

“THE WESTERLY”

OWNERS’ STRATA PLAN LMS 4573

STRATA CORPORATION’S BYLAWS,

RULES & REGULATIONS

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Attached hereto are the bylaws for Strata Plan LMS 4573. They are consolidated for convenience. For legal purposes please obtain a true copy as registered at the Land Title Office.

Change of Bylaws:

Amended May 31, 2005. Registered June 17, 2005. (BX244489)
Amended May 6, 2004. Registered May 27, 2004. (BW225167)
Amended October 22, 2003. Registered October 31, 2003. (BV455497)
Approved July 9, 2003. Registered July 18, 2003. (BV275056)
Amended June 19, 2007. Registered July 26, 2007. (BB431639)
Amended August 23, 2010. Registered October 12, 2010. (BB1709779)
Amended June 20, 2011. Registered August 17, 2012 (CA2723584)

12 OCT 2010 11: 51

BB1709779

REGISTRAR
LAND TITLE OFFICE
NEW WESTMINSTER, BC

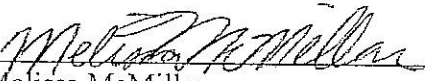
October 8, 2010

Please receive herewith the following document(s) for filing:

Form I – Amendment to Bylaws (passed on August 23, 2010)

(Section 128)

Strata Plan LMS 4573



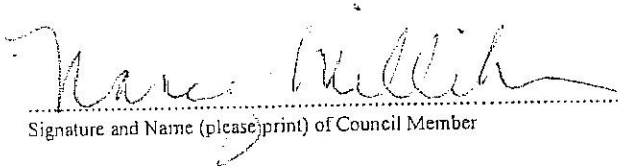
Melissa McMillan
Strata Assistant
Ascent Real Estate Management Corporation

2176 Willingdon Avenue
Burnaby, BC V5C 5Z9
Phone: (604) 431-1800

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan LMS 4573 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at a special general meeting held on August 23, 2010:

Please see the attached for a complete copy of the bylaws.

 NANCY MILIKEN
Signature and Name (please print) of Council Member

 NICOLE MARTIN-GEEKIE
Signature and Name (please print) of Second Council Member
(not required if council consists of only one member)

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ASCENT REAL ESTATE
MANAGEMENT CORPORATION

BYLAWS
(Strata Plan LMS 4573)

Types of Strata Lots, Duties of Owners, Tenants, Occupants and Visitors

1. Compliance with bylaws and rules

- 1.1 All residents, tenants, owners and visitors must comply strictly with the bylaws and rules of the strata corporation adopted from time to time.

2. TYPES

- 2.1 In this Bylaw 0, the following terms shall have the following meanings:

- (a) **“Act”** means the Strata Property Act [S.B.C.] c.43 as amended or replaced from time to time;
- (b) **“Apartment-Style Strata Lots”** shall mean the apartment-style Strata Lots in the Strata Plan, consisting of Strata Lots 35 through 83;
- (c) **“Regulations”** means the Strata Property Regulation, B.C. Reg. 43/2000 as amended or replaced from time to time;
- (d) **“Strata Lot”** means a lot shown on the Strata Plan;
- (e) **“Strata Plan”** means Strata Plan LMS 4573;
- (f) **“Townhouse-Style Strata Lots”** shall mean the townhouse-style Strata Lots in the Strata Plan, consisting of Strata Lots 1 through 34;
- (g) **“Type of Strata Lot”** shall mean the Apartment-Style Strata Lots or the Townhouse-Style Strata Lots as applicable;

- 2.2 For the purposes of the Act and the Regulations, the Apartment-Style Strata Lots and the Townhouse-Style Strata Lot shall be identified as different types of Strata Lots.

- 2.3 Subject to the Act and the Regulations, if a contribution to the operating fund relates to and benefits only one Type of Strata Lot, the contribution is to be shared only by those Owners who hold Strata Lots of that Type of Strata Lot, and each Strata Lot's share of that contribution is to be calculated in accordance with the following formula:

$$\frac{\text{Unit Entitlement of Strata Lot}}{\text{Total Unit Entitlement of all Strata Lots of the type to which the contribution relates}} \times \text{Contribution to Operating Fund}$$

- 2.4 For the purposes of Bylaw 0, the Strata Corporation agrees that the following is a fair and reasonable assessment of the proportionate benefit received by each Type with respect to the following operating expenses:

Operating Expense		Proportionate Benefit to the Apartment-Style Strata Lots	Proportionate Benefit to the Townhouse-Style Strata Lots
4000	Management Fee	54.40%	45.60%
4012	Duplicating/Postage	54.40%	45.60%
4015	Bank Charges	54.40%	45.60%
4016	Miscellaneous	54.40%	45.60%
4040	Insurance	54.40%	45.60%
4050	Electricity	60.00%	40.00%
4052	Water & Sewer	54.40%	45.60%
4056	Garbage Disposal & Recycling	54.40%	45.60%
4058	Gas	59.50%	40.50%
4104	Security Access System	54.40%	45.60%
4112	Locks & Keys	54.40%	45.60%
4116	Enterphone	100.00%	0.00%
4130	Elevator/License	80.00%	20.00%
4142	Fire Safety System	54.40%	45.60%
4148	Garage Door Overhead	54.40%	45.60%
4149	Mechanical Maintenance	54.40%	45.60%
4160	Repairs & Maintenance	54.40%	45.60%
4217	Supplies	54.40%	45.60%
4218	Carpet Cleaning	80.00%	20.00%
4220	Window Cleaning	54.40%	45.60%
4221	Dryer Vent Cleaning	54.40%	45.60%
4222	Pest Control	54.40%	45.60%
4223	Gutter Cleaning	54.40%	45.60%
4228	Pressure Washing	54.40%	45.60%
4232	Janitorial	80.00%	20.00%
4237	Catch Basins	54.40%	45.60%
4300	Garden Maintenance	54.40%	45.60%
4312	Snow Removal	54.40%	45.60%
4315	Garden Irrigation	54.40%	45.60%

