

# **The Renaissance at North Hill**

## **Building Rules and Regulations**

February 2017

A Prestige Property  
A Prestige Location

# The Renaissance at North Hill

## Rules and Regulations

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# **The Renaissance at North Hill**

## **Rules and Regulations**

### **1. INTERPRETATION**

These rules, as amended from time to time, are subject to the reasonable interpretation of the Board. In these rules, “Amenities” means the recreational facilities and The Renaissance at North Hill consisting of not less than the following:

- Guest Suites – Two Suites, one in each Tower
- The Theatre Room
- The Rembrandt Room (being the social room with kitchen)
- The Meeting Room
- The Games Room
- The Craft Room
- The Exercise Room, including stationary exercise equipment
- The Lobby with fireplace and chairs
- The Library
- The Garden Terrace / Gazebo Area
- The Car Wash

### **2. ACCESS**

#### **2.1. Commercial Unit Owners**

Commercial Unit Owners have access to the Garden Terrace / Gazebo area only. Each such person hereinafter shall be deemed as an “Occupant” for the purpose of accessing this Amenity.

#### **2.2. Residential Unit Owners**

The occupant of a residential unit (“Occupant”) has access to all Amenities. All visitors under the age of 18 years using the Amenities must be accompanied by an Occupant at all times.

### **3. AMENITIES BOOKINGS**

#### **3.1. General**

The Guest Suites, Theatre Room, Rembrandt Room, Meeting Room, and Games Room may be booked up to three months in advance or earlier with Board approval. The Craft Room, Exercise Room, and Library cannot be booked. The Gazebo in the Garden Terrace can be booked, however, exclusive use of the area cannot be guaranteed. All bookings will be reserved on a first come, first served basis. No block bookings (for example, every Monday for three months) will be allowed, unless booked by the Social Committee for events to all Occupants. A waiting list may be started in the event a cancellation occurs. All bookings are to be made by the Concierge on duty by filling out a booking slip with the following information: date, hours and fees paid. Total rental fees and deposit are payable at least two weeks prior to the reservation. If a booking is cancelled more than 14 days prior to the booking date, the booking fee will be returned as follows: one night will be charged for the Guest Suite (\$75) and all other Amenities will be charged a one hour fee.

Where indicated in the Rules and Regulations, a damage deposit is required and will be used to cover possible damages and cleaning charges. Upon completion of the booking and satisfactory inspection of the premises, by the Concierge / Condo Cleaning Staff, the Concierge will return the damage deposit to the Occupant within seven business days.

The Occupant booking the Amenities is responsible for all activities conducted in a booked area, including any damages sustained in the booked area and is responsible for cleaning up after any private use of the Amenities. Cleaning services for a fee are available from the Condo Cleaners. Please contact the Concierge for information on rates.

When renting Amenities, please be respectful of the common areas which are not part of the rental agreement.

### **3.2. Guest Suites**

Residential Unit Owners may book Guest Suites, which includes one visitor parking stall, through the Concierge for a fee of \$75 per night. Suites may be booked for a maximum of 30 days or longer with Board approval, and a maximum of one week during peak periods (July – August, Thanksgiving, Christmas and New Year’s). Only one suite can be booked per owner, unless the second suite booking has Board approval.

All bookings are to be secured with a non-refundable first night rental fee of \$75.00 as well as a \$75 damage deposit which will be refunded if no damages are incurred. Full payment by cheque or money order is due at the time of check-out. Residential Unit Owners are responsible for all damages, breakages and/or deficiencies caused by their guests.

Check-in time is 4:00 PM and Check-out time is 11:00 AM. Guests may supply their own linens or rent linens from The Renaissance at North Hill for a fee of \$100 per linen change. If guests opt to supply their own linens, the following linens are required to be used in addition to the mattress cover already supplied:

1. Mattress cover
2. Bottom sheet/Fitted sheet
3. Top sheet
4. Pillow cases

The following is strictly prohibited in the Guest Suites, for which Unit Owners may be assessed a fine of \$250 per day of their Guest’s occupancy.

1. Failure to supply proper linens
2. Smoking in the Suites.
3. Pets.
4. Leaving the balcony door open and/or unlocked.
5. Leaving the Guest Suite requiring more cleaning than may be reasonably expected as a result of normal occupancy.
6. Unsupervised children in the Guest Suites and all common areas.

7. All such behavior as is normally prohibited in the Rules and Regulations and/or Bylaws of The Renaissance at North Hill.

