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# **AYR AND DISTRICT CITIZENS ASSOCIATION RULES AND REGULATIONS FOR KIRKWOOD APARTMENTS**

Dec 2020

## **AIR CONDITIONERS (Apts 101-114, 201-216, 001-002)**

If a tenant owns an air conditioner and wishes to install it, this will have to be done under the supervision of the Building Manager to ensure proper installation. Air conditioners must be removed at the end of the summer season under the supervision of the Building Manager. An annual fee will be charged for the use of each air conditioner in an apartment.

## **APPLIANCES**

Apartment refrigerators and stoves are provided and must remain the property of Kirkwood

## **BUILDING AESTHETICS**

All draperies/blinds must be white on the back so the appearance of the exterior of the building (as seen from the outside) is kept uniform and pleasing.

No fencing of any type is allowed on Kirkwood property

## **CABLE TV, TELEPHONE, INTERNET**

All at the expense of the tenant. No satellite dishes are permitted.  
Rogers – 1-855-759-5857

## **CONSIDERATION OF FELLOW TENANTS**

Tenants, their families, guests and visitors shall not make or permit any improper noise in the building or do anything that will annoy or disturb or interfere in any way with other tenants or those having business with them at any time.

No auction sales or garage sales shall be held on the premises without the written consent of the Board of Directors.

## **DECORATING**

No wallpaper is permitted. Wallpaper borders are allowed, however borders must be removed by the tenant, at their expense, at expiration of a term.

Tenants are not allowed to change the paint colour in their apartments.

Pictures and paintings may be hung on the wall - It is recommended that Command-type strips be used.

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No other objects are to be hung without written approval from the Board of Directors. Wall-mounted TVs will not be allowed. Anything other than pictures are considered fixtures and must remain in the apartment at end of the tenancy.

No screw or nails are to be put into any doors or wood trim.

## **FIRE SAFETY**

For safety purposes, the sidewalks, halls, entry and stairways shall not be obstructed by any of the tenants or used by them for any other purposes than for means of entry to and from their apartments.

No additional locks shall be placed upon any door in the building without the written consent of the Board of Directors.

No tenant shall do or permit anything to be done in the said premises or bring or keep anything therein which will in anyway increase the risk of fire or the rate of fire insurance of the building.

Tenants are required to follow the 'fire procedures' posted on the back of each apartment door.

All cooking shall be done in the kitchen area only. The use of barbecues is not allowed on balconies.

No combustible or offensive goods, provisions or materials shall be kept on the premises, either in an apartment or locker. Examples – gasoline, pesticides, varsol, etc...

The kitchen exhaust fan grease trap should be removed and cleaned once a month. The bathroom exhaust fan should also be kept clean.

Fire alarm drills will be held periodically and residents will receive notification prior to the date.

Where applicable, ensure drapery and furniture be kept at least 6" from baseboard heaters to provide good air convection and avoid fire hazard.

## **GARBAGE DISPOSAL**

Garbage is to be tied securely in plastic bags and placed in garbage room or chute. Recycling is mandatory and provisions are made to do so.

## **HEALTH & SAFETY**

Apartments must be kept clean and in good condition at the expense of the tenant during occupancy.

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An annual inspection of each apartment is carried out by members of the Board to ensure that units are in good working order. Advance notice is given for inspections.

In the event of contagious or infectious disease developing, the Board of Directors will require the tenants of said apartment to be removed. At the tenants' expense, the apartment will be fumigated or treated immediately in accordance with any bylaw regulations in force relating to any such disease.

For safety purposes, nothing shall be placed on the outside of window sills.

For safety purposes, tenants shall not throw anything out of windows, doors or into corridors on the property.

Bird feeders of seed and suet on balconies and patios are unsanitary. Therefore, only liquid feeders such as those for hummingbirds and orioles are acceptable.

The main walkways leading to the entrances of Kirkwood are maintained throughout the winter to protect the tenants of Kirkwood. The emergency exit walkways are also maintained; however they are to be used only in the event of an emergency. Walkways to private residences are not maintained unless by the tenant.

### LAUNDRY

Use laundry facilities located in both buildings. Laundry should not be hung outside the building to dry. Do not overload washers and dryers. Be respectful of the other tenants and refrain from using the laundry facilities after 10pm and before 7am.

### LOCKER STORAGE

Lockers are provided for the tenants for storage of excess items. Balconies are not to be used for such storage.

No combustible or offensive goods, provisions or materials shall be kept in a locker.

