



# BYLAWS

Strata Plan VR 2472

Mayfair House

Attached are the Bylaws of Strata Plan VR 2472. For legal purposes please obtain a true copy as registered at the Land Title Office.

Last amended: February 27, 2006

Registration #: BA 077282

*Note: Please keep in a safe place. There is a charge for additional copies.*

## DISCLAIMER

The attached set of By-Laws has been consolidated from amendments to the Strata Corporation By-Laws made from time to time as registered at the Land Title Office.

Every effort has been made to ensure that this set of By-Laws reflects the most current registered amendments however, the enclosed material is not a registered copy of The Strata Corporation By-Laws.

Neither the Strata Corporation, its' Strata Council Members nor Stratawest Management Ltd. assume any responsibility for the accuracy in reproducing and consolidating these By-Laws and individuals are urged to obtain copies of all Registered By-Laws from the Land Title Office.

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## **SCHEDULE OF MAYFAIR HOUSE**

### **Payment of strata fees**

1

- (1) An owners contribution to common expenses of the strata corporation as levied at a general meeting shall be allocated to all strata lots and shall be borne by the owners in proportion to the unit entitlement of their strata lots.
- (2) An owner must pay maintenance or strata fees, as determined when the budget is approved by the strata corporation at its annual general meeting.
- (3) An owner must pay any special assessments that are levied by the strata corporation by passing a special resolution at a general meeting.
- (4) An owner must pay strata fees and any special assessment fees on or before the first day of the month to which the strata and special assessment fees relate.
- (5) An interest penalty of 10% per annum will be assessed for any strata or assessment fees, which are more than 15 days in arrears.
- (6) An owner whose strata or special assessment fees are not received by the tenth day of the month on which they are due will automatically be fined \$50.00 for each month or portion thereof.
- (7) When arrears of strata fees or special assessment fees are two months overdue a lien shall be placed on the strata lot involved, at the owner's expenses, for the total money due, including legal and other expenses.

### **Repair and maintenance of property by owner**

- (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.
- (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.
- (3) An owner must carry out all work that may be ordered by any competent public authority or local authority in respect to his strata lot other than that which is the responsibility of the strata corporation under these bylaws.
- (4) An owner shall pay all taxes, rates, outgoings and assessments that may be payable with respect to his strata lot.

### **Use of property**

2

- (1) 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) involves the use of any barbecue, other than one fueled either by propane or electricity;
  - (e) involves cycling on common property including sidewalks and pathways but excluding the access driveway. Bicycles are not to be transported through hallways, corridors or elevators;
  - (f) is illegal; or
  - (g) 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.
- (2) An owner of a strata lot on the second or third floor of any building must obtain the written approval of the strata council prior to installing any type of flooring material in his or her strata lot, other than that which was originally installed.
  - (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.
  - (4) No owner, occupant or guest shall trespass on limited common property appurtenant to another strata lot.
  - (5) Carpentry or similar alterations shall be limited to the hours between 8:00 a.m. to 5:00 p.m., Monday through Saturday inclusive.
  - (6) 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.
  - (7) 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 animals;
    - (b) up to 2 caged birds;
    - (c) one cat;
    - (d) one dog whose weight does not exceed 10 kg.

## **Use of a Strata Lot**

3

- (1) A strata lot shall be used exclusively as private dwelling home.
- (2) It is the intention of the strata corporation to maintain the development as a mature, adult oriented community. If and when the courts of British Columbia permit, one resident member of each household must be 45 years of age or older.
- (3) A strata lot shall not be used as a private dwelling home for persons of less than 19 years of age. Where a person of less than 19 years of age is to be resident in a strata lot for a period in excess of 30 days, the owner shall inform the strata council in writing, and state the expected maximum duration of the residence period. In no event shall the maximum duration of the residence period exceed 120 days.

## **Inform strata corporation**

4

- (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan if any,
- (2) Upon request by the strata corporation, a tenant or occupant must inform the strata corporation of his or her name.

## **Obtain approval before altering a strata lot**

5

- (1) An owner must obtain the written approval of the strata corporation before making 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) chimneys, stairs, balconies 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.

- (2) The strata corporation must not unreasonably withhold its approval under subsection (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.

### **Obtain approval before altering common property**

6

- (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (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.

### **Permit entry to strata lot**

7

- (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
  - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
  - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.
- (2) An owner, tenant, occupant or visitor must, on demand, allow a person authorized by the strata corporation access to any limited common property assigned for the exclusive use of that particular strata lot; for purposes of inspection, repair and maintenance that are the responsibility of the strata corporation under section 149 of the Act.
- (3) The notice referred to in subsection (1) (b) must include the date and the approximate time of entry and the reason for entry.