**3.3. Theatre Room**

The use of the Theatre Room must be booked through the Concierge for a fee of \$5 per hour to be paid at the time of booking. The fee is waived for condo organized “movie nights” or viewing of special events (for use by all Occupants and their guests). All guests must be accompanied by the Occupant. Food and drinks are permitted. Organized groups hosted by an Occupant using the Theatre Room, must provide a \$75 damage deposit that will remain on deposit until such use is no longer in effect. The maximum capacity for this room is 30 people.

**3.4. Rembrandt Room**

The Rembrandt Room may be booked for private use by an Occupant for \$10 per hour to be paid at the time of booking with the Concierge. Organized groups hosted by an Occupant using the room must provide a \$75 damage deposit that will remain on deposit until such use is no longer in effect. The maximum capacity for the Rembrandt Room is 59 persons.

The consumption of alcohol is permitted in the Rembrandt Room. However, if a cash bar is desired, arrangements must be made by the Occupant to obtain the appropriate permit from the Alberta Liquor Control Board. Occupants and their guests must comply with all applicable alcohol use restrictions and laws.

**3.5. Meeting Room**

The Meeting Room may be booked with the Concierge for private use by the Occupant at \$5 per hour . No food or hot drinks are allowed. Renaissance Board and Committee meetings and related business will take priority over other functions. Organized groups hosted by an Occupant using the Meeting Room must provide a \$75 damage deposit.

**3.6. Games Room**

All guests must be accompanied by an Occupant. All lights must be turned off when vacating the room. If another Occupant wishes to use the Games Room, a one hour time limit will apply. The name will be placed on a waiting list and the Concierge will notify both parties when the wait period has expired.

The Games Room may be booked for private use for \$10 per hour by the Occupant with the Concierge. Organized groups hosted by an Occupant must provide a \$75 damage deposit.

**3.7. Exercise Room**

All persons using the Exercise Room / equipment must be 18 years of age or older.

**3.8. Garden Terrace and Gazebo**

The Gazebos situated in the Garden Terrace, and the area immediately surrounding the Gazebo may be booked for private use by an Occupant. Private use will be restricted to Occupants and their guests.

Please arrange with the Concierge if a large group (such as birthday parties) is expected in order for notice to be given to the first floor residents.

Occupants and their guests are expected to convey common courtesy and proper behavior toward other Occupants. Loud disturbances will not be tolerated. Please do not pick the flowers or enter private patio areas.

**4. PARKING**

Residents must park one motorized vehicle within their own titled stall(s) and may not park in visitor stalls unless authorized by the Board of Directors. Vehicles must fit within the owners titled stall and should not extend into the common area or other owners titled stall(s). Should the vehicle not fit within the stall, a letter of authorization is required from the Board. If the vehicle is deemed to be too large for the stall it cannot be parked in the parkade.

Any owner whose vehicle is found to be violating this parking rule will receive a letter from the management company which will specify a determined time to correct the problem. Should this issue not be resolved or rectified within the given time limit, the owner will be fined \$25.00 per day until the violation is corrected.

Parking stall(s) titled to home owners CANNOT be rented to persons who do not reside in The Renaissance.

Residents with guests that require visitor parking must be registered with the Concierge. Registration to include:

1. Vehicle License Number
2. Unit owner/suite being visited.

**Vehicles in Visitor Parking not registered with the Concierge will be ticketed/towed.**

For all visitor parking, a charge of \$5.00 per day will be charged if parking more than two times per week.

## **5. CAR WASH**

The car wash is for Occupant use only. The Occupant using the car wash is responsible for leaving the area clean and tidy after use. Washing off-road vehicles, mud and gravel encrusted vehicles is not permitted. The car wash may be periodically closed during winter months (November 15 – April 15).

## **6. MAIL ROOM AND BULLETIN BOARD**

All notices placed on the Bulletin Boards in the mail room must identify the Occupant posting the notice and must be approved, dated and initialed by a Board Member. All notices will be removed after 30 days.

## **7. FAX AND PHOTOCOPYING**

The fax and photocopying machine at the Lobby Desk is for Renaissance Business only. A fee will be charged for those requesting private use. The Renaissance accepts no responsibility for lost faxes. A fee of \$1 per page will be charged.

## **8. BOOKING OF TABLES AND CHAIRS**

Card tables and chairs acquired by the Renaissance are available free of charge for temporary use by Occupants by contacting the Concierge.

