

Carleton Condominium Corporation No. 542

Sandcliffe, Winterburn and Grandcourt

TO: All Owners

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

DATE: May 23, 2025

RE: Resident Handbook and Renovation Guide

Condominium living offers convenience and peace of mind. Unlike freehold homeownership, where owners have complete control over their property and maintenance, condominium owners and residents must adhere to collective rules.

These rules, set by the condominium corporation, help maintain shared spaces, ensure safety, and foster harmonious living. Whether it's noise restrictions, pet policies, or proper use of common areas, understanding and respecting these guidelines is key to a smooth condominium living experience.

On the [CCC542 website](#), there are two documents for owners:

The [Resident Handbook and Renovation Guide](#).

The Resident Handbook includes various topics including:

- Introduction to Condominium Living
- General Condominium Information
- Owner's and Corporation's Responsibilities
- General Repair & Preventive Maintenance Policy
- Changes and Alterations
- Reserve Fund
- Rules and Regulations

The Renovation Guide includes a comprehensive list of renovations with the following references:

- Can I make the change independently?
- Do I need to contact the Property Manager?
- Do I need Board approval before proceeding?
- What information do I need to give to the Property Manager? Additional Explanation

Adhering to the rules and regulations helps create a respectful and well-run condominium community.

Non-resident owners must ensure their tenants understand and comply with the rules.

Thank you for your cooperation and understanding.

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