2.5 If a Strata Lot's share of a contribution to the operating fund is calculated in accordance with Bylaw 0, each Strata Lot's share of the total contribution to the contingency reserve fund or a special levy is to be calculated using the following formula:

$$\frac{\text{Unit Entitlement of Strata Lot Reserve}}{\text{Total Unit Entitlement of all Strata Lots}} \times \text{Total Contribution to Contingency Fund or Special Levy}$$

3. Payment of strata fees and special levies

3.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate, to the property management company.

3.2 Where an owner fails to pay strata fees in accordance with bylaw 3.1, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$50.00 for the first offence, with subsequent offences being subject to fines increasing by \$25.00 per offence up to a maximum of \$200.00 per offence.

3.3 An owner must provide the strata corporation or its agent with twelve (12) consecutive, monthly Strata Corporation LMS 4573 – ByLaws.

post-dated cheques for strata fees for the fiscal year of the strata corporation, dated as of the first day of each month or, if applicable, written authorization for monthly automatic debit from the owner's bank account.

- 3.4 Failure by an owner to submit twelve (12) monthly, post-dated strata fee cheques or written authorization for automatic debit in accordance with bylaw 3.3 is a contravention of bylaw 3.1 and the strata corporation will levy a fine of \$50.00 for each contravention. Each dishonoured cheque or dishonoured automatic debit will be subject to a fine of \$25.00 and an administration charge of \$50.00.
- 3.5 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.
- 3.6 Failure to pay a special levy on the due date will result in a fine of \$50.00 for the first offence, and increase by \$25.00 per offence up to a maximum of \$200.00 per offence.
- 3.7 Where an owner fails to pay a special levy in accordance with bylaw 3.5, outstanding special levies will be subject to an interest charge of 10% per annum, compounded annually.

4. Repair and maintenance of property by owner

- 4.1 An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- 4.2 An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

5. Use of property

- 5.1 Maximum number of strata lots that may be rental units:
 - (1) The number of town house type strata lots that may be rental units is limited to (4) four.
 - (2) The number of apartment type strata lots that may be rented units is limited to (5) five.
- 5.2 An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
 - (a) causes a nuisance or hazard to another person,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal, or
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan
- 5.3 An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- 5.4 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

5.5 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 5.1, 5.2, 5.3 and 5.4, any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

5.6 A resident must not use, or permit to be used, the strata lot except as a private dwelling home and, unless granted prior written approval by the council, a resident must not allow more than two persons to occupy a strata lot originally designated by the owner developer as a one bedroom unit and not allow more than four persons to occupy a strata lot originally designated by the owner developer as a two bedroom unit. For the purposes of this bylaw 5.6, a "person" is defined to include children, but exclude visitors staying for less than 30 days with an owner, occupant or tenant of a strata lot.

5.7 An owner who alleges hardship as a result of the passage of bylaw 5.6 may appeal to the council for permission to be exempt from bylaw 5.6 on the basis of hardship and the council must not unreasonably refuse the appeal.

6. Pets and animals

6.1 A resident, tenant, owner or visitor must not keep any pets on a strata lot or common property or on land that is a common asset except in accordance with these bylaws.

6.2 A pet registration form must be submitted by all residents, tenants or owners owning pets kept on the strata lot. (See ADDENDUM "A" – PET REGISTRY)

6.3 An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.

6.4 An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:

- (a) a reasonable number of fish or other small aquarium (maximum 30 gallons) animals
- (b) a maximum of two small caged mammals;
- (c) up to 2 caged birds;
- (d) one dog or one cat

6.5 A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family.

6.6 A resident, tenant or owner must not keep a pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident, tenant or owner has a pet which, in the opinion of council, is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents, tenants or owners or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.

6.7 If a resident contravenes bylaw 6.6, the owner of the strata lot will be subject to a fine of \$50.00
Strata Corporation LMS 4573 – ByLaws.

for the first offence, and increase by \$25.00 per offence up to a maximum of \$200.00 per offence.

- 6.8 Notwithstanding bylaw 6.7, a resident whose pet contravenes bylaw 6.6 will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the strata corporation to obtain the injunction, including legal costs.
- 6.9 A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- 6.10 A strata lot owner must assume all liability for all actions by a pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- 6.11 A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
- 6.12 A resident who contravenes any of bylaws 6.1 to 6.6 (inclusive) or 6.9 to 6.11 (inclusive) will be subject to a fine of \$50.00 for the first offence. Fines will increase by \$25.00 per offence up to a maximum of \$200.00 per offence.