### LOUNGE & COMMON AREAS

Lounge: If you wish to use either lounge for private functions, you can book this through the Residents Tenants Committee. Please check the board near the mailboxes for Committee information.

The following rules will apply:

- No smoking or drinking of alcoholic beverages
- Decorations must not be affixed to the structure
- Lounge piano must not be moved

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- Use of candles is strictly prohibited
- Capacity of the lounge will not exceed set limits. Tenants Committee can provide capacity numbers for both lounges
- No excessive noise
- Lounge must be vacated by 11:00pm
- Lounge must be left tidy, garbage put away in garbage room, table and chairs put away and dishes washed and placed in the cupboards

### MAINTENANCE

The cost of maintenance repairs (ie. plumbing, carpentry, decorating) will be decided by the Board of Directors.

### NO SMOKING POLICY

All tenants and their guests/visitors are not allowed to smoke or vape anywhere on their leased premises. This means inside their rental unit, on balconies or patios.

All common areas including lounges, hallways, lockers, washrooms and laundry rooms are all smoke free areas.

When smoking outside, all tenants and their guests/visitors must be at least 9 meters away from any windows, entrances or exits to the building. A designated smoking area away from the building is provided.

### PARKING

Effective December 1, 2020, one parking space per apartment is provided for those tenants with a vehicle.

Tenants may apply in writing for a parking spot. Applications can be left in the office mail slot. A parking spot will be available to every tenant that drives their own vehicle.

You may only park in your assigned parking spot. Vehicles found in violation of Bylaw # 1954 and parked in the wrong spot will be ticketed and towed at the owners' expense.

Parking spots can only be used for valid licensed vehicles.

Request to have a spot for an additional vehicle must be made to in writing to the Board of Directors. These will be assigned if there are available spots and there will be a monthly parking fee.

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Please inform all visitors that they must use the designated visitors parking area. There will be a designated handicapped parking area to be used for visitors displaying handicapped parking stickers.

The area in front of both entrances is strictly a No Parking Zone.

Questions and concerns must be addressed in writing and placed in the office mail slot.

## PROPERTY DAMAGE

No signs, advertisement or notice shall be inscribed, painted or affixed on any part outside or inside of the building. A bulletin board is provided in the main hall next to the mailboxes.

All tenants must observe strict care to close their windows so as not to admit rain or snow. Should such neglect cause damage to said apartment or any other apartments or property of other tenants, it will be repaired at the tenant's expense.

The water shall not be left running unless in actual use in the leased premises.

All glass, locks and trimmings in or upon the doors and windows of the leased premises shall be kept whole. Whenever any part thereof shall become lost or broken, the same shall be immediately replaced or repaired by the Building Manager and such replacements and repairs shall be paid for by the tenant of the said premises. Any malicious damage will be repaired at the cost of the tenant of the said premises.

No tenant shall install, erect or alter any telegraphic or telephonic connection, gas or electric light fitting or interior wiring without having first obtained the written consent of the Board of Directors.

The tenant will be held responsible for any damage to the building caused by moving furniture in or out of said premises.

Waterbeds are not allowed.

If a tenant wishes to have carpets cleaned, it must be done by either professional cleaner or Kirkwood cleaner at their expense. This will ensure that excess moisture is removed from carpeting and proper drying conditions are provided in order to avoid mold and mildew issues. If such issues arise from improper cleaning of carpeting, replacement of carpet will be at the tenant's expense.

No carpeting is allowed on balcony or patio floors due to moisture retention.

Each apartment is equipped with an electrical panel. The panel doors and the switch indicator records on the inside are to remain intake.

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The exterior of all windows and doors are not to be covered or obstructed by installation of awnings or any other product.

## **RENT – NOTICE TO VACATE – REQUEST TO MOVE**

Rent is due on the first working day of each month.

You may pay the rent by cheque, etransfer, cash or bank draft. Post dated cheques are preferred.

Lease periods are for one year. Standard lease forms are used and must be signed by each person living in the apartment.

First and Last month rent payment is required at time lease is signed.

If a rent cheque is returned from the bank NSF, a certified cheque or bank draft is required to replace the NSF cheque and a charge will be applied to cover bank fees.

If a tenant wishes to relocate to another apartment, it will be at the discretion of the Board of Directors. The tenant must submit a written request. The cost to relocate will be the equivalent of one month's rent. This will cover the cost to prepare the current apartment for new tenants and for lost revenue while the apartment is empty.

No one other than a tenant listed on the lease may reside in the building. For unforeseen circumstances, consideration will be given by the Board of Directors. The tenant must submit a written request.