

RULES

VIS 2756 – THE NEWCASTLE

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General Rules for All Areas

1. When using public areas all residents and guests are required to behave in a manner which does not adversely affect others.
2. Owners and guests are asked to be as quiet as possible when entering and leaving the building between the hours of 8:00pm and 7:00am.
3. Children are to be under the supervision of an adult at all times.

Bicycles

1. Residents wishing to use the bicycle room may gain access by obtaining a key from the council at a cost of \$25.00 which is refundable when no longer needed.

Parking Garage

1. The fee for parking in a corporation parking stall is \$12.50 per week or any part thereof.
2. An owner/occupant shall not permit another resident to rent, switch or alter in any way a parking space assigned to him, or her, without submitting a written request advising the Strata Corporation.

Renovation Guidelines

In an effort to ensure that the other residents in the strata units are not inconvenienced or adversely affected by the contractors who will be undertaking the work in your unit, we would ask that the following guidelines are adhered to at all times:

1. All work shall be undertaken in accordance with the registered bylaws and rules of the strata corporation.
2. The owners shall be responsible for ensuring that the common areas (construction traffic areas) into the community are maintained in a neat and clean condition at all times.
3. The owners agree that they shall be responsible for any additional cleaning charges or repair expense that may arise as a result of their contractors actions or inactions while using the common areas.
4. The owners shall ensure that the contractor responsible for the renovation work is licensed and fully insured at all times.
5. Any work that generates excessive noise such as jackhammers, electric saws, hammers and other loud equipment shall be restricted to the hours of 9:00am to 5:00pm, Monday to Friday. The specific dates when the work will be undertaken must be communicated to the neighbours so they can make arrangements to be absent if they wish.

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Renovations – Contractor Guidelines

1. Construction and renovation debris (C&RD) means those materials resulting from the renovation and construction within The Newcastle and may include, but is not limited to, materials such as:
 - Masonry materials including tiles
 - Wood products including kitchen cabinets and vanities
 - Glass
 - Wall coverings
 - Drywall
 - Framing and finishing lumber
 - Plumbing fixtures (toilets, sinks, taps, pipes)
 - Heating equipment
 - Electrical wiring and components
 - Insulation
 - Floor coverings
 - Metal incidental to any of the above
2. All C&RD must be placed in a covered, wheeled container for removal from the building. If plastic bags or other containers are used they must be transported out of the building with a dolly. Larger items must be carried out manually with care taken not to cause dents, scratches or damage of any type. Under no circumstances can debris be dragged, or slid along the floor, regardless of the container, leaving scuff marks or causing excessive wear.
3. Any debris that is scattered inside or outside the building, must be cleaned up immediately to avoid it being tracked throughout the building and grounds.
4. Hallway runners are required when removing old, and bringing in new, C&RD. Hallways must be vacuumed at the end of each day when hallway runners are removed.

Realtor For Sale Signs

1. Realtor signs shall not be displayed in the windows of individual strata lots.
2. All realtor signs shall be displayed ONLY on the supplied sign display tree at the entrance.
3. The sign dimensions shall be 30" x 8" (75cm x 21cm) approximately.
4. If multiple strata lots are for sale at any given time, realtor signs shall be hung, one under the other, in a neat and orderly fashion.
5. All signs must be professional in appearance.
6. Council reserves the right to remove signs not in compliance with this rule.

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7. All signs must be removed on the day that the strata lot conveys to the new owner.

Move-In and Move-Out Procedures

1. An owner shall provide seven (7) days prior notice of each intended move into or out of the building, together with written details regarding any tenancy or other occupation of his strata lot as well as payment of the non-refundable two hundred dollar (\$200.00) move-in fee.
2. Move in or move out shall take place only between 8:00am and 8:00pm, Monday to Saturday.
3. The strata Corporation reserves the right to deny or terminate access to any moving contractor who disregards reasonable regulations or requests intended to preserve the building against damage, disturbance or inconvenience to its occupants.
4. Owners, their moving contractors or helpers, must conform to the required procedures for operating an elevator with an elevator key, and for minimizing the time it will be out of service to the buildings occupants in general.
5. The cost of any significant damage to the buildings common property occasioned by the move will be charged to the owner. The caretaker will inspect the moving area as soon as possible after the move and will advise the mover and council of any major damage which may result in an assessment against the owner.
6. Protective blankets must be hung in the designated elevator by the caretaker. No moving is to take place without the protective blankets.
7. Entry doors must always be left locked unless arrangements have been made to have an attendant present when the door is left open.
8. Safe walking areas for occupants and wheelchairs, etc, must be maintained in hallways, lobbies and in the fire lane in front of the building at all times.
9. A move van must not be left unattended for more than a few minutes when it is parked in the fire lane.

