

LAKEVIEW ESTATES – OWNERS HANDBOOK

H. UNIT MODIFICATION AND PROPERTY STANDARDS

1. Written Board approval is required **before** making any modification (an addition, alteration or improvement) to the **exterior** of the unit including gardens.
2. Modifications to the interior of the unit do not require prior written approval of the Board unless the changes are structural in nature such as the removal or addition of interior walls. The unit owner will be responsible to and agrees to comply with the applicable City of Woodstock By-Laws, the Building Code and to obtain the appropriate building permits.
3. Application for written Board approval for proposed changes must be submitted on the appropriate form (“Unit Modification Request for Board Approval”) with attachments as required. On approval, the owner consents to the registration of the approved modification in the unit file under the provisions of the Condominium Act.
4. In addition, the following conditions are understood to be applicable to all approved modifications:
 - I. All work to be done at the unit owner’s expense must be performed by a licensed and insured contractor.
 - II. The modifications will be covered by the unit owner’s insurance.
 - III. Any costs associated with the registering of the modifications on title of the unit will be borne by the unit owner.
 - IV. Any future repair and maintenance of the alteration shall be the sole responsibility of the unit owner. In the event that the Corporation, in its absolute discretion, requests some repair or maintenance work and such is not done within 14 days, the Corporation may affect such work and collect the cost thereof in the same manner as common expense charges.
 - V. The modification will be and will remain exactly as approved by the Board of Directors as to location, description, and materials.
 - VI. Where necessary, the work shall be completed within a time frame established by the Board of Directors.
 - VII. In the event that the unit owner is in breach of the approval or the modification is in such state of disrepair as to make it objectionable, the Corporation may restore the property to its original state at the expense of the unit owner.
 - VIII. No modification or use of the common elements shall create any possessory rights or title or claim to the property, whether as a result of “adverse possession” or otherwise.
 - IX. Any necessary survey, permits and locates must be obtained by the unit owner prior to the commencement of construction.
 - X. If the Corporation suffers any loss or expense as a result of the alteration, the unit owner will absolutely indemnify the Condominium Corporation.
 - XI. The approved modifications shall be binding upon subsequent unit owners of the changed unit unless otherwise arranged during the negotiations held as part of the sale/purchase process and the ensuing sale/purchase agreement.
5. The property standards set out below are to provide direction to the unit owner of what is acceptable in order to obtain quotes and estimates for any unit modification.

LAKEVIEW ESTATES – OWNERS HANDBOOK

6. Awnings:

- I. A retractable deck awning may only be installed on the surface of the walls, not the roof.
- II. Must be a in a neutral tone and may contain a complementary neutral stripe.
- III. Owners interested in an awning should inspect existing units with awnings for installation techniques.
- IV. Request for an awning is to be submitted to the Board for approval with images.



Proper fastening of awnings to the wall

7. Decks:

- I. The unit owner is responsible for maintaining and replacing all decks and concrete patios (where installed).
- II. Replacement decks are to be in brown pressure treated wood or grey composite materials.
- III. Railings are to be a combination of square posts in either material as noted above and vertical square spindles in the noted material. Square black metal/aluminum spindles (see photos below) are also allowed. Glass railings are not permitted.
- IV. Two-Storey units may replace the upper deck with privacy walls on all 3 sides or side-facing privacy walls that extend the full width of the deck with a spindled railing facing the front.
- V. Main level decks are permitted to be larger by extending the depth into the exclusive use common element by 4' to 5' to a maximum of 14'.
- VI. Privacy walls are permitted on the main level. The design and size must match existing privacy walls and be approved by the Board.
- VII. Owners may include screening protection on their decks subject to Board approval.
- VIII. Two-Storey units are permitted to extend the width of the main level deck to the neighbouring unit, opposite direction of the dining room window, but not attached to the neighbouring unit.
- IX. Walkout units may replace the concrete patio with new concrete to the size of the deck above, no other material is approved.
- X. Drawings of new decks including privacy walls are to be submitted to the Board for approval.



Approved spindles



Approved privacy wall

LAKEVIEW ESTATES – OWNERS HANDBOOK

8. Colour Codes:

I. Garage Doors:

- a) The Current Colour, Dover Grey garage doors will be phased out beginning June, 2021 as new vinyl siding is installed.
- b) The revised new colour is “Gentek Storm” from Benjamin Moore matching the new vinyl siding.

