

# Carleton Condominium Corporation No. 542

## Sandcliffe, Winterburn and Grandcourt

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**TO:** All Owners

**FROM:** Condominium Management Group  
CCC542 Board of Directors

**DATE:** May 6, 2026

**RE:** REMINDER - Visitor Parking Monitoring

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In a notice dated May 21, 2025, the Corporation advised owners and residents that it had entered into an agreement with Carleton Parking, effective June 1, 2025, to oversee visitor parking. As part of this arrangement, Carleton Parking has the authority to issue warnings and tickets when necessary.

Over the past winter, several issues arose involving owners and residents using visitor parking spaces as additional parking for their own vehicles. Visitor parking is strictly reserved for guests and may not be used by owners, residents, or tenants at any time.

Beginning May 1, 2026, Carleton Parking will be conducting more frequent checks of the visitor parking areas. Vehicles that appear to belong to residents or that are parked contrary to the Corporation's rules may be flagged to Carleton Parking for follow-up, which can include the issuance of warnings and, if required, tickets. This process is intended to ensure fair access to the limited visitor parking available.

The Corporation provides 10 visitor parking spaces for the 60-units. These spaces are intended for short-term use by visitors only. Each unit is allocated two parking spaces—one in the garage and one on the driveway—for owner, resident, or tenant vehicles.

Owners, residents, and tenants are responsible for ensuring that their household vehicles are parked in their designated spaces.

For clarity, the Corporation defines a resident as anyone who occupies a unit overnight, either full-time or more than three nights per week on a recurring basis for at least one month.

Visitor vehicles parked overnight must visibly display either a CCC542 "Parking Permit" in the windshield or a note indicating the unit they are visiting.

**Non-resident owners must ensure their tenants understand and comply with this parking policy.**

Thank you for your cooperation and understanding.

Thank you to the owners, residents and tenants who are abiding by the visitor parking rules.

Should you have any concerns, please advise Christine Rausch, Property Manager (phone 613-237-9519 ext. 109).