7. Inform strata corporation

- 7.1 An owner must notify the strata corporation within two weeks of becoming an owner of the owner's name, tenants names and any occupants' names, strata lot number and mailing address outside the strata plan, if any.
- 7.2 Residents, tenants or owners must from time to time complete and return to council or the property manager an Emergency Contact List in prescribed form. (Addendum B)
- 7.3 On request by the strata corporation, a tenant must inform the strata corporation of the tenant's name and the strata lot which the tenant occupies.
- 7.4 Communication with council must be in writing and deposited in the strata council's mailbox located within the Jack Mahoney mailboxes. Communications with council are discussed at council's meetings. Responses to items of a general nature may appear in the minutes; other matters will be directed to the letter writer.

8. Obtain approval before altering a strata lot

- 8.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to a strata lot that involves any of the following:
- (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) patios, chimneys, stairs, balconies, satellite dishes, blinds, or other things attached to the exterior of a building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;

- (f) common property located within the boundaries of a strata lot;
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act; and
- (h) wiring, plumbing, piping, heating, air conditioning and other services.

8.2 The strata corporation must not unreasonably withhold its approval under bylaw 8.1, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration and to indemnify and hold harmless the strata corporation for any future costs in connection with the alteration.

8.3 An owner intending to apply to the strata corporation for permission to alter a strata lot must submit, in writing, detailed plans and written description of the intended alteration. When applicable, plans and work must be done by a licensed contractor, and to code.

9. Obtain approval before altering common property

9.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to common property, including limited common property or common assets.

9.2 The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

9.3 An owner, as part of its application to the strata corporation for permission to alter common property, limited common property or common assets, must:

- (a) submit, in writing, detailed plans and description of the intended alteration;
- (b) obtain all applicable permits, licences and approvals from the appropriate governmental authorities and provide copies to the strata council; and
- (c) obtain the consent of the owners by written approval of the strata council under bylaw 91.

9.4 The strata corporation may require, as a condition of its approval, that the owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:

- (a) that alterations be done in accordance with the design or plans approved by the strata council or its duly authorized representatives;
- (b) that the standard of work and materials be not less than that of the existing structures;
- (c) that all work and materials necessary for the alteration be at the sole expense of the owner;
- (d) When applicable, plans and work must be done by a licensed contractor, and to code.
- (e) that the owner from time to time of the strata lot receiving the benefit of an alteration to common property, limited common property or common assets must, for so long as he or she remains an owner, be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the strata corporation as a result, directly or indirectly, of the alterations to common property, limited common property or common assets;
- (f) that the owner and any subsequent owner on title who receives the benefit of such

alteration, must, with respect only to claims or demands arising during the time that they shall have been owner, indemnify and hold harmless the strata corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration. Any costs or expenses incurred by the strata corporation as the result of such claim or demand will be the responsibility of the owner from time to time of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that owner and shall be added to and become part of the strata fees of that owner for the month next following the date upon which the cost or expenses are incurred, but not necessarily paid by the strata corporation, and shall become due and payable on the due date of payment of monthly strata fees.

- 9.5 An owner who has altered common property, limited common property or common assets prior to the passage of these bylaws shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the strata corporation as a result, directly or indirectly, of the alteration, must be borne by the owner who has benefited from the alteration.
- 9.6 An owner who, subsequent to the passage of bylaws 9.1 to 9.3 inclusive, alters common property or limited common property without adhering strictly to these bylaws, must restore, at the owner's sole expense, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the common property or limited common property. The cost of such alteration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.

10. Renovations/alterations

- 10.1 An owner must give the council two working days' prior notice of the scheduled arrival of tradespersons or delivery of materials. Tradespersons must be licensed and bonded. Inadequate notice or work by unlicensed or un-bonded tradespersons will result in the levy of fines.
- 10.2 A resident must not permit any construction debris, materials or packaging to be deposited in the strata corporation's disposal containers.
- 10.3 An owner must ensure that the delivery of any construction materials is through the parking lot and, if in an elevator, the owner must ensure the elevator is protected with proper wall pads and floor coverings. Owners must make prior arrangements with the council for use of the elevator.
- 10.4 Unless consent is obtained from council, all carpentry or similar alterations must be limited to the hours between 9:00 a.m. and 6:00 p.m.
- 10.5 An owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licences are obtained.
- 10.6 When applicable, plans and work must be done by a licensed contractor, and to code.
- 10.7 An owner in contravention of bylaws 10.1 to 10.5 (inclusive) shall be subject to a fine of up to \$200.00 for each contravention, as well as be responsible for any clean up or repair costs.

11. Permit entry to strata lot

- 11.1 An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to

enter the strata lot or limited common property

- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage;
- (b) at a reasonable time, on 48 hours' written notice,
 - (i) to inspect, repair, renew, replace or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair, replace, renew and maintain under these bylaws or the Act or to insure under section 149 of the Act; or
 - (ii) to ensure a resident's compliance with the act, bylaws and rules

11.2 If forced entry to a strata lot is required due to required emergency access and the inability to contact the owner of the strata lot, the owner shall be responsible for all costs of forced entry incurred by the strata corporation.

11.3 The notice referred to in bylaw 11.1 (b) must include the date and approximate time of entry, and the reason for entry.