## **9. GROCERY CARTS**

Grocery carts are available free of charge for temporary use by Occupants by contacting the Concierge. Commercial shopping carts are prohibited inside The Renaissance at North Hill.

## **10. WHEELCHAIRS/SCOOTERS**

The maximum permitted size of wheelchair and scooter is 24 inches wide by maximum 4 feet in total length. Users must maintain a speed equal to walking speed within the building.

## **11. PATIOS, BALCONIES AND OTHER COMMON AREAS**

In accordance with by-laws, patios and balconies are for private use. No garbage is allowed on the balcony as this may be blown away. Laundry or flowerpots **must not** be hung from the balconies. Dust cloths / mops, mats or tablecloths must not be shaken out on the balconies. Seasonal lights and decorations are allowed on the balconies, but they must be secured firmly so they will not be blown over the edge. Seasonal decorations must be taken down within 30 days of the occasions.

Water from cleaning balcony floors / windows or plant watering must not overflow your balcony.

No personal furnishing, shoes or mats are permitted in the hallways or other common areas.

## **12. WINDOW COVERINGS**

All window coverings must be white facing out.

## **13. GARBAGE HANDLING/RECYCLING**

Ensure household garbage is properly bagged and sealed in a plastic bag. **Do not throw glass, cardboard or electronic items in the garbage chutes.**

All glass, cans, broken down cardboard and recyclable plastics must be placed in the appropriate recycling bins. We pay for the recycle bins, so please utilize them. Electronic items must be recycled at authorized stations, such as Staples / Best Buy. Any cost incurred due to oversized items being placed in and plugging the garbage chute will be charged back to the Unit Owner.

#### **14. SMOKING POLICY**

No smoking is allowed on any common area property: i.e. terraces, garages, driveways, elevators, hallways, stairwells, and all amenities.

# APPENDIX A

## Emergency Evacuation Plan

### **Purpose of this Plan**

This plan contains emergency procedures and other important safety information to aid residents in the possible event of an evacuation, and to help create a safe and injury free environment throughout the building. All building occupants should become familiar with the procedures within.

### **General Information**

#### **Fire Alarm System**

#### **Residents are protected by a Fire Alarm System which:**

- Detects smoke, fire and heat.
- Automatically controls mechanical systems.
- Allows for a safe evacuation of Occupants.
- Provides audible alarms and visual strobes.

#### **The following Fire Equipment is located throughout the property:**

- Smoke detectors – Common areas.
- Smoke alarms – in common areas and suites.
- Pull stations are located at all stairwell exits and every exit on the ground floor.
- Heat detectors in the elevator shafts.
- Sprinkler system utilizing fusible links that are heat activated at 165 degrees F.

#### **When the alarm sounds**

- This property is equipped with a two-stage alarm.
- Occupants should evacuate immediately.
- Please refrain from calling the Front Desk as they will be very busy.
  
- **If smoke or fire is detected**
- Proceed immediately to the nearest exit stairs.

- Pull the alarm that is installed at the exit door upon exiting the property.
- Exit the building on the ground floor and proceed to Burmis Tree
- The alarm monitoring company automatically notifies the Fire Department. The alarm monitoring company automatically notifies the Property Management Company.
- Although fire extinguishers are located on each floor you should **not** attempt to extinguish fires on your own unless the fire is very small. **At no time should you endanger yourself.**

### **Mechanical Systems**

The mechanical systems are connected to the fire alarm system and automatically change to fire mode upon alarm activation. When the alarm is activated, the corridor pressurization unit works to keep smoke contained within the suite with the fire, preventing the spread of smoke. The dampers on each floor will remain open until the heat activation closes them. Smoke is naturally vented from the building.

### **Evacuation Routes**

Stairwells: two stairwells of fireproof concrete are located at the end of every floor. The stairwells are naturally pressurized to disable the smoke.

Exit signs are posted to assist in the location of the stairwells. Each stairwell is marked. If one stairwell is blocked, occupants can move to the other stairwell.

**DO NOT use the elevators to evacuate the building.** The elevators are also connected to the alarm system and are recalled to the main floor immediately upon alarm activation. This reduces the risk of electrical or mechanical failures that could trap occupants in the elevators during evacuation. Elevators will only be used to assist the Fire Department in removing special risk persons from the building. Residents with mobility issues must register with the Concierge.

