.

13. The Awning must be retracted when not in use.

b. All requests for approval for Awnings must provide the following details:
   1. The location of the proposed Awning(s), with diagram, to include the total extension beyond the roof line and/or patio edge.
   2. The colour of the present vinyl trim and brick.
   3. Specifications of the proposed Awning installation i.e., motorized, colour and composition of the hardware and Awning material (a material sample must be submitted). Frames must be aluminum extrusions and all hardware must be rustproof.
   4. A retractable or removable valance, off the Awning, may be approved for selected units.
   5. Name of Manufacturer and Installer.

32. WINDOW WELL COVER(S): See also Section G

   a. Window Well Cover(s) must be of a clear, durable, sturdy plastic material (preferably Lexan). The covers must be installed to minimize any chance of injury, accidents or damage in the normal performance of work by the landscapers, workers and others in order that they may fulfil their contracts with the Corporation. The cover must meet fire and building code provisions.
b. In order to minimize possible damage to the Window Well Cover(s) the Corporation strongly recommends and will approve the installation of a brick border around the window well. The brick border must be of brick that matches the border of the driveway or house brick. If the Owner is also considering a barbecue pad, in conjunction with a Window Well Cover, then the brick for the pad and area around the Window Well Cover must match the driveway border brick or house brick. The Corporation may consider an alternative colour for those Owners with a stone (cobble) rather than an interlocking brick driveway. Owners must understand that if no brick border is installed and grass remains adjacent to the base of the window, the Owner will be responsible for any damage that occurs to the Window Well Cover as the result of normal lawn maintenance. Neither the Corporation nor the landscaping contractor will assume any responsibility for damage to Window Well Covers.

33. GARAGES:
A garage door keypad is permitted subject to colour co-ordination with exterior trim. Garage floors may be painted or tiled however the painting or tiling may not extend any further than the outer lip of the garage door(s). Garage doors must be kept closed except as may be necessary for immediate ingress and egress. Garage sales are prohibited.

34. HOUSE NUMBERS:
House numbers may be replaced with numbers of the same size, type and quality as the original numbers installed by the Declarant, in either clear coated polished natural brass or matte black. Approval by the Board is required prior to installation. The Property Manager has information on where to obtain replacement numbers. No other number style is permitted.

35. EXTERNAL INTERCOM BOX/PUSH BUTTON DOOR BELL/PATIO SPEAKERS:
These items are permitted subject to colour co-ordination with exterior trim. A singular push button doorbell may be changed as long as it is small and reflects good taste. Patio speakers may be installed as long as they are inconspicuous. Note Rule 1 (Quiet Enjoyment) as this rule will be strictly enforced regarding speaker use.

36. FRONT AND BACK DOORS:
Wreaths, using over-the-door hangers or magnets are permitted. Screws or nails into the doors are not recommended. Door kick plates, door knockers and exterior door stoppers are prohibited. Door hardware may be changed; however the type and style of hardware is subject to prior Board approval. For glass inserts please refer to Rule 19.

37. HAND RAILING(S): See also Section G
Hand railing(s), with prior approval from the Board, are permitted only on the front of the unit provided there is a medical reason for the rail(s). The rail colour must match the colour of the adjacent bricks or outside black lanterns and must be maintained by the
Owner. A diagram showing the exact location of the rail(s) is required prior to installation. The Board will only approve products and accompanying hardware, which are rustproof. You may choose from the supplier of your choice.

38. EXTERIOR CAULKING AND HARDWARE Refer also to Section G:
Throughout the Owners’ Manual there are several reminders about using caulking that matches present exterior caulking. Other reminders are about the use of rustproof hardware (e.g.: barbecue security, L-shaped brackets, screws, bolts etc.) These requirements are important elements in maintaining an upscale look for our community.

39. SOLAR TUBE / SUN TUNNEL:
Owners may request approval for the installation of a Tubular Lighting Device, also known as a Solar Tube or Sun Tunnel. No installation may proceed until Board approval is granted.

A Tubular Lighting Device consists of the following components: transparent roof-mounted dome and self-flashing curb. Reflective tube and ceiling level diffuser assembly, for transferring sunlight to interior spaces.

Approval will be subject to the following conditions:
- The maximum diameter of the tube may not exceed fifteen (15) inches, and the maximum diameter of the exterior dome may not exceed seventeen (17) inches.
- The tube must have a low profile with the roof and not exceed sixteen (16) inches in height.
- The exterior roof flashing must match the existing roof colour.

Owners must provide with their alteration request: the location of the proposed device, name of Manufacturer and product specifications including make, model and size.

A maximum of three Tubular Lighting Devices are permitted for any unit/house.

Larger size tubular units and sky lights of any size are prohibited.

40. CAPPING OF GARAGE DOOR FRAMES:
Owners may request approval to have an aluminum 'capping' or 'cladding' applied over wood garage door frames, to overcome paint issues or deterioration of the wood. The capping or cladding must be pre-painted aluminum to match the existing paint colour, formed to the profile of the wood frame. The painted wood arched panels over the door’s frame on the Doral elevation B should also be clad in the same material as the door frame, as close as possible to the original appearance, including the ‘sunburst’ strips.
41. CLOTHESLINES:
An owner may request approval to install a clothesline, or clothes tree as long as it is installed so that there are no safety concerns, nor that it interferes with landscape maintenance operations. It must be used and/or installed on the rear patio. Types of clotheslines/clothes trees which can be approved include: Retractable Line Dryer, and 'Umbrella' type Clothesline which must be removed when not in use.

42. GAS FIREPLACES
Owners may install natural gas fireplace(s) on the main floor with appropriate venting, or may install a natural gas fireplace in their basement, with a small vent above ground level.

Complete details, and a copy of the Building Permit for same, must be submitted to the Property Manager as an Alteration Request, for approval of the fireplace vent prior to commencement of the work. For vents through exterior walls refer to 'Caulking' in Section G.

The Owner must submit details of the type, colour, size and location of the proposed vent. The location of the vent must be in a location to be as inconspicuous as possible.

43. MAILBOX
One black horizontal cast aluminum mailbox, without newspaper rack, may be installed on the side wall of the main entry. The mailbox is to be mounted approximately 150 cm (60”) above the porch floor directly below the porch light fixture. Owners must submit details of the proposed box to the Property Manager and obtain approval before installation. Refer to Section G of the Owner’s Manual.

44. SOLAR PANELS
Solar panels will not be permitted.