Powers and Duties of Strata Corporation

12. Repair and maintenance of property by strata corporation

12.1 The strata corporation must repair and maintain all of the following:

- (a) common assets of the strata corporation;
- (b) common property that has not been designated as limited common property;
- (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - A. the structure of a building;
 - B. the exterior of a building;
 - C. patios, chimneys, stairs, balconies and other things attached to the exterior of a building;
 - D. doors, windows and skylights on the exterior of a building or that front on common property;
 - E. fences, railings and similar structures that enclose patios, balconies and yards;
 - F. a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to
 - I. the structure of a building

- II. the exterior of a building
 - III. chimneys, stairs, balconies and other things attached to the exterior of a building,
 - IV. doors and windows on the exterior of a building or that front on the common property, and
 - V. fences, railings and similar structures that enclose patios, balconies and yards.
- (d) a strata lot, but the duty to repair and maintain it is restricted to
- (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) patios, chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Council

13. Council size

- 13.1 The council must have at least 3 and not more than 7 members.
- 13.2 *(Deleted May 31, 2005.)*

14. Council eligibility

- 14.1 An owner or the spouse of an owner may stand for council, but not both.
- 14.2 No person may stand for council or continue to be on council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the Act.
- 14.3 No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules.
- 14.4 No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules for which the owner is responsible under section 131 of the Act.
- 14.5 No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the Strata Corporation charged against the strata lot with respect to gas chargebacks. *(Added May 6, 2004.)*

15. Council members' terms

- 1) The term of office of a council member ends at the end of the annual general meeting at which a replacement is elected.
- 2) A person whose term as council member is ending is eligible for re-election.
- 3) In the election of council members held at the first annual general meeting, all council members must be elected for a term of one year.
- 4) *(Deleted May 6, 2004.)*
- 5) *(Deleted May 6, 2004.)*

16. Removing council member

- 16.1 The strata corporation may, by a resolution passed by a two-thirds (2/3) vote at an annual or special general meeting, remove one or more council members. The strata corporation must pass a separate resolution for each council member to be removed. In this bylaw 16.1, a 2/3 (two thirds) vote means a vote in favour of resolution by at least 2/3 of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.
- 16.2 After removing a council member, the strata corporation may hold an election at the same annual or special general meeting to replace the council member for the remainder of the term or the remaining members of the council may appoint a replacement council member for the remainder of the term.
- 16.3 If the strata corporation removes all of the council members, the strata corporation must hold an election at the same annual or special general meeting to replace the council members for the remainder of the term up to, at least, the minimum number of council members required by bylaw of the strata corporation for the remainder of the term.
- 16.4 The council may appoint the remaining council members necessary to achieve a quorum for the strata corporation, even if the absence of the members being replaced leaves the council without a quorum.
- 16.5 A replacement council member appointed pursuant to bylaws 16.2 and 16.4 may be appointed from any person eligible to sit on the council.

17. Replacing council member

- 17.1 If a council member resigns or is unwilling or unable to act, for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- 17.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 17.3 The council may appoint a council member under bylaw 17.2 even if the absence of the member being replaced leaves the council without a quorum.
- 17.4 If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

18. Officers

- 18.1 At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- 18.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 18.3 The vice president has the powers and duties of the president
- (a) while the president is absent or is unwilling or unable to act,
 - (b) for the remainder of the president's term if the president ceases to hold office.
 - (c) for the remainder of the president's term if the president ceases to hold office.
- 18.4 The strata council may vote to remove an officer.
- 18.5 If an officer other than the president is removed, resigns, is unwilling or unable to act for a period of 2 or more months, the council members may elect a replacement officer from among themselves for the remainder of the term.

19. Calling council meetings

- 19.1 Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- 19.2 The notice in bylaw 19.1 does not have to be in writing.
- 19.3 A council meeting may be held on less than one week's notice if
- (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

20. Requisition of council hearing

- 20.1 By application in writing, a resident may request a hearing at a council meeting stating the reasons for the request.
- 20.2 Except for a hearing pursuant to section 144 of the Act, if a hearing is requested under bylaw 20.1, the council must hold a meeting to hear the applicant within 2 weeks the date of receipt by the council of the application.
- 20.3 If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the date of the hearing.

21. Quorum of council

- 21.1 A quorum of the council is

Strata Corporation LMS 4573 – ByLaws.
Amended May 31, 2005. Registered June 17, 2005. (BX244489)
Amended June 19, 2007. Registered July 26, 2007. (BB431639)

- (a) 2, if the council consists of 2, 3 or 4 members,
- (b) 3, if the council consists of 5 or 6 members, and
- (c) 4, if the council consists of 7 members.

21.2 Council members must be present in person at the council meeting to be counted in establishing quorum.

22. Council meetings

22.1 The council may meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit.

22.2 At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

22.3 If a council meeting is held by electronic means, council members are deemed to be present in person.

22.4 Owners and spouses of owners may attend council meetings as observers, provided that they have given council 5 days written notice of their intention to attend.

22.5 Despite bylaw 22.4, no observers may attend those portions of council meetings that deal with any of the following:

- (a) bylaw contravention hearings under section 135 of the Act;
- (b) rental restriction bylaw exemption hearings under section 144 of the Act;
- (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

23. Voting at council meetings

23.1 At council meetings, decisions must be made by a majority of council members present in person at the meeting.

23.2 If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

23.3 The results of all votes at a council meeting must be recorded in the council meeting minutes, along with the names of the council members moving and seconding any resolutions, and the name of any dissenting or abstaining council members.

