WATERFRONT PLACE

hfxwaterfront.ca

Occupant Handbook

HALIFAX COUNTY CONDOMINIUM CORPORATION NO. 38

Presented to the Annual General Meeting August 20, 2025, for ratification.

Reviewed by HCCC38 Board July 2026

2025 - 2026 BOARD OF DIRECTORS

President	Debbie Ryan
Vice-president	Sharon Beals
Treasurer	Camilla Meisner
Secretary	Brenda Redmond
Director	Jesse Arsenault
Director	Jeanne Cruikshank
Director	Peter Dietz
Director	Peter Fritz

Board email: HCCC38Board@outlook.com

Contact Information

Website: hfxwaterfront.ca

Emergency. 911 (Fire, Police, Ambulance, Paramedics)

Property Management: Providence Property Management
Brian Dort
902 292 6156
providenceelitemanagement@gmail.com

Superintendent: Pat Rogers
902 489 8387
Waterfront1326@outlook.com

DRAFT

TABLE OF CONTENTS

CONTACT INFORMATION 4
DEFINITIONS 4
ALCOHOLIC BEVERAGES 4
BARBECUES 4
BIKES 4
CHRISTMAS TREES 4
DELIVERIES 4
ENTRANCE DOORS TO UNITS 5
EMERGENCIES 5
WATER INTRUSION INFORMATION 5
COMMON ELEMENT RULES - RATIFIED AT THE 2022 HCCC#38 AGM 5
FUNCTION ROOM RULES AND REGULATIONS 5
GARBAGE 5
HEALTH CLUB RULES AND REGULATIONS 6
LANDSCAPED COURTYARD RULES AND REGULATIONS 7
ROOFTOP SUNDECK RULES AND REGULATIONS 7
ADMINISTRATIVE FEE POLICY 7
STORAGE ROOM RULES 7
MOVING RULES AND REGULATIONS 8
PARKING AND VEHICLE RULES 8
PETS 9
POWER OUTAGES 9
QUIET ENJOYMENT 9
SECURITY 9
SECURITY FOBS & INTERCOM 9
UNITS' OCCUPATIONS AND USE 10
WEBSITE 10
WINDOW SHADES 10
LAUNDRY 10

DRAFT

DEFINITIONS

OCCUPANT - refers to an owner who resides in the building and to a tenant who leases in the building.

TENANT - refers to a person(s) who leases from an owner.

UNIT AND DWELLING UNIT - refers to an individual dwelling unit.

CORPORATION - refers to the Halifax County Condominium Corporation No. 38.

AS AN OCCUPANT OF WATERFRONT PLACE, YOU MUST COMPLY WITH THE BY-LAWS AND ALL OTHER RULES AND REGULATIONS.

The condominiums Board of Directors, which represents every owner, has the power to enforce the Rules and Regulations and is required to do so by the Provincial Regulations under which the Corporation has been established. If an owner leases his or her unit, the tenant will, in using the unit and common elements, comply with the Condominium Act and the various Rules and Regulations during the period of the lease and during move in and move out process.

ALCOHOLIC BEVERAGES

Absolutely no alcoholic beverages shall be consumed in any common element, which includes the Health Club, Function Room (unless booked), landscaped courtyard, rooftop sundeck, or lobby.

BARBECUES

Barbecues are not permitted anywhere on the condominium property.

BIKES

If you wish to take your bike up to your Unit by elevator, enter via the garage. Bikes are recommended to be left in the bike rack (upper level of garage) or individual parking units.

CHRISTMAS TREES

Live Christmas trees and wreaths are discouraged due to fire safety concerns.

DELIVERIES

Any deliveries of furniture or appliances require use of the service elevator, and a request must be made to the superintendent (902-489-8387) at least **24 hours in advance of delivery**. All delivery appointments are subject to the superintendent's availability.

DRAFT

ENTRANCE DOORS TO UNITS

Except when entering or exiting the dwelling unit, the individual entrance doors must be kept completely closed at all times. The entrance doors are not to be altered in any manner nor are any items to be hung or placed on them using a nail, screw, or any other fastening device. No footwear or mats shall be left in the halls. Door sweeps should not be affixed to bottoms of doors as they block airflow in and out of the unit.

EMERGENCIES

For information on Emergency Preparedness measures and severe weather events click here.

