

Canterbury Common Residents' Association
Policies and Guidelines

SECTION 6
HOUSE AND PROPERTY COMMITTEE

Sub-section 01 - HOUSE AND PROPERTY COMMITTEE

Policy The House and Property Committee shall ensure the ongoing maintenance of the Centre, adjacent swimming pool, grounds, the Commons within the residential areas and the Meadows (formerly the golf course lands).

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. The responsibilities of the House and Property Committee shall include the following:
 - operation and maintenance of all building services
 - maintenance of all CCRA structural facilities including the postal kiosk
 - grounds maintenance activities such as grass cutting, sign posting, turf repair, and irrigation in areas owned/administered by the Association
 - garden(s) development/maintenance in areas owned/administered by the Association
 - completion of Board approved projects in a timely manner within budget
 - snow removal including de-icing, and cleaning of parking lot, sidewalks, and steps and platform of the postal kiosk
 - pool maintenance including seasonal opening, closing, testing to meet Board of Health regulations for a Class B swimming pool
 - maintenance and repair of all fixed mechanical equipment (excluding electrical appliances)
 - maintenance of service records, including frequency of service and related expenses
3. A catalogue of operation manuals and warranties of all equipment within The Centre shall be maintained by the House and Property Committee to assist Canterbury Common Resident volunteers in the operation of equipment.
4. A list of preferred suppliers/contractors with the required in force liability Certificates of Insurance, WSIB coverage and emergency services personnel shall be maintained by the House and Property Committee and updated at a minimum of once a year, or more frequently as needed to facilitate property maintenance.
A list of preferred suppliers/contractors shall be made available to the House and Property Committee members and posted in the CCRA office.
5. The proposed annual House and Property Committee budget shall be submitted to the CCRA Treasurer no later than the end of February or as requested by the Treasurer.

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Sub-section 02 - PARKING

Policy The Parking Lot is not a public parking lot and shall be for the use of the Canterbury Common Residents and their guests and service vehicles as appropriate

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. An appropriate number of parking spaces at The Centre shall be designated as special needs/assisted-parking. The Scugog Township Bylaw Officer may ticket vehicles parking in these locations without valid parking permits in evidence.

Sub-section 03 - PREFERRED SUPPLIERS/CONTRACTORS

Policy A list of contracts and suppliers/contractors for property maintenance and emergency situations shall be maintained by the House and Property Committee.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. A Preferred Supplier/Contractor is one appearing on a list of preferred suppliers/contractors, having been recommended by the Board of Directors or a Standing Committee as being reputable, reliable and capable of supplying quality work, products and/or services at reasonable and competitive prices. Where applicable, suppliers/contractors must have and produce proof of in force liability insurance and have WSIB coverage that meets CCRA requirements.
3. The House and Property Committee shall contract for services in accordance with the Finance Committee's purchasing guidelines.
4. The House and Property Committee shall provide the Board Secretary with lists of Preferred Supplier/Contractor companies or individuals with whom CCRA has either supply and/or service contracts, or arrangements, including a description of the type of goods and/or services.
Information should include the contact person, address, telephone number and email if available.
5. A reference library of supplier provided insurance liability Certificates of Insurance and WSIB coverage shall be maintained by the House and Property Committee.
6. The use of Preferred Suppliers shall be subject to the Purchasing Process Guidelines. Refer to the Finance Section on Purchasing Process.

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Sub-section 04 - LIBRARY OF OPERATION MANUALS AND WARRANTIES

Policy Operation manuals and warranties for equipment at the Centre shall be available to House and Property Committee members.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. A catalogue of operation manuals and warranties of all equipment owned by CCRA shall be maintained by the House and Property Committee to assist House and Property Committee members in the operation of equipment.
3. The manuals and warranties are held in the secure storage area of the Centre, and shall be updated on an ongoing basis. The contents may include the following:
 - kitchen fixed appliances
 - swimming pool equipment
 - natural gas fireplace equipment
 - heating and air conditioning systems
 - electronic equipment
 - lawn sprinkler system
 - room divider
 - lift
 - window blinds.
4. Additional signage may be posted to supplement the manufactures instructions, as necessary.

Sub-section 05 - SNOW REMOVAL

Policy Winter Snow removal in public areas within Canterbury Common shall be provided.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. Professional services shall be engaged for snow removal in public areas such as the parking lot at the Centre, Barry's Path, and sidewalks throughout Canterbury Common.