24. Council to inform owners of minutes

24.1 The council must inform owners circulate to or post for owners the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

25. Delegation of council's powers and duties

25.1 Subject to bylaws 25.2, 25.3 and 25.4, the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.

- 25.2 The council may delegate its spending powers or duties, but only by a resolution that
- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with bylaw 25.3.
- 25.3 A delegation of a general authority to make expenditures must
- (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- 25.4 The council may not delegate its powers to determine, based on the facts of a particular case,
- (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine,
 - (c) whether a person should be denied access to a recreational facility, or
 - (d) whether an owner should be granted an exemption from a rental restriction bylaw under section 144 of the Act.

26. Spending restrictions

- 26.1 A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

27. Limitation on liability of council member

- 27.1 A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- 27.2 Bylaw 27.1 does not affect a council member's liability, as an owner, for a judgement against the strata corporation.
- 27.3 All acts done in good faith by the council are, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of a member of council, as valid as if the council member had been duly appointed or had duly continued in office.

Enforcement of Bylaws and Rules

28. Fines

- 28.1 Except where specifically stated to be otherwise in these bylaws, the strata corporation may fine an owner or tenant:
- (a) \$50.00 for the first offence of a bylaw, with subsequent offences being subject to fines

increasing by \$25.00 per offence up to a maximum of \$200.00 per offence, and

(b) \$50.00 for the first contravention of a rule and \$50.00 for subsequent contraventions.

28.2 The council must, if it determines in its discretion that a resident is in repeated contravention of any bylaws or rules of the strata corporation, levy fines and the fines so levied shall be immediately added to the strata fees for the strata lot and shall be due and payable together with the strata fees for the strata lot in the next month following such contravention.

29. Continuing contravention

29.1 Except where specifically stated to be otherwise in these bylaws, if an activity or lack of activity that constitutes a contravention of a bylaw or rules continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

Annual and Special General Meetings

30. Quorum of meeting

30.1 If within 1/2 hour from the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned for a further 1/2 hour on the same day and at the same place. If within a further 1/2 hour from the time of the adjournment, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.

This bylaw 30.1 is an alternative to section 48(3) of the Act. This bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting.

31. Person to chair meeting

31.1 Annual and special general meetings must be chaired by the president of the council.

31.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.

31.3 If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons, eligible to vote, who are present at the meeting.

32. Participation by other than eligible voters

32.1 Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.

32.2 Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.

32.3 Persons who are not eligible to vote may not participate in the discussion at a meeting.

32.4 Persons who are not eligible to vote must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

33. Voting

33.1 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if

the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the Act.

- 33.2 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules.
- 33.3 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules, including legal costs, for which the owner is responsible under section 131 of the Act.
- 33.4 At an annual or special general meeting, voting cards must be issued to eligible voters.
- 33.5 At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- 33.6 If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- 33.7 The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- 33.8 If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- 33.9 Despite anything in bylaws 33.1 to 33.8 (inclusive), an election of council or removal of a council member must be held by secret ballot, if the secret ballot is requested by an eligible voter.

34. Electronic attendance at meetings

- 34.1 A person who is eligible to vote may attend an annual or special general meeting by electronic means so long as the person and the other participants can communicate with each other.
- 34.2 If an annual or special general meeting is held by electronic means with a person, the person is deemed to be present in person for the purposes of the meeting.

35. Order of business

- 35.1 The order of business at annual and special general meetings is as follows:
- (a) certify proxies and corporate representatives and issue voting cards;
 - (b) determine that there is a quorum;
 - (c) elect a person to chair the meeting, if necessary;
 - (d) present to the meeting proof of notice of meeting or waiver of notice;
 - (e) approve the agenda;
 - (f) approve minutes from the last annual or special general meeting;

- (g) deal with unfinished business;
- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (i) ratify any new rules made by the strata corporation under section 125 of the Act;
- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Voluntary Dispute Resolution

36. Voluntary dispute resolution

- 36.1 A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- (a) all the parties to the dispute consent, and
 - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
- 36.2 A dispute resolution committee consists of
- (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- 36.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Small Claims Court Proceedings

37. Authorization to proceed

- 37.1 The strata corporation may proceed under the *Small Claims Act*, without further authorization by the owners, to recover from an owner or other person, by an action in debt in Small Claims Court, money owing to the strata corporation, including money owing as administration fees, bank charges, fines, penalties, interest or the costs, including legal costs, of remedying a contravention of the bylaws or rules and to recover money which the strata corporation is required to expend as a result of the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family.

- 37.2 The Strata Corporation may proceed under the Small Claims Act, without further authorization by Strata Corporation LMS 4573 – ByLaws.
 Amended May 31, 2005. Registered June 17, 2005. (BX244489)
 Amended June 19, 2007. Registered July 26, 2007. (BB431639)

the owners, to recover from an owner or other person, by an action in debt in Small Claims Court, money owing to the Strata Corporation, with respect to gas chargebacks. (Added May 6, 2004.)