WATER INTRUSION INFORMATION

The following steps are recommended to be taken by owners experiencing a water intrusion issue:

Step 1. Notify building staff. Waterfront Place staff will take action to mitigate further damage, determine the source and arrange to have the necessary repairs completed to stop the water intrusion by one of our 24 hours on call tradesmen.

Step 2. The unit owner should contact their insurance provider and report the incident.

Step 3. Notify building staff when tradesmen will be completing the repairs and schedule repairs to common areas with property management.

COMMON ELEMENT RULES - RATIFIED AT THE 2022 HCCC#38 AGM

Common element rules can be found here.

FUNCTION ROOM RULES AND REGULATIONS

Function room rules and regulations can be found here.

All rules are posted in the hallway outside the Function Room.

GARBAGE

1. All regular household garbage is to be properly bagged, secured, and disposed of using the garbage chute, located in the laundry room on each floor. Absolutely nothing is to be left on the floor of the garbage room or outside the garbage room. If you have items too large for the garbage chute, or refundable beverage containers, they are to be placed outside the main garbage room, located in the garage on the P1 level (upper level). Please advise the Superintendent when doing so.
2. All organic materials must be placed in the green carts in the garage on the P1 level next to the garage doors.
3. Recyclables must be placed in blue or clear bags and placed in the appropriate metal container on the P1 level, next to the garage overhead doors.
4. Newspapers must be bagged, and cardboard boxes must be flattened and tied. They are to be placed into

DRAFT

the appropriate metal container on P1 level next to the garage overhead door.

5. Refundable beverage containers are to be placed in the blue bin adjacent to the organic bin.

HEALTH CLUB RULES AND REGULATIONS

The following facilities at present are provided to the occupants and owners of Waterfront Place:

- Indoor Swimming Pool
- Male and Female Saunas
- Exercise Room and Equipment

The above Exercise Room facilities are open daily from 6:00 AM to 10:00 PM, except when repair or maintenance is required.

The pool is open 8:00 A.M. to 10:00 P.M. except when maintenance is conducted every Wednesday from 3:00pm to 8:00am the following morning.

1. No person, other than condominium staff, is permitted inside the Health Facilities outside of the hours posted by the Board.
2. Appropriate exercise-wear must be worn at all times. Proper footwear must always be worn. Bare feet, work boots, sandals or dress shoes are not acceptable. Shoes worn outdoors must be cleaned prior to entering the gym.
3. Use of the Health Club is done at your own risk. The Corporation is not responsible for any personal injury or loss of property or damage to any property of any person using the swimming pool and ancillary facilities, whether due to the negligence or otherwise of the Corporation, its servants, or agents.
4. Use of pool is prohibited from anyone ill. Persons with related symptoms should not enter the pool until 48 hours after cessation of symptoms.
5. Ensure children less than 7 years of age are always within arm's reach by a responsible person of at least 18 years of age.
6. All persons are to shower before entering pool and sauna.
7. If you have long hair, you must wear a cap or contain your hair with elastics when using the pool.
8. Diving and/or jumping into the pool is strictly prohibited. Running/horseplay and tampering with equipment is strictly forbidden.
9. No contaminating or fouling the pool.
10. Swimmers are to dry themselves before leaving the pool area.
11. Breakable containers are prohibited in the Health Club.
12. No alcoholic beverages are allowed in the Health Club.
13. Ensure infants and toddlers wear swim diapers and/or elastic swim pants.
14. Report any injury suffered while in the Health Club to the superintendent.
15. Report any contamination or unsafe conditions to the superintendent at 902-489-8387.
16. Dogs, cats, etc., are not permitted in the Health Club facilities under any circumstances.
17. Pool attire must not be worn outside the Health Club premises. **ALWAYS** wear appropriate cover-ups and footwear when going through the hallways and lobby.

DRAFT

18. The saunas are ‘dry type’. Do not throw any water on the elements. Turn off the thermostat and leave door open when finished.
19. The changing rooms and saunas are two separate entities – one area for males and one area for females. The opposite sex is not permitted in each designated area.
20. Put all exercise equipment back in proper place and sanitize when finished & turn off equipment.
21. Please turn off all lights when leaving the facilities.

LANDSCAPED COURTYARD RULES AND REGULATIONS

1. The Landscaped Courtyard’s primary function is an area for quiet relaxation.
2. No breakable beverage containers allowed.

ROOFTOP SUNDECK RULES AND REGULATIONS

1. The Rooftop Sundeck is open May 1 to mid-October daily from 9:00AM until dusk.
2. No pets are allowed under any circumstances.
3. No barbecues allowed.
4. No breakable beverage containers allowed.
5. The use of the Rooftop Sundeck is confined to the enclosed area surrounded by the fence.

Only Maintenance personnel allowed on any other part of the roof of the building.

ADMINISTRATIVE FEE POLICY

Condominium fees are due on the first of every month. An administration fee of $50.00 will apply each month if condominium fees or any other amounts owing to the corporation are not paid on time. This fee will be compounded if the arrears extend beyond one month. Please note that if your payment is returned NSF, there will also be an NSF fee of the amount the corporation is charged by their bank. After three months of nonpayment the arrears will be passed to the condominium lawyer for collection. All costs associated with this will be the responsibility of the owner.

As of May 22, 2025, the outstanding issue was revisited. As of this date, the Board will cease charging additional late fees once the principal balance has been paid for a unit.

STORAGE ROOM RULES

Residents who have a storage compartment located on various floors must comply with the following rules and regulations:

1. All storage must be 18” (inches) below the level of the sprinkler head deflectors.
2. No flammable products are permitted in storage (i.e., oil, paint cans or aerosol cans).
3. No items are to be hung from the sprinkler pipes.
4. No item which creates a risk of fire, explosion, leakage or odor shall be stored in the common areas for any

DRAFT

cause whatsoever.

5. The Corporation shall not be responsible for loss of or damage to any property in the common elements for any cause whatsoever.
6. Anything stored or left in the common areas, shall be removed immediately. The items owner will have ten (10) days to recover the items from building staff. If the item(s) are not claimed after the ten (10) days, then the Corporation may dispose of the item(s) at the unit owner's expense.

MOVING RULES AND REGULATIONS

The Corporation assumes absolutely no responsibility or liability if, during a scheduled move, the service elevator breaks down or is not in working order.

1. The Board has established procedures that any person moving in to or out of the building must follow. Contact the building Superintendent as early as possible before moving to get this information.
2. When arranging to bring furniture or appliances into or out of the building, or have furniture, appliances, or renovation materials delivered to your unit, you must contact the building Superintendent. The Superintendent will arrange to have an elevator put on service and will install protective elevator covering.
3. Early elevator booking is strongly recommended. Elevator bookings are made on a first come first served basis. Elevators may not be available if not booked in advance.
4. Absolutely nothing is to be moved in or out through the front doors of the lobby area or fire egress doors at any time.

PARKING AND VEHICLE RULES

1. The parking of vehicles in common areas is prohibited. Unit owners shall be responsible for compliance of this rule by their visitors, tenants, and invitees and shall bear all costs of enforcement.
2. No automobiles may be parked in a manner which blocks the ingress and egress of other vehicles in any area.
3. All unauthorized vehicles will be ticketed and towed by the HRM Parking Enforcement. Any vehicle not parked in a designated parking unit will also be ticketed and towed.
4. No repairs or overhaul work shall be performed on any vehicle while on the premises, including parking units, except those emergency repairs necessary to enable the removal of such vehicle from the premises.
5. Vehicles must be driven within the posted speed limit of 5km/hr when entering and leaving the parking area and any other common elements allowing vehicle traffic.
6. Common areas and roads may not be used by tradesmen or workers to cut, process, or store any material or object.
7. No vehicle washing shall be permitted on the common elements.
8. Adequate vehicle insurance coverage is the responsibility of all vehicle owners. The Corporation assumes no responsibility for damage to any vehicle.
9. Bicycles and scooters are not to be brought into the building through the lobby. All bicycles must enter via the parkade. The only places bicycles may be left are the bicycle racks in the parkade, individual parking units or storage lockers. Bicycles must not be chained to or left in any other portion of the common elements including the front entrance railing.

DRAFT

10. The Corporation will periodically, after providing notice to unit owners and residents, dispose of bicycles left in the bicycle racks in the parkade that appear to be abandoned.

PETS

Information regarding pets can be found here.

POWER OUTAGES

Waterfront Place is equipped with an emergency power generator. During a power outage the emergency power generator will automatically start to supply power to all common areas i.e., one elevator, lobbies, stairwells, fire safety equipment and one garage door will remain open.

QUIET ENJOYMENT

Common Elements, lands gardens and walks shall be used in a quiet and proper manner and with due regard to the comfort and convenience of all occupants. Noise in dwelling units falls under bylaw N-200 and is the responsibility of HRM Bylaw enforcement and/or police non-emergency to enforce.

SECURITY

Security is **EVERYBODY'S BUSINESS**. Please do not hold the main doors open for any strangers. If a person **SHOULD** be in the building, they will either have a *fob* or be buzzed in properly.

1. Residents must not hold a door open for a person, or otherwise allow a person entry to the building, unless that person is their guest or they know the person is a current building resident. Building entry doors are monitored by video surveillance.
2. Doors are not to be propped open for any reason. If you see any entry or exit door left ajar or propped open, close the door and notify the Building Superintendent or the Building Monitor at 902-489-8387 immediately. Building entry/exit doors are monitored by video surveillance.
3. Building access fobs are the property of HCCC #38 and are issued to owners who are accountable for their proper use. Lost fobs must be reported to the Superintendent for deletion.
4. In the parking area, do not allow anyone to tailgate your legal entry.
5. Please do not buzz anyone into the building unless it is someone you are expecting. **To ensure you know who you are buzzing in, check when you answer the call to be sure you know the caller.** When strangers are buzzed into the building on a casual basis, occupants are then irritated with unwanted solicitations. Strangers in the building can cause many problems.
6. When entering or exiting the parking area on foot, please use the doors next to the garage doors. Do not use the garage doors.
7. Please report anything **UNUSUAL** or **UNLAWFUL** to the superintendent immediately.

DRAFT

SECURITY FOBS & INTERCOM

The following rules and regulations apply:

1. Any owner who requires an additional fob may request by completing the fob request form. There will be a seventy-five-dollar ($75.00) deposit payable to the Corporation. Fifty dollars ($50.00) is refundable upon return of the fob to the Corporation.
2. Any tenant of a leased unit who requires any additional security fob must make his request to the unit owner. There is a seventy-five-dollar ($75.00) deposit required for each additional security fob, $50.00 is refundable upon return by the unit owner to the Corporation.
3. A lost fob may be replaced at a cost of seventy-five dollars ($75.00), payable to the Corporation and the number of the fob made available to the Corporation, so it can be deleted from the system. Any tenant who requires a replacement fob must make this request to the unit owner or his/her agent.
4. Intercom access can be directed to a land line or long-distance plan covered cellphone number so as not to incur costs. An intercom form can be obtained from the website in the Resident Living section. There is a twenty-five-dollar ($25.00) administration fee to set up the intercom.

UNITS' OCCUPATIONS AND USE

Each Dwelling Unit shall be used only as a residence for single family housing and for no other purpose. It is the responsibility of owner to provide up to date resident information.

WEBSITE

A website for HCCC #38 (hfxwaterfront.ca) has been set up containing Waterfront Community information, minutes of Board meetings (for Owners), as well as Notices. The "Owner" section password is available from the Superintendent.

In the spirit of saving paper, we hope that you take full advantage of this easy-to-use communication tool.

WINDOW SHADES

Any screens, awnings, shades or other items erected inside the Unit shall be lined or shaded in an off-white color on that portion nearest to the window such that from the outside of the building it would appear that all items hanging in the window are of the same or similar shade of color. No garments, rugs, flowerpots, or other articles shall be hung or placed on the windowsills, French balcony rails, balconies on the 6th and 7th floors and other external parts of the unit.

LAUNDRY

Posted Laundry hours of operation are 7:00 a.m. to 11:00 p.m. Laundry cards will not operate outside these hours.

ANY OCCUPANT WHO DOES NOT ABIDE BY THE BY-LAWS AND RULES AND REGULATIONS WILL BE DEALT WITH BY THE CORPORATION ON AN INDIVIDUAL BASIS THROUGH THE AGENTS OF THE CORPORATON, AND/OR LOCAL POLICE DEPARTMENT AND/OR OWNER OF THE UNIT. INFRACTIONS OF ANY BY-LAW AND/OR RULES AND REGULATIONS COULD

DRAFT

RESULT IN THE TERMINATION OF A LEASE BY THE OWNER

DRAFT