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3. De-icing shall be provided at the discretion of House and Property to areas including the Centre parking lot, sidewalks/walkways around the Centre, Barry's Path, the postal kiosk (steps and platform) and sidewalks located throughout Canterbury Common (including the Courts of Canterbury).
De-icing boxes shall be provided at various locations to be used by residents at their discretion.
4. House and Property is not responsible for snow removal from personal driveways and from entrances of Homes, which is the responsibility of the individual homeowner. The Township of Scugog shall provide snow removal services for all roads within Canterbury Common.

Sub-section 06 - SPRINKLER SYSTEM

Policy A sprinkler system shall be maintained for the exterior grounds at the postal kiosk and The Centre.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. A professional supplier shall be engaged for the operation and maintenance of the sprinkler system.
3. Operation of the system shall be programmed to provide adequate watering of the grounds around the Centre at regular intervals usually during early morning hours and shall adhere to all water conservation orders.
4. Maintenance may be performed in the Spring and Fall seasons, or as needed, to ensure the equipment is maintained in a satisfactory manner.

Sub-section 07- SWIMMING POOL

Policy The CCRA swimming pool shall meet all Durham Region, Health Department regulations for a Class B Swimming Pool.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. Upon completion of the testing and approval process with Durham Regional Health, and weather permitting, the pool shall be opened for the season on the Friday before the Victoria Day weekend in May and closed after the third Sunday in September. The actual dates when the pool seasonal

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opening processes are completed and closing processes are initiated will be provided to the Administration Committee for publishing.

3. The pool shall be open seven days a week during the summer, as posted at the Pool, subject to weather, mechanical serviceability, and availability of volunteers as noted below.
4. Canterbury Common Resident volunteers shall be trained to take readings of chlorine and pH (acidity of water) levels at four-hour intervals when the pool is open, as required by Durham Region Health Department. A diary of the test readings and attendance shall be available to Durham Region Health Inspectors during random visits four times during the season.
5. The pool shall be closed should the test readings indicate a malfunction of the automated pumping and chlorine release systems.
6. Signs posted at the pool shall comply with Durham Region Health regulations and shall indicate clearly to Canterbury Common Residents and their guests the need for safety in and around the pool.
7. Accessories for emergency use shall be readily available at all times. A phone for emergency calls to 911, and an Emergency Protocols / Accident Report binder shall be available.
8. Pool supplies shall be obtained by the House and Property Committee and accessories for cleaning and vacuuming the pool shall be readily available for trained volunteers.
9. The pool fencing shall provide a locked entrance, which is accessed using the same key or Fob as is used for the Canterbury Common Residents' inner entrance door to the Centre.

Sub-section 08 – THE COMMONS

Policy The CCRA shall control and maintain the Commons (defined below) for the benefit of the entire community.

Definition:

The Commons are defined as those lands, including the Courts of Canterbury, which are owned and maintained by the Canterbury Common Residents' Association for the public use of its residents and guests.

Currently these lands include the Centre, parking lot and surrounding grass area (registered as Plan 40M-1848 Blk 78), the East and West Commons, the three Courts in Holtby and McCaw Commons. A colour coded survey plan attached to the office copy of this document provides further definition of the areas listed above.

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Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. The House and Property Committee shall assist the Governance Committee in performing its duties by consulting with them prior to introducing or approving any changes on the Common Areas that may have the potential to be in conflict with the intent and purpose of the Protective Restrictions.
3. The House and Property Committee shall ensure that the Commons are maintained. This may include, but not be limited to, activities such as: grass cutting, sign posting, turf repair, tree/shrub maintenance and irrigation.
4. All CCRA residents and their guests may use the Commons for their personal enjoyment. No restrictions have been placed on what these activities may be. However, any activity considered offensive to any homeowner may be referred to the CCRA Board of Directors for adjudication.
5. Notwithstanding #4 above, all activities on the Commons shall respect the safety of all Commons users and the privacy of adjacent homeowners.
6. The placement of any item(s) by Canterbury Common Residents or their representative beyond individual lot lines shall not be permitted. Temporary placement should be requested in writing and permission granted from the Governance and House and Property Committees.
7. Any item placed on the Commons by a resident shall be removed at full cost to the resident.

Sub-section 09 – THE MEADOWS

Policy CCRA shall maintain and manage the Meadows for the benefit of the entire community, while ensuring the protection and preservation of the existing and future ecosystems including the woodlands, wetland, vegetation and animal habitat.