Marketing Activities by Owners and Occupants

38. Sale of a strata lot

- 38.1 Real estate signs must not be displayed in a strata lot or on the common property except in the location designated by the strata corporation for real estate signs.
- 38.2 No owner/occupant or agent thereof may display an advertising sign of any type in or by a window, or on the exterior of the building where it is visible from the outside of the building; nor shall any of the above leave open or unlocked any building entrance door for the purpose of "Open House" selling.
- 38.3 Real Estate signs shall not exceed 10" by 24" in size and shall be permitted only at the front entrance to the development on the sign post provided for that purpose. They must be removed immediately upon sale of the unit.
- 38.4 Open House signs may be placed at the front entrance to the development, on the lawn area along the entrance roadway from Smokey Smith Place, to direct visitors to the appropriate courtyard, and in the courtyard area to direct visitors to a particular building or townhouse. Such signs may only be erected for a maximum period of 12 hours in any one day and shall not obstruct roadways, parking areas, walkways or the front entrance stairs.
- 38.5 Any sign or vehicle which is in violation of any of the strata corporation's bylaws may be removed at the owner's expense without further notice. A fine may also be levied against the strata lot owner.
- 38.6 Prospective purchasers are to be conducted around the common property only under the supervision of the owner or his agent.

Insurance

39. Insuring against major perils

- 39.1 The strata corporation must insure against major perils, as set out in regulation 9.1(2), including, without limitation, earthquakes.

40. Insurance deductible

- 40.1 Where the Strata Corporation has made a claim against the insurance policy carried by it pursuant to the Strata Property Act and where the claim arises from damage caused by a strata lot owner or his or her tenants, agents, invitees or guests, or originates within the owner's strata lot, except where the damage originates from within the walls, the owner of the strata lot shall be charged a sum equal to the deductible levied by the insurer as a result of the claim. The sum shall be added to and become a part of the strata fee of that owner for the month following upon the date on which the levy was incurred and shall become due and payable on the date of payment of the strata fees

Storage

41. Storage lockers and bicycle storage

- 41.1 A resident must store bicycles and tricycles only in basement parking areas on bicycle racks and in the storage lockers.
- 41.2 A resident must not store any hazardous or flammable substances in storage lockers.
- 41.3 Bicycles and tricycles are not permitted into the buildings, elevators or on the common property, with the exception of the basement areas.
- 41.4 One locker shall be assigned to each strata lot at the time of original purchase. Use of the lockers and storage rooms shall be governed by the rules established from time to time by the strata council.

Parking

42. Parking

- 42.1 A resident must not permit any oversized, commercial or recreational vehicles including, but not exhaustively, boats, trailers and campers to be parked or stored on common property, limited common property or land that is a common asset without the permission of the strata council. .
- 42.2 A resident must not store unlicensed or uninsured vehicles on the common property, limited common property or on land that is a common asset. Residents, tenants or owners with vehicles with out-of-province license plates must provide council or the property manager with proof of liability insurance before using any interior parkade stall.
- 42.3 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage.
- 42.4 An owner must not sell, lease or licence parking stalls to any person other than an owner or occupant.
- 42.5 A resident must park only in the parking stall registered to the resident.
- 42.6 A resident must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no parking zones.
- 42.7 Any resident's vehicle parked in violation of bylaw 40.6 will be subject to removal by a towing company authorized by council, and all costs associated with such removal will be charged to the owner of the strata lot.
- 42.8 A resident, tenant or owner must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.
- 42.9 A resident or visitor operating a vehicle in the parking areas must not exceed 5 km/hour.
- 42.10 A resident, tenant, owner or visitor must not smoke while in the underground parking areas.
- 42.11 A resident must wash a vehicle in the location designated for vehicle washing only. Once washing is completed, the resident must hose down and remove all dirt, refuse and excess water from the washing area. While washing, a resident must keep audio volume low.
- 42.12 A resident, tenant or owner must not park or store any vehicle that drips oil or fuel. A resident must remove any dripped oil, fuel or other automotive residue.

- 42.13 Parking vehicles other than those owned, leased or operated by a resident, tenant, owner or their house guests is prohibited.
- 42.14 Monthly rental payments for additional parking stalls must be made on the first day of each month, in advance, to the property manager.
- 42.15 Assigned parking areas may not be used for the storage of personal belongings or unserviceable vehicles.
- 42.16 All garage areas are common property and must not be altered or defaced in any manner.
- 42.17 The use of vehicle horns in all parking areas is prohibited except when the horn is required to prevent a collision.
- 42.18 Unauthorised vehicles parked in assigned and/or unassigned parking stalls will be removed at the vehicle owner's expense.
- 42.19 Double parking is not permitted.

Moving

43. Moving in/out procedures

- 43.1 An owner must conform to and ensure that any tenants conform to the Move In and Move Out rules established by council from time to time.
- 43.2 A tenant, resident or owner should provide notice to the strata corporation of all moving arrangements at least 48 hours before the moving date. All moves must take place between 8:00 a.m. and 8:00 p.m.
- 43.3 A tenant, resident or owner using the elevator during a move must ensure that the elevator service key is used to control the elevator and the doors not jammed open in any manner.
- 43.4 A resident, tenant or owner using the elevator during a move must ensure that the elevator wall pads are installed prior to using the elevators for said move.
- 43.5 A resident, tenant or owner is responsible for returning the key and elevator pad to a strata council member, or strata council appointed person, as soon as the elevator is no longer needed for the move.
- 43.6 Elevator Replacement Key / Elevator Protection Pad Replacement Fees
 - (a) A fee of fifty dollars \$50.00 shall be charged to any owner if the elevator key is not returned the day of the move, or if the key is returned damaged. The elevator key replacement fee shall be automatically charged to the owner's strata fee account
 - (b) A fee of two hundred \$200.00 shall be charged to any owner if the elevator protection pad is not returned the day of the move, or if the elevator protection pad is returned damaged. The elevator protection pad fee shall be automatically charged to the owner's strata fee account
- 43.7 A resident must ensure that the lobby doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.
- 43.8 A resident must ensure that all common areas are left damage free and clean.

43.9 Move In Fee

- (a) Any condominium owner must pay to the Strata Corporation a fee of \$100.00 for every move into their suite. Any townhouse owner must pay to the Strata Corporation a fee of \$50.00 for every move into their suite. *(Amended May 31, 2005.)*
- (b) Notwithstanding the above, payment of this fee shall not limit the owner's liability in any way for damages to common property caused by or resulting from a move-in or move-out.
- (c) *(Deleted May 31, 2005.)*

43.10 A resident contravening bylaws 41.1 to 41.5 (inclusive) shall be subject to a fine of \$50.00 for the first offence, with subsequent offences being subject to fines increasing by \$25.00 per offence up to a maximum of \$200.00 per offence.

Appearance of strata lots

44. Cleanliness

- 44.1 A resident must not allow a strata lot to become unsanitary or untidy. Rubbish, dust, garbage, boxes, packing cases and other similar refuse must not be thrown, piled or stored in the strata lot or on common property. Any expenses incurred by the strata corporation to remove such refuse will be charged to the strata lot owner.
- 44.2 A resident must ensure that ordinary household refuse and garbage is securely wrapped and placed in the containers provided for that purpose, recyclable material is kept in designated areas and material other than recyclable or ordinary household refuse and garbage is removed appropriately.
- 44.3 Any material other than ordinary household refuse and garbage shall be removed from the common property by the individual owner or resident of the strata lot.
- 44.4 Anything other than what is permitted by the bylaws or rules shall not be stored on patios, balconies or common property. If items are stored in violation of the bylaws or rules, the items will be removed by the strata council with notification.
- 44.5 Christmas Decoration
 - (a) Residents, tenants or owners having natural Christmas trees must wrap them in a sheet or other suitable cover before bringing them into or out of the building.
 - (b) Christmas trees must be disposed of by residents, tenants or owners, by taking them to the community disposal site. Christmas trees are not to be placed in or about the garbage bins.
 - (c) All Christmas / Seasonal decorations must be removed from common areas, and limited common areas by January 5th of the year immediately following the Christmas
- 44.6 A resident or visitor must not shake rugs, carpets, mops or dusters of any kind from any balcony, window, stairway or other part of a strata lot or common property.

45. Exterior appearance

- 45.1 Subject to bylaw 37, no signs, fences, gates, billboards, placards, advertising or notices of any kind shall be erected or displayed on the common property or the strata lot without prior written approval of the strata council
- 45.2 No awning, shade, screen, air conditioning unit, smoke stack, radio or television antenna, satellite dish shall be allowed, hung from or attached to the exterior of the building or strata lot, without prior written approval of the strata council
- 45.3 No laundry, clothing, bedding, or other articles shall be hung or displayed from windows, balconies, or other parts of the building so that they are visible from the outside of the building. Balconies shall not be used for storage purposes.
- 45.4 Drapes or blinds visible from the outside of the building shall be cream or white in colour.
- 45.5 No enclosures of limited common property or other structural alterations either to the interior or exterior of the building shall be made, nor the wiring, plumbing, piping, or other services altered or supplemented on the strata lot or within any walls or on the common property without prior written approval of the strata council.
- 45.6 The exterior appearance of the strata lot or the building shall not be altered in any way, including but not limited to the painting of wood, stucco, brick, siding, railings, concrete or other exterior parts of the building, or the attachment of sunscreens or greenhouses, without the prior written approval of the strata council. Screen doors and windows (new or replacement) must be cream. All flower boxes, planters, plant containers and hanging baskets must be securely attached to the inside of the balcony.
- 45.7 Townhouse – type strata lot screen doors must be of a wooden heritage style, but not of a specific manufacturer or model but it be finished in a wood stain colour (Sikkens Cetol 1, natural cedar). (Amended August 11, 2006 BA202353)
- 45.8 Subject to bylaw 37.1 a resident must not erect or display or permit to be erected or displayed any signs, fences, billboards, placards, advertising, notices or other fixtures of any kind on the common property or in a strata lot, unless authorized by the council. This shall include exterior painting and the addition of wood, ironwork, concrete or other materials.
- 45.9 A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers, summer furniture and accessories.

46. Fire Alarm Testing

- 46.1 Each owner will be given two weeks' notice of the date for annual in suite fire alarm testing to be done during March or April. If the owner does not provide access for testing on this date, the owner will be given 30 days' notice, to commence from the date of notice, and all costs of subsequent visits will be charged back to the strata lot. If after 30 days, access for testing is not provided a fine of \$50.00 will be assessed for each and every month the test is not completed.

47. Janitorial Services

- 47.1 The Corporation has a service contract with a janitorial service company for the cleaning, maintaining and protecting of common property. The maintenance person has been instructed by management to prevent and report any abuse of common property. Any criticism of the manner in which the maintenance person performs duties should be directed in writing to the strata council or the property manager.