Air Conditioning Unit Guidelines

Introduction

To maintain our usual standard of high operating standards, our lifestyle and to protect our investment in this building, the following amended guidelines are to form part of the rules of VIS 2756.

General

1. Owners of the strata lot, both present and subsequent, will be responsible for all costs associated with the proper installation following these guidelines and for the ongoing maintenance of their A/C unit.
2. A new installation requires the approval, in writing, from Council based upon detailed information on the A/C unit installation and operation. *It is recommended to start the approval process before acquiring*

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the unit. Council may stipulate, at their discretion, to engage an electrical engineering consultant at the expense of the applicant.

3. The major concerns affecting our community in general are noise generated by A/C units (airborne and contact noise or vibrations) and visual impact on the buildings appearance; size, colour, brand, model and where the unit is located, i.e. – visibility.
4. Therefore, A/C units are to be located on the floor against an outside wall or window on decks, balconies and patios. Balconies and ground floor patios have limited space resulting in obvious visual exposure of any type of equipment, piping, conduits and other appurtenances.

A/C Unit Specific Issues

1. Exterior units being installed on the smaller balconies must fall within the range of one or more of the following 3 size parameters: (1) Total footprint of 504 square inches (2) Mass – 14,112 cubic inches and/or (3) H – 28”, W – 36”, D – 14” . Maximum size of units will be limited to 60 inches high with dimensions for width and depth to be considered on a case by case basis for strata lots with larger decks that form part of the roofing system.
2. The required colours of the A/C unit and appurtenances are off-white, similar to the buildings colour, or a light beige.
3. The units are to be installed on a vibration isolation pad or base, and the outdoor airborne noise is not to exceed 60 decibels for strata lots with smaller balconies and is not to exceed 65 decibels for strata lots with larger decks that form part of the roof system.
4. The condensate typically generated by cooling equipment is to be drained into a tank or tray that is furnished with a float valve automatic shutoff of the A/C unit should water levels exceed 75% of the tray capacity. This applies to units located on balconies to avoid runoff on the neighbours balcony and staining of the buildings painted surfaces. Units located on larger decks or on the ground floor patios could be exempt if it can be shown that the condensate can be properly disposed of in exiting drains or landscaping.
5. The addition of air conditioning may impact the capacity of the electrical panel. To ensure this is not a problem, a qualified electrician must review the load demands and provide a written assessment verifying that the safe operating capacity, of the panel, will not be exceeded. Should there be any doubt a ‘toggle’ switch must be installed to prevent electric heat and air conditioning operating at the same time.
6. Units are to be preapproved by council and installed by qualified and reputable suppliers/contractors particularly with respect to electrical aspects. It may be a requirement of the strata council to use a feature that has to be permanently incorporated in the installation of an A/C unit, such as a toggle switch which restricts the simultaneous operation of the baseboard heating system and the A/C cooling system.

Installation Issues

1. A sketch illustrating the installation and location requirements for units on balconies, patios & decks is required. Pipes, conduits and wiring are to be enclosed by an anodized metal enclosure. It is

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standardized to obtain a uniform appearance across the buildings façade. Also, the unit is to be placed against the wall in the corner of the balcony and not against the railing or glass to reduce the visual impact from the road.

2. Cutting or coring of structural concrete columns is not allowed. Cutting or coring through a large wall may be necessary on decks depending on the layout but will require input of a structural engineer at the discretion of council.
3. The support of new A/C equipment that is located on the new paves of the recently renovated decks needs to be properly detailed to distribute their weight without damaging the paver support chairs.