NOTE – Garage doors must be “low lustre” finish.

II. Front Doors (the main entrance into the unit): Owners may select from 3 choices:

- a) Dover Grey, The current standard colour from Benjamin Moore.
- b) Gentek Storm from Benjamin Moore matching new vinyl siding and garage doors.
- c) Iron Mountain, also from Benjamin Moore.

III. Rear Doors, Patio Doors and Garden Doors: Owners may select from 2 choices:

- a) Dover Grey, Benjamin Moore
- b) Gentek Storm, Benjamin Moore

NOTE – These doors must be “low lustre” or semi-gloss. No regular or high gloss finishes allowed.

IV. Screen Doors, Door Frames, Windows and Window Grills:

- a) Almond / Cream: Benjamin Moore Butter Cream #CC-260

9. Doors:

- I. The unit owner is responsible for maintaining and replacing all exterior doors (entry and garage) in the unit, including painting and caulking.
- II. Request for new doors is to be submitted to the Board for approval with images.
- III. Unless arranged by the Board, painting of exterior steel doors is the responsibility of the unit owner in the approved colour. (see “Color Codes” above)

IV. Front Door:

- a) Replacement may include a window subject to Board approval
- b) Must be ordered in a permanent factory finish in one of the approved colours. (See “Color Codes” above)

New Dover Grey front door with $\frac{3}{4}$ window



LAKEVIEW ESTATES – OWNERS HANDBOOK

V. Screen Door:

- a) An optional screen door may be added
- b) May be full glass/screen or retractable
- c) Must be in the approved colour matching the exterior window colour (see “Color Codes” above)



VI. Rear/Patio/Garden Doors:

- a) Must comply with one of the approved exterior door colours. (see “Color Codes” above)
- b) Door frames must match the exterior window colour (Almond)
- c) As long as they have the appearance of a garden door, the existing garden doors may be replaced with sliding doors.

10. **Hand Rails:**

- I. A square, black powder coated metal or aluminum hand rail may be installed at the front and courtyard entry doors.
- II. The handrail shall not exceed 3” in width.
- III. Request for a railing is to be submitted to the Board for approval with images.



Court yard railing



Railing at Front Door of two storey model



Railing on front porch of a one storey model

LAKEVIEW ESTATES – OWNERS HANDBOOK

11. Gardens:

- I. As discussed in the introduction of the owner's handbook, with the few exceptions described below, the collective greenspace of Lakeview Estates, including all gardens are considered part of the **condo common elements** and are the responsibility of the condo corporation to manage and maintain.
- II. The board fulfills this responsibility through contractual arrangements with 3rd party service providers.
- III. Our garden maintenance contract for condo common element gardens (also referred to as "condo gardens") includes provisions for edging, mulching, weeding, pruning and trimming of plants and shrubs and shrub and plant removal and replacement as required. If an owner has any concerns about the condition of a condo garden, how these contracts are administered or has a suggestion to improve a garden or any other element of the green space they should contact the property manager.
- IV. Based on the above and in the interest of all owners the rule related to all condo gardens is:
 - a. **No owner can make any modifications to a condo common element garden without the prior written consent of the corporation**
 - b. For the purposes of this rule, "modification" includes:
 1. Altering, changing, enhancing, improving or expanding the shape of any condo garden, or
 2. The addition of anything in a garden including, but not limited to any structure or device (decorative or otherwise), perennial plant, shrub, tree or mulch.
- V. **Garden modification exceptions:**
 - a) Owner Gardens:
 1. **One main exception to the above rule is where the corporation has allowed an owner, with the Board's prior written approval, to modify the gardens adjacent to their units. Approval to make these changes also comes with the understanding that the owner will assume responsibility for maintaining these "modified" gardens.....which are referred to as "owner gardens". It is important for owners to understand the status of the gardens around their unit and the process to follow to create an owner garden:**
 2. The unit owner makes a request in writing to the Board to modify one or more of the gardens at their unit. Written requests will include the nature of the changes including the types and species of plants to be added. Appropriate drawings or sketches showing locations, shapes and sizes may be required and any changes not included in the original submission may only be made upon board approval.
 3. Once approved, the modified gardens, now known as an "owner garden", becomes the responsibility of the unit owner to maintain including the use of mulch that matches that used in condo common gardens. If the owner fails to maintain the owner garden the garden may be returned to a condo garden at the expense of the unit owner.