Definition:

The Meadows are defined as the open spaces from the Centre around to Country Estates Drive, (registered as Plan 40M Blk 38,40,41, Plan 40M-1890 Blk 94, Plan 40M-1991 Blk 51, Plan 40R- 31429 and Parts 1,2,3,4,5,6, and 7, (formerly holes 1 – 4 of the Canterbury Golf Course) and the area north of Holtby Crt. identified in Plan 40M-2701 as Blk 77 (formerly hole 6 of the Canterbury Golf Course)

Guidelines/Responsibilities

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1. The House and Property Committee shall be responsible for these guidelines.
2. The House and Property Committee shall assist the Governance Committee in performing its duties by consulting with them prior to introducing or approving any changes on the Meadows that may have the potential to be in conflict with the intent and purpose of the Protective Restrictions.
3. All CCRA residents and their guests may use the Meadows for their personal enjoyment. No restrictions have been placed on what these activities may be. However, any activity considered offensive to any homeowner may be referred to the CCRA Board of Directors for adjudication.
4. Notwithstanding #3 above, all activities on the Meadows shall respect the safety of all users and the privacy of adjacent homeowners.
5. The placement of any item(s) by Canterbury Common Residents or their representative beyond individual lot lines shall not be permitted. Temporary placement should be requested in writing and permission granted from the Governance and House and Property Committees.
6. Any item placed on the Meadows by a resident shall be removed at full cost to the resident.
7. The House and Property Committee shall ensure that the Meadows are maintained and managed while ensuring the protection and preservation of the ecosystems. This may include, but may not be limited to, activities such as: periodic grass cutting, grounds and woodland rehabilitation, and removal of invasive species such as Dog Strangling Vines.

Sub Section 10 – TREES

Policy CCRA shall control and maintain the trees on the Commons and the Meadows for the benefit of the entire community.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines.
2. The reference to “trees” in this guideline also includes other landscape vegetation planted or existing on CCRA property; these guidelines are meant to supplement and be consistent with Section 6, Sub-section 08, “The COMMONS” and Section 6, Sub-section 09, “The MEADOWS”.
3. Trees are planted on CCRA Commons and the Meadows are for the benefit of the ecosystems. As such, the following provides a general guideline for the planting, cutting and maintenance of trees in these areas:

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- a) All trees to be planted on or removed from CCRA property must be recommended by House and Property and approved by the Board.
- b) Any requests by residents for the planting or removal of trees on these properties must be authorized by House and Property and approved by the Board. Dead or diseased trees in the Commons will be removed as safety dictates. Dead trees in the Meadows may be left to enrich the wildlife habitat. Trees removed and branch trimmings within the Meadows will, to the extent possible, remain in place.
- c) The planting and removal of trees will be performed in the Commons to allow for the appropriate maintenance such as grass cutting and other periodic maintenance as necessary. Trees removed from and branch trimmings in the Commons will, to the extent possible, be relocated and spread in the bush lots in the Meadows to provide habitat for wildlife and to enrich the soil.
- d) Tree types and spacing are major considerations in this process.
- e) An annual plan and budget for the Common Areas and the Meadows, for the removal, maintenance and planting of new trees and replacement of removed trees will be prepared and recommended by House and Property for Board approval.
- f) Any unforeseen deviations deemed necessary during the year from this plan and budget must be recommended by the chair of House and Property and approved by the Board; such deviations may include weather damage, pest infestations, etc.
- g) If possible, multi-year work and budget forecasts should be prepared for the CCRA Board of Directors information and budgeting.
- h) House and Property will obtain and submit to the Board for approval any outside contracts necessary to remove, plant or other work related to trees in the Commons or Meadows.
- i) Budget for the purchase of new trees should include tree price, delivery and planting of the tree(s).
- j) A one-year warranty is a minimum for new trees.
- k) Any estimates for the removal of trees should include stump grinding.

Sub-section 11- POSTAL KIOSK MAINTENANCE

Policy CCRA shall maintain the existing postal kiosk located adjacent to The Centre.

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Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for these guidelines
2. CCRA shall maintain the existing postal kiosk located adjacent to the Centre.

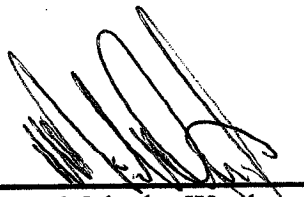
Sub-section 12 – INSECT TREATMENT AND WINDOW CLEANING.

Policy The House and Property Committee shall arrange for insect control treatment on the outside of the Centre and in the Kiosk, and also arrange for cleaning of the Centre windows.

Guidelines/Responsibilities

1. The House and Property Committee shall be responsible for the outside of the Centre to be treated for insect control each Spring.
2. The House and Property Committee shall be responsible for the Centre windows (inside and outside) to be cleaned every Spring and Fall as needed.

11/10/24



Malcolm Ward
House and Property



Lou Rocha
President, Board of Directors