48. Miscellaneous

- 48.1 Residents, tenants or owners are responsible for the conduct of visitors including ensuring that noise is kept at a level, in the sole determination of a majority of the council, that will not disturb the rights of quiet enjoyment of others.
- 48.2 Residents, tenants or owners are responsible for the conduct of children residing in their strata lot, and any of their children's visiting friends, including ensuring that noise is kept at a level, in the sole determination of a majority of the council, that will not disturb the quiet enjoyment of others.
- 48.3 Residents, tenants or owners are responsible to assume liability for and properly supervise activities of children including, but not exhaustively, bicycling, skateboarding and hockey.
- 48.4 A resident or visitor must not smoke on interior common property.
- 48.5 Barbeques (propane or electric only) are permitted providing they do not comprise a fire hazard or nuisance.
- 48.6 A resident or visitor must not hinder or restrict sidewalks, entrances, units, halls, passageways, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage.
- 48.7 A resident, tenant, owner or visitor must not wear or use inline skates, roller skates and skateboards anywhere on common property, or in the building, including a strata lot.
- 48.8 A resident must not permit any person to play or loiter in the garden areas, on common property or on land that is a common asset, unless such common property or common asset is a playground.
- 48.9 A resident or visitor must not use common property electrical outlets with the exception of parking area outlets used while vacuuming a vehicle.
- 48.10 A resident may post notices on the designated bulletin board located at the mailboxes in the condo building, subject to being removed by the council if deemed inappropriate or posted for in excess of one week.
- 48.11 A resident must ensure that all entrance doors to strata lots are kept closed and kitchen extract fans are used when cooking.
- 48.12 Water Beds are not allowed in any strata units.

49. Fireplaces

- 49.1 All units will install and use timer switch for control of operation to individual unit fire places.
- 49.2 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the components of the fireplace and

timer switch.

49.3 An owner must not make alterations to the timer switch.

END OF BYLAWS

Strata Plan LMS 4573

ADDENDUM "A" - PET REGISTRY

Why a Pet Registry? In the event of an emergency, this registry enables us to inform the police, fire department, etc.. if there is a pet in a unit. Likewise, if a pet is found, this registry will assist in returning the pet to the owner.

(Please print clearly)

Owner/Tenant Name: _____

Unit # _____ Day Time Phone # _____ Evening Phone# _____

Fish or small aquarium animals: No Yes brief description, including

what room to locate in your suite: _____

Birds No Yes , 1 or 2 brief description, including what room to locate the bird cage in your suite: _____

Dog Cat

Breed: _____ Colour(s) _____ Name of Pet: _____

Aprox height (paw to shoulder) _____ Aprox. weight _____ LB KG

Anything else you feel should be included about your dog or cat that would assist in the event of a rescue or retrieval, i.e.. if you close your pet in a specific room when you are away, or if your pet has a personality trait that a fireman or other rescuer should be aware of.

Date Submitted: _____ (Month, day, year)

ADDENDUM "B" - EMERGENCY CONTACT LIST

Aug-17-2012 13:18:54.001

CA2723584

STRATA PROPERTY ACT FILING
PROVINCE OF BRITISH COLUMBIA

PAGE 1 OF 2 PAGES

- Your electronic signature is a representation by you that:
 - you are a subscriber; and
 - you have incorporated your electronic signature into
 - this electronic application, and
 - the imaged copy of each supporting document attached to this electronic application,
 and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBBC 1996, C.250.
 - Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
 - the supporting document is identified in the imaged copy of it attached to this electronic application;
 - the original of the supporting document is in your possession; and
 - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.
- Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

Brett Alexander
Horton 6J4365Digitally signed by Brett Alexander
Horton 6J4365
DN: c=CA, cn=Brett Alexander Horton
6J4365, o=Lawyer, ou=Verify ID at
www.juricent.com/LKUP.cfm?id=6J4365
Date: 2012.08.17 13:12:32 -0700

1. CONTACT: (Name, address, phone number)

Ascent Real Estate Management Corporation
2176 Willingdon Avenue604-431-1800
Strata Plan #: LMS 4573

Burnaby

BC V5C 5Z9

Document Fees: \$23.90

Deduct LTSA Fees? Yes

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

Form-i Amendment to Bylaws

LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID] [LEGAL DESCRIPTION]

NO PID NMBR STRATA PLAN LMS 4573Related Plan Number: **LMS4573**

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)


The Owners, Strata Plan LMS 4573 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual general meeting held on June 20, 2011:

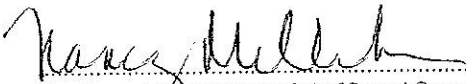
Please register the following bylaw amendment:

30. **Quorum of meeting**

- 30.1 If within 15 minutes from the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned for a further 15 minutes on the same day and at the same place. If from the time of the adjournment, a quorum is not present, the eligible voters, present in person or by proxy shall constitute a quorum.

This bylaw 30.1 is an alternative to section 48(3) of the Act. This bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting.

 - NICOLE MARTIN - GEEKIE
Signature and Name (please print) of Council Member

 Nancy Milliken
Signature and Name (please print) of Second Council Member
(not required if Council consists of only one member)