LAKEVIEW ESTATES – OWNERS HANDBOOK

- 4. Some owner gardens may be built around and include an existing common element tree. In such circumstances the corporation will retain responsibility for the maintenance of that tree which may include trimming and possible removal and/or replacement. While all care will be taken to protect the other contents of the owner garden during this process any damage sustained to the owner garden will be the responsibility of the owner to correct.
- 5. All records related to owner gardens will be kept in the unit file and will be disclosed to a perspective purchaser by the property manager through the clearance certificate process at the time the unit is sold.
- 6. Owners may request that their owner garden be returned to a condo common garden to be managed by the corporation. The garden modification will be completed by a mutually agreed upon landscaper and any associated costs will be the responsibility of the owner.
- 7. Where approved changes or additions have been made by the owner to the gardens or landscaping of their unit, thereby creating a responsibility on the unit owner to maintain the unit garden, the owner must disclose such changes and the responsibility for their maintenance to any prospective buyer of the unit. In circumstances where the buyer is unwilling to accept the continuing responsibility to maintain the approved alterations to the unit and/or landscaping, the unit owner shall restore the approved alterations to their prior condition at their expense. The unit owner shall do so prior to completing the sale of the unit unless agreed otherwise in the offer to purchase agreement.

- b) Annuals:
 - 1. Owners are permitted to plant annuals, or place containers of annuals, in condo gardens adjacent to their unit providing they are removed each fall by November 15.
- c) Sprinkler Systems:
 - 1. With prior Board approval, owners may install automated watering systems for gardens (and lawns) in the common areas related to their units.

12. Steps/Landings:

- I. Steps at the front and side doors are considered part of the common element and as such will be repaired or replaced when they pose a health and safety risk. With Board approval, and providing the owner uses an approved grey one-piece flagstone, the owner may choose to replace them for esthetic purposes.
- II. Landings may be covered with exterior tiles at the owner’s expense.
- III. All requests for changes are to be submitted to the Board for approval.



Landing/porch with approved exterior tile and new one piece flagstone step

LAKEVIEW ESTATES – OWNERS HANDBOOK

13. Windows:

- I. The unit owner is responsible for maintaining and replacing all windows and screens in the unit, including caulking.
- II. Replacement windows must be casement style, in the approved Almond exterior colour (see above) window grills are optional.
- III. The addition of more opening units in each window is permitted.
- IV. Request for new windows is to be submitted with images and specifications to the Board for approval.

14. Exterior Light Fixtures:

- I. Each unit has exterior light fixtures located at some or all of the following locations:
 - a) Location # 1 – Garage wall, beside the garage door facing the driveway
 - b) Location # 2 – Front entrances
 - c) Location # 3 – Courtyard on a one storey model, and
 - d) Location # 4 - Rear doors which includes upper and lower level decks and walk out patios.
- II. Locations #1, 2 and 3:
 - a) In order to maintain uniformity and continuity, the choice of exterior light fixtures for **locations 1, 2 and 3**, as referenced under the maintenance and repair responsibility, **is a Board decision. Owners are not allowed to put up their own exterior lights at these locations.**
 - b) Replacement cost of lights in these locations will come from the reserve fund or by way of a special assessment.
 - c) When making that choice the Board will take into consideration the following features:
 1. The frame colour of the fixture is to be black. The frame and the finish must be durable, fade and rust resistant.
 2. Each fixture must use no more than one light bulb. Bulbs to be matching, white, 60 watt LED throughout the complex.
 3. All fixtures must be Canadian Standards Association (CSA) compliant.
 4. Light fixtures mounted on garages (location #1) will have clear glass panels that are either sealed or easily cleaned. The main body of the fixture should be positioned below the electrical box. In other words, it should hang down from the electrical box



LAKEVIEW ESTATES – OWNERS HANDBOOK

- d) Light fixtures located at the front entrances or in the courtyards (locations #2 and #3 above) can have clear or frosted glass panels. The body of the fixture can be above, below or over the electrical box. Three examples are below:



- e) Owners can make their own choices of light fixtures for **location #4 (rear decks, patios)** as long as the frame is black.



- f) As with any alteration or change to the common element, owners must submit a completed “Application for Board Approval” form with any relevant details included.
- g) Light bulbs must be either clear or white.
- h) For upper level decks on two storey models (where the exterior light is mounted on the siding) the base should be square or rectangular to fit over the siding extension. Example of such lights would be: