



# **STRATA PLAN BCS 3540 MACPHERSON WALK EAST**

## **RULES**

# MACPHERSON WALK EAST STRATA PLAN BCS 3540

## APPROVED RULES

*(Rules were ratified at the March 9, 2015 AGM)*

### GUEST SUITE RULES

#### **CONDITIONAL USE**

1. Use of the Guest Suite is for **OWNERS/RESIDENTS** of MacPherson Walk East **AND THEIR GUESTS ONLY**.
2. All bookings for residents must be made by their landlords (the owner of the unit). The owners of the unit are liable for all damages incurred by their tenants and /or their guests.
3. Guests of residents using these facilities must **AT ALL TIMES** be accompanied by the residents.
4. Bed sheets and towels have to be provided by the owner and/or resident that rents the guest suite.
5. A \$200.00 refundable CASH deposit is required of residents. The deposit is to be submitted to the Building Manager and will be refunded when the room, equipment and contents are left in a clean and undamaged condition.
6. In addition, a rental fee of **fifty dollars (\$50.00)** per day payable by cheque **made out to BCS 3540** is to be submitted to the Building Manager.
7. All bookings of the Guest Suite must have prior approval and must be made 3(three) to 5(five) days in advance with the Building Manager during regular business hours, i.e., 8:00am – 4:00 pm Monday to Friday by e-mail or phone.
8. No pets or animals are permitted in the Guest Suite, under any circumstances.
9. No person(s) under the age of 16 years may use the Guest Suite unless accompanied by an adult at all times.
10. Double occupancy only.
11. The guest suite may be rented for a maximum of five (5) nights at one time. The check in time is 1:00 p.m. and the check-out time is 11:00 a.m.

#### **EQUIPMENT USAGE/DAMAGE**

1. Any and all Guest Suite equipment is not to be removed from the Guest Suite.

2. A resident renting the Guest Suite must supply all the towels, detergent, hand soap, shampoo or other personal items required by their guest.
3. A resident renting the Guest Suite must not permit their guest occupying the Guest Suite to smoke.
4. A resident must insure their guest occupying the Guest Suite is made aware the Guest Suite check-in time is **1:00 pm**. And the check-out time is **11:00 am**.
5. Persons either causing damage or noting damage to the Guest Room, furnishings and/or equipment therein shall immediately report such damage to the Building Manager (who in turn is to report this to the Strata Manager) or directly to the Strata Manager.
6. Anyone found to deface, destroy or otherwise ruin any Strata property is liable for the damage(s) and/or loss of common room privileges and/or a fine.

### **CLEAN-UP – GUEST SUITE**

1. Following usage, the Guest Suite is to be returned to the condition in which it was found and ready for the next users. Furniture and equipment are to be returned to their original positions. All garbage is to be removed from the Guest Suite; the carpet is to be vacuumed/cleaned as well as all the bedding. Bathroom to be cleaned and floor mopped.

### **PROCEDURE REGARDING DAMAGE DEPOSIT REFUND**

1. Both prior to, and after a booking, the Building Manager in the presence of the booking applicant will inspect the Guest Suite the condition of the Guest Suite and contents.
2. After the Guest Suite's inspection, the decision as to whether to return the \$200.00 deposit refund, in whole or in part, or whether the levying of any additional assessment is necessary, will be at the discretion of the Building Manager and/or the Strata Council. Damage and the ultimate repairs will be at the sole discretion of the Strata Council.
3. The procedure for refunding the \$200.00 deposit will be as follows:
  - Following a SATISFACTORY end-of-occupancy inspection whereby it is determined that no damage has occurred and that the foregoing clean-up criteria has been met, the Building Manager will immediately return the \$200.00 CASH deposit in full.
  - Following an UNSATISFACTORY end-of-occupancy inspection, the \$200.00 CASH deposit will be retained until such time as is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up time. If no liability value is deemed to be in excess of the \$200.00 CASH deposit, the applicant will be assessed for any overage of this deposit.