

WATERLOO NORTH CONDOMINIUM  
CORPORATION #180

250 Keats Way, Waterloo Ontario, N2L 6J5

RULES AND REGULATIONS  
and  
GENERAL INFORMATION

Revised and Updated October 2025

## **Purpose**

The purpose of these Rules and Regulations is to provide a framework for a safe, secure, and sustainable environment for both owners and residents alike.

### **1. Complex Property**

- 1.1 The sidewalks, walkways, passages, and driveways shall not be obstructed or used for any other purpose than ingress to and egress from the units and parking areas within the common elements.
- 1.2 No barriers (which shall include hedges, gardens or other vegetation) shall be erected or grown which will in any way impede or restrict movement from one part of the common elements to another part of the common elements without the prior written consent of the Board of Directors.
- 1.3 No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers or flower beds nor shall anyone uproot existing plants, hedges, shrubs, or trees, nor plant new shrubs, hedges or trees anywhere upon the common elements, without the prior written approval of the Board of Directors.
- 1.4 No stores of any combustible, inflammable, dangerous or offensive goods, provisions or materials shall be kept on any part of the common elements.
- 1.5 In general, no animal, livestock or fowl other than a dog, cat, caged bird, fish in a tank not more than 40 L, or other animal granted approval by the board, shall be allowed on the property. No pet that is deemed by the Board of Directors or the Property Manager in its absolute discretion to be a nuisance, danger or potential danger, shall be kept by any owner in any unit or in any part of the common elements. Any pet(s) deemed by the Board of Directors or Property Manager to be a nuisance, danger or potential danger must be removed from the property upon the owner receiving two weeks or less written notice if deemed appropriate by the Board of Directors. The Board of Directors can commence the removal of any pet(s) through a resolution at a Board of Directors meeting. All excrement is to be removed immediately and placed in the garbage bin. Any clean-up that may be required will be at the owner's expense.
- 1.6 No building or structure or tent shall be erected and no trailer with or without living, sleeping or eating accommodations shall be placed, located, kept or maintained on the common elements.
- 1.7 No part of the common elements shall be used for the erection, placing or maintenance of clothes lines, incinerators, garbage disposal equipment, compost containers, recreation or athletic equipment or for disposal of rubbish, garbage or waste. The Corporation may place garbage disposal equipment upon the common elements as part of the garbage collection.
- 1.8 No television antenna, aerial, tower or similar structure shall be erected on or fastened to any unit.
- 1.9 To maintain the uniform appearance of the building, flags, banners, sheets, slogans, symbols, foil, plastic or metal (painted or unpainted), or other non-standard window covering shall not be affixed, attached to, hung, displayed, or placed in any outward displaying manner in any residential unit window. The parts of curtains, drapery, blinds or shutters which may be visible from outside the unit through a window of the unit, shall be of a white or off-white colour.
- 1.10 No changes, including colour changes, shall be made to the common elements, which include the exteriors of all buildings, doors, walkways, and landscaping, without the prior written approval of the Corporation in accordance with the requirements of the Condominium Act of Ontario. This

includes the installation of venting and wiring for furnaces, water heaters, heat pumps, air conditioners, etc.

- 1.11 No part of the common elements shall be used for the purpose of keeping, storing or leaving waste matter, semi-manufactured or manufactured items, equipment, machinery, parts or any other materials. Lock boxes are permitted for short periods (i.e. a week) to provide access to a unit for new tenants or for the duration of time the property is listed for sale, or access for contractors during contracted work. Any lock boxes attached to unauthorized common elements or beyond their permitted time may be removed at the owner's expense.
- 1.12 Bicycles are to be stored in a garage. Bicycles may not be affixed to a lamp post, railing, trees or any other structure on the complex property. Bicycles improperly stored may be removed without notice.
- 1.13 Garage doors must be closed unless the garage is being entered or exited.
- 1.14 The two standalone garages located on the complex property are for the exclusive and designated use of the Corporation.

## **2. Individual Units**

- 2.1 No awning or shades shall be erected over and outside of the windows without the prior written consent of the Board of Directors.
- 2.2 Nothing shall be placed on the outside of the window sills, railings, roofs or projections without the prior written consent of the Board of Directors.
- 2.3 The owner of a unit shall not place, leave or permit to be placed or left in or upon the common elements (including those of which he has exclusive use) any debris, refuse or garbage except on such days and times as designated by the Board of Directors and/or the Property Manager, nor shall any owner place or deposit any such garbage or debris except in those areas designated by the Corporation or the Property Manager as a central garbage depository.
- 2.4 No blue boxes or other trash receptacles are to be left in or upon the common elements (except exclusive use garage) and will be removed at the owner's expense.
- 2.5 No owner shall create or permit the creation or continuation of any noise, odour, vibration, disturbance or nuisance which in the opinion of the Board of Directors or the Property Manager, may or does disturb the comfort or quiet enjoyment of the units or common elements by other owners. For any noise complaints contact the Property Manager.
- 2.6 No auction, garage sale, or general sales shall be held in the units or on the common elements.
- 2.7 No mops, brooms, dusters rugs or bedding shall be shaken or beaten from any window, door or those parts of the common elements over which the owner has exclusive use. No hanging or drying of clothes is allowed on any part of the common elements including the common elements over which the owner has exclusive use.
- 2.8 Only seasonal furniture is allowed on the decks. Decks shall not be used for storage. Any item that traps water between the item and the deck, such as outdoor carpets or mats, plant pots, or anything with a footprint larger than 3" in diameter, is prohibited. Owners must ensure that seasonal

furniture is moved occasionally to allow any trapped water to evaporate. The railing is meant for safety and is not to be used for hanging things, sitting, or other unintended uses.

- 2.9 Any and all losses, costs or damages incurred by the Corporation by reason of breach of any provision in the Declaration, By-laws, and/or Rules and Regulations of the Corporation in force from time to time, by any owner, 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.
- 2.10 The toilets, sinks, tubs, drains, and other plumbing shall not be used for the purpose other than those for which they are constructed (i.e. liquid waste suitable for municipal sewer systems). No hazardous waste (i.e. paint), garbage, or other non-flushable material shall enter the plumbing. Any damage resulting from misuse shall be borne by the owner.
- 2.11 No owner shall do, or permit anything to be done in his unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance premiums on any building, or any property kept therein, or obstruct or interfere with the rights of the owners, or in any way injure or annoy them, or conflict with the regulations of the relevant fire department, or with any insurance policy carried by the Corporation or conflict with any of the rules and ordinances of the local Board of Health, or with any Municipal by-laws or any Provincial or Federal statutes or regulations.
- 2.12 Water shall not be left running unless in actual use.
- 2.13 Nothing shall be thrown out of windows or doors of the units.
- 2.14 Owners shall not overload existing electrical circuits and plumbing facilities in their units.
- 2.15 No unit shall give the appearance of not being adequately maintained.
- 2.16 Window coverings are required and must be drapes, blinds, or shutters. Flags, banners, sheets, slogans, foil, wood, plastics, metal or any such non-standard covering are prohibited. Window coverings must not represent any sign or symbol.
- 2.17 Unit owners are responsible to have working smoke alarms and carbon monoxide detectors in their units in accordance with the Ontario Fire Marshall's directive.

### **3. Motor Vehicles**

- 3.1 No motor vehicle other than a private automobile, sport utility vehicle, passenger van, company car, small passenger pickup truck shall be driven within the common elements or parked in any parking space.
- 3.2 Unit owners and/or residents exclusive use of common element parking garages are not to be used primarily for storing items. Unit owners and/or residents are required to use their parking garages as their primary place for parking their vehicle. Unit owners and/or residents may park up to one additional passenger vehicle in a designated parking space within the common elements if such space is available. Violators of this rule may be ticketed or towed without notice at their expense. Residents' vehicles must be registered through the Property Manager who can be contacted for information concerning vehicle registration.
- 3.3 Unit owners and/or tenants must register their guests' vehicles for overnight parking. Contact the Property Manager for the regulations regarding overnight parking of guests' vehicles.
- 3.4 No repairs or adjustments to motor vehicles may be carried out on the common elements. No private passenger automobile which is not being used day to day or which is undergoing repairs of

any nature shall be parked or located upon the common elements or any part thereof, and all automobiles may be parked only in locations properly paved and provided for them.

3.5 No motor vehicle, house, tent, board or other trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be parked on any part of the common elements other than as provided in rules 3.1, 3.3, and 3.4.