## **Division 2 – Powers and Duties of Strata Corporation**

### **Repair and maintenance of property by strata corporation**

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

- (a) common assets of the strata corporation;
- (b) common property that has not be 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 and maintenance ordinarily occurs:
  - (A) the structure of a building;
  - (B) the exterior of a building;
  - (C) 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 the common property;
  - (E) 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) 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 the common property, and
  - (v) fences, railings and similar structures that enclose patios, balconies and yards.

9

- (1) The strata corporation may purchase, hire or otherwise acquire personal property for use by the owners in connection with their enjoyment of common property, common facilities and other assets of the corporation.

### **Division 3 – Council**

#### **Council size and Membership**

10

- (1) Except for the Council elected February 28, 2005 where a maximum of five members will be elected, the council shall be elected by and from the owners and must have at least three and not more than seven members.
  - (a) candidates for election to council must be nominated by at least two owners and must indicate their acceptance of the nomination in writing.

- (b) a list of candidates for election to council must be posted on bulletin boards throughout the buildings, at least two weeks in advance of the annual general meeting.
- (c) in addition to candidates, as identified in subsections (a) and (b), an owner in good standing may declare himself as a candidate to a secretary appoint for that purpose, before or at the annual general meeting.

### **Council member's terms**

#### **11**

- (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for reelection.

### **Removing council member**

#### **12**

- (1) The strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

### **Replacing council member**

#### **13**

- (1) If a council member resigns or is unwilling or unable to act for a period of two or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (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.



## **Officers**

14

- (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.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (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, or
  - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of two or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

## **Calling council meetings**

15

- (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.
- (2) The notice does not have to be in writing.
- (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.
- (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

## **Requisition of council hearing**

16

- (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.

- (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
- (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 hearing.

### **Quorum of council**

17

- (1) A quorum of the council is
  - (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.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

### **Council meetings**

18

- (1) Owners may attend council meetings as observers.
- (2) Despite subsection (1), 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.

### **Voting at council meetings**

19

- (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

### **Council to inform owners of minutes**

- 20 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

### **Delegation of council's powers and duties**

21

- (1) Subject to subsections (2) to (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.
- (2) The council may delegate its spending powers or duties, but only by a resolution that
  - (a) delegates the authority to make expenditure of a specific amount for a specific purpose, or
  - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (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.
- (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, or
  - (c) whether a person should be denied access to a recreational facility.

### **Spending restrictions**

22

- (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.

## **Limitation of liability of council member**

23

- (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.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

## **Division 4 – Building Upkeep and Appearance**

### **Exterior Appearance**

24.

- (1) No signs, billboards, placards, advertising or notices of any kind shall be erected or displayed on the exterior common property of any strata lot, without the prior written permission of the strata council.
- (2) No awnings, shades, air conditioning units, satellite, radio or television antennae shall be hung from or attached to the exterior of a building, without the prior written permission of the strata council.
- (3) No laundry, clothing, bedding, or other articles shall be hung or displayed from windows, decks, patios, or other parts of the building in a manner such that they are visible from outside the building.
- (4) Drapes or blinds which are visible from outside the building, must be cream or white in colour.

### **Cleanliness**

25.

- (1) There shall be no smoking anywhere on interior common property.
- (2) All household garbage shall be contained in suitable plastic bags and deposited in the common garbage container stored in the garbage room.
- (3) An owner shall make his own separate arrangements to dispose of non-household garbage or waste.
- (4) An owner shall recycle his waste paper, waste cardboard and waste containers, by placing these articles in the appropriate containers in the garbage room.

## **Hazards**

**26.**

- (1) No item shall be brought onto or stored in a strata lot or on common property which will in any way increase the risk of fire, or result in an increase in the fire insurance premiums or any other insurance premiums; or in any way affect or invalidate insurance carried by the strata corporation on the common property.
- (2) Nothing, particularly burning material such as matches or cigarettes, shall be thrown out of, or allowed to fall out of any window, door, deck or other part of a strata lot or the common property.
- (3) Waterbeds are not allowed on the premises.
- (4) Duplicate keys for a strata lot may be left with the Caretaker or his alternate, to facilitate entry to a strata lot in case of emergency. If emergency access is required the strata corporation may affect entry by force, if no other means of access are available.

### **Division 5 – Recreational Facilities**

