



## **South Keys Landing Homeowners Association Guidelines for Alterations to Exterior / Approval by the Owners' Committee**

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Dear SKL Homeowners:

Pursuant to the South Keys Landing *Joint Use Agreement*, owners may not make any alterations to the exterior of their unit without the prior approval of the Owners' Committee. Accordingly, when considering plans for exterior alterations, we request that owners submit to the Owners' Committee a plan of the structure (e.g., deck, fence, etc.) showing location, dimensions, and general materials to be used for construction. Per the *Joint Use Agreement* (see below), we also need you to confirm that the grade of the land (i.e. drainage patterns) will not change. You may also provide any other information that you feel may help the Committee understand your plan.

For local bylaws and permit requirements, for liability reasons, the Committee cannot advise you as to compliance -- you will need to consult with the City of Ottawa by visiting [Ottawa.ca](http://Ottawa.ca), calling information at 311 and/or contacting a local contractor.

Pertinent clauses of the Joint Use Agreement the Committee considers are listed below:

*Section 6.2 Alterations to Exterior - An owner shall not make any alteration to the exterior of his or her unit without the prior approval of the Owners' committee.*

*Section 6.3 Alterations to Grade - An owner shall not alter, repair, demolish, remove or replace any of the Common Property or alter the slope of the Property nor interfere with any drainage established on the Property.*

*Section 2.5 Shared Elements - In addition to the Common Property, the Owners acknowledge that party or dividing walls exist for the joint use and mutual benefit of certain Owners. These party walls divide the Units and are for the benefit of the Owners on each side of the walls. Other Shared Elements between these Unit Owners are: (a) The roof elements above their party walls; (b) Structural elements supporting and enclosing the party walls including foundations; (c) Any fences in the rear yard. The Shared Elements shall exist in perpetuity unless the Owners who from time to time enjoy Shared Elements between each other mutually agree otherwise in writing.*

*Schedule D – 10: No structure or fence may be erected in the front yard of the Unit. No structure may be erected in the side yard or rear yard of the Unit except a shed and/or a fence provided it does not exceed the height of the privacy fence separating the Unit yards, is made of wood and otherwise integrates with the appearance of the Units and fences, and does not encroach on or interfere with access to any underground services or utilities.*

*Schedule D – 12: Side yard fences shall have a gate, if necessary, to permit a right of access across the rear yard to adjoining properties.*



Generally, the Committee will approve plans as a matter of course if they integrate with the appearance of neighbours' decks/fences/structures and do not block easements or otherwise interfere with or encroach upon the common property and shared elements.

The Committee also recommends that Owners consult with their neighbours prior to making exterior alterations, both as a courtesy and to avoid future disputes. As such, confirmation that you consulted with your neighbours regarding your plan will help facilitate the Committee's approval.

Once you have your plans outlined, you can submit them to our Property Manager at PMA Consulting Inc., 1131 Newmarket Street, Ottawa, ON, K1B 4N4 or via e-mail at [norean@pmamanagement.com](mailto:norean@pmamanagement.com). The Committee will review your plans at the next scheduled Committee meeting, though submission of plans in electronic form can help facilitate approval sooner.

If you have questions, please don't hesitate to contact the Property Manager or a Committee member (contact information is available at [www.southkeyslanding.com](http://www.southkeyslanding.com)).

*South Keys Landing Owners' Committee*