## **General Information**

The following detailed Information concerns various Rules and Regulations as indicated.

### **Landscaping (1.3)**

A contracted landscaper is responsible for maintaining the common property. They are on-site on a weekly basis during the fall, spring, and summer. They will maintain the individual flower beds in front of each unit. If owners wish to be involved in looking after their own flower beds, they are to notify the Property Manager.

### **Household Garbage (2.3)**

Household waste garbage is to be placed in the Garbage Bin located in the brick shed on the main level. Please place your garbage in the bin, not on the deck. The bin is emptied on Mondays and Thursdays. If the bin is full, please store excess garbage in your garage until the bin is emptied.

Break up all cardboard/wooden boxes as they quickly fill up the bin.

NOTE: Furniture, appliances, electronic gear, mattresses, renovation materials etc. are to be taken to the Waterloo landfill site.

Waterloo Waste Transfer Station Residential Gate Two

925 Erb St West, Waterloo.

Hours: 7:00AM - 6:00PM Monday-Saturday

Garbage, litter (including cigarette butts), and recycling not cleaned up will be subject to a clean-up charge.

### **Blue Boxes (2.4)**

The Blue Box Program is for the recycling of paper products, bottles, and plastic containers. Pick up is Thursdays. The Blue Boxes are to be beside the curb at the end of your unit by 7:00 AM. Blue boxes should not be put out at the curb before 6:00 p.m. the day before pick up and should be removed from the curb by 7:00 AM the day after the pick-up day. Be certain your Blue Box is not overfilled and recycling is securely placed in the blue box as strong winds can easily blow off loose recycling. Please store your Blue Box inside your unit or your garage to avoid attracting birds and rodents.

Units 9-12, please place your bins on the grass island directly across from the entrance to your courtyard to assist with the garbage collection.

Units 21-24 and 25-28 please place your bins on the opposite side of the road to allow easier pickup by the driver.

## **Noise (2.5)**

Voices and noise of any kind are very transparent within each courtyard. All units have common walls and loud noise carries easily. Please be considerate of your neighbours particularly at night.

Please advise your guests to be quiet when entering/exiting the premises.

Parties are to be held inside the unit so as to avoid disturbing your neighbours.

NOTE: Concerning any noise complaints, there are several options available:

(1) Ask the person or persons to lower/stop the noise. If a party is being held in a garage or a courtyard, request that the people move inside.

(2) If the noise continues, a complaint can be called into the Waterloo Regional Police who, in turn, will contact a Bylaw Officer to deal with the issue. The officer will assess the situation and determine if a charge is warranted.

(3) If the situation continues to arise, contact the Property Manager.

## **Parking (3.1, 3.2)**

In addition to the parking garages there are 28 outdoor parking spots on the main level and the east side of the upper level for both registered tenants and visitors. Each unit is allowed two cars and one car is to be parked in the owner's garage. All vehicles must be registered through the Property Manager who will provide the required parking information.

Visitors can park overnight, provided they register their vehicle by sending an email to [parking@wncc180.ca](mailto:parking@wncc180.ca) with their license number, colour, and make/model information. Otherwise they will be ticketed and/or towed.

Visitor Parking may be used ten nights OR ten vehicles per month whichever comes first.

Parking in the courtyards is for loading/unloading purposes only. Access is required at all times for emergency purposes. Cars left parked in the courtyard can be ticketed and/or towed at the owner's expense.

Please drive slowly entering and exiting the property. There are pedestrians and bicycles in the complex. The speed limit is 10 km/h which applies to vehicles, bicycles, scooters, etc.

## **Snow Removal**

Property maintenance will remove the snow as quickly as possible.

The two parking spaces on the mid-level parking area in front of the woods are not to be used during the November to April period which is signed accordingly. This will allow the snow to be dumped there and then blown into the woods.

If tenants have guests over the holiday period, please ask them to park in the upper level facing "The Courtyards" complex (i.e., east) as this will assist in clearing the snow.

**Unit Heat**

If owners and/or tenants are away for an extended period of time, please leave the heat on to prevent any water pipes from freezing.

Owners and/or tenants are encouraged to provide an emergency contact number for the Property Manager in case a serious issue arises during their absence.