### **Fire Extinguishers:**

Fire extinguishers are located throughout the property and can be used to extinguish **small** fires only. Each occupant should be familiar with the location and operation of the extinguishers. They are located in each elevator lobby and one in the stairwell on each floor. All extinguishers are of the ABC type and are suitable for:

1. Wood and paper fires.
2. Grease and liquid fires.
3. Electrical fires.

**To operate an extinguisher you should follow three simple steps:**

1. **Remove the pin.**
2. **Aim the extinguisher at the base of the fire; never aim at the top of the flames.**
3. **Squeeze the handle and use a sweeping motion to extinguish the fire.**

### **Responsibilities Concierge / Security**

- Maintain a list of all occupants and numbers of persons per unit.
- Is aware of designated persons requiring assistance.
- Will assist the Fire department when required.
- Will block open the front doors and assist the Fire Department when required.

**Note:** Designated persons requiring assistance are people unable to use the stairwells for evacuation – are confined to wheelchairs, use walking devices or have a medical condition which would make evacuation unsafe.

## **APPENDIX B RESIDENT FIRE SAFETY PLAN**

### **General Concerns**

#### Inside suite fire:

1. Have a fire extinguisher handy in your kitchen. It is a good idea to have one in your car also. Know how to use it.
2. Keep a lid on the counter when using the stove to cover a pot on fire. Baking soda also works. Cover pot or frying pan with lid. Shut off burner. Slide the pot off the hot burner.
3. Do not move the hot pot to the sink or outside the unit. Wait until it cools.

#### Before the alarm:

1. Know the location of the Exits for an emergency evacuation. There are two on each floor. Go down each exit to see where they end up. (They do not go to the same location.) You want to end up at our Burmis tree. Ask yourself, how do I get to the Burmis tree from here? We chose the Burmis tree because it is outside away from where the fire trucks will be coming. It is close by in case it is a false alarm. If there is a fire, we can easily and quickly leave without hindering the emergency crew. Make sure you actually go down the exits so you will know.
2. Know the location of:
  - a. the nearest Fire Alarm pull station – 3 on each floor
  - b. the Fire Extinguishers – 2 on each floor and
  - c. the Fire Fighter’s Phone – 2 on each floor. This is for the fire department only. Locate this only so as not to confuse it with the fire extinguisher and the pull-alarm.
4. If you have any condition that might indicate your need for assistance, e.g. a sprained ankle, asthma, heart condition, arthritis, or other illness, notify the concierge in writing. When you are recovered, please notify the above to be taken off the list. Do this today! It is better to be safe than sorry!

#### Alarm sounds. What do I do?

1. Make sure everyone is awake in your suite.

2. Shut off alarm sound. (Wet two fingers with tongue and place fingers on the TOUCH TO SILENCE dots.) This will make it easier to think. The strobe lights will still be operating. The alarms/strobes in the hall and stairwell will also still be working.
3. Put on proper clothing. (In winter - boots, slacks, coat, hat and gloves. In summer – proper shoes, slacks and sweater or jacket.)
4. Check the door for heat and the hallways for smoke. If the door is hot or smoke is seeping in, DO NOT OPEN. Otherwise, immediately evacuate your suite. (If you require assistance, refer to the procedures below.)
5. Take your keys with you and lock your door behind you. Fire alarms could be set off to lure us away from our homes and we would not want thieves to enter.
6. DO NOT USE ELEVATORS. Remember the elevators during a fire alarm return to the main floor and will be unavailable for resident use. The elevators will be used by the fire department to evacuate the remaining residents when it is safe to do so. They have a key to over-ride the controls.
2. Go down the stairwell to the Burmis Tree. If there is smoke in the first stairwell, use the second one. If both have smoke, return to your suite and follow the procedures below for those who require assistance. Remember to stay away from the smoke. Smoke kills.
3. Keep conversation to a minimum during evacuation. This will help keep people calm and allow everyone to hear any announcements.
4. Remain at the Burmis Tree until you are told to return by the fire department or someone in charge. If there is truly a fire, the fire department will have the mall opened or transportation will be provided, via the bus or something else, to a safe location. If there is no fire, the fire department will turn on the elevators.

If you require assistance or the fire is outside your door and you cannot leave:

1. Unlock your door.
2. If a fire is confirmed (should be announced over the public address system) and you are in immediate danger, use the phone to call 9-1-1. Tell the emergency operator that a fire has been confirmed and give your name, address and suite number.

Tell that person that you are in immediate danger, you are unable to leave your suite and you will remain in your suite. Only call the emergency number if you are in immediate danger.

3. Fill bathtub with water. This will ensure you have a supply of water for wet towels. Put a wet towel across the threshold to keep out smoke. You may also use duct (masking) tape to seal the cracks around the door.
4. Turn on all lights. Your suite will appear occupied from outside.
5. Shut off all fans. E.g. the fan on the stove, the bathroom and the air conditioning. The fans may draw the smoke from the hallway into your room.
6. Stay by the door and await the Fire Department. You will be evacuated on a priority basis. Those nearest the fire and in most danger will be evacuated first as determined by the Fire Marshall.
7. If the fire is outside your door and you cannot leave:
  - a. Check the balcony by opening the door. If air rushes in, leave the door open. If smoke enters the suite, close the door. Get a sheet or large towel and go out on the balcony. (You will use the sheet or towel and your voice to draw attention to yourself.) Close the door behind you.

## APPENDIX C FIRE EVACUATION PLAN

**If you see, smell, hear or suspect a fire use the pull-station alarm to warn all residents. If you hear the fire alarm:**

1. Upon checking the door for heat and the halls for smoke, leave your unit immediately and close the door behind you.
2. **DO NOT USE THE ELEVATORS** – they may stop if the power fails.
3. Proceed to the nearest stairway and walk quickly down to the main floor, exit the building closing the door behind you. **DO NOT RUN!**
4. In the event that access to one fire exit is cut off, use the alternate fire exit on your floor.
5. Keep conversation to a minimum during evacuation.
6. Go directly to the Burmis Tree. Stay clear of the building.
8. Return to your suite when instructed by the fire department.

If door is hot or smoke blocks your access to fire exits:

1. Close your suite door. **DO NOT LOCK.**
2. Call the Fire Emergency Number 9-1-1 if you are in **immediate danger** and make them aware of your position.
3. Fill bathtub with water. (This will ensure a supply of wet towels.)
4. Place wet towels along the floor by the door.
5. Seal the cracks around the door with duct (masking) tape.
6. Turn off kitchen and bathroom fans and the air conditioning.
7. Open window for ventilation. If curtains blow out, close the window, if they blow in, it is OK to leave it open. **DO NOT BREAK WINDOW!**
8. Turn on lights and hang out a sheet or bright object to signal for help.
9. Go out on the balcony if you feel comfortable. **DO NOT JUMP!** Wait for rescuers to arrive.

**FIRE EMERGENCY NUMBER 9-1-1**

## **APPENDIX D**

### **Other Emergencies**

#### **Suspicious Objects**

If you find a suspicious object:

- Do not touch or move the object.
- Notify the Police immediately.
- Notify the Concierge/Security so that they can direct the police.  
Instruct others to stay away from the area.

#### **Medical Assistance**

- If you see someone requiring medical assistance, call 911 immediately.
- Explain the situation and identify the location of the casualty.
- Administer First Aid if qualified.
- Notify the Concierge/Security to direct emergency personnel to the location of the casualty.

#### **Elevator Problems**

If you are in the elevator and the doors do not open:

- Use the emergency phone below the control buttons to explain your situation.
- Intercom connects directly to the elevator company (Fujitec).
- Assistance will arrive as soon as possible.
- **DO NOT** attempt to open the doors, serious personal injury can occur.

If you encounter any potential hazards throughout the building please do not hesitate to inform the Concierge/Security or call Ultimate Property Management.

**Concierge Desk: (403) 210-3141**

**Ultimate Property Management Inc.**

**President: Judy Walker**

**Main Line: (403) 287-3056**

## APPENDIX E

### Quick Reference – Amenities bookings

<b>Room</b>	<b>Usage Fee</b>	<b>Damage Deposit</b>
Guest Suite	\$75.00/night	\$75.00
Linens	\$100.00/change	
Theater	\$5.00/hr	\$75.00
Rembrandt Room	\$10.00/hr	\$75.00
Meeting Room	\$5.00/hr	\$75.00
Games Room	\$10.00/hr for exclusive use	\$75.00
Craft & Hobby Room	free	
Exercise Room	free	
Garden Terrace/ Gazebo Area	free	
Visitor Parking free	(first two nights – see Visitor Parking Page 8)	
Booking of Tables	free	
Grocery Carts	free	

#### Special Fees

Access card replacement	\$100.00/card Lead Concierge only
Parkade card replacement	\$100.00/card Lead Concierge only
Extended visitor parking	\$5.00/day after initial two nights (See page 8)
Remote access FOB	\$200.00

**Security Hours are 24 hours per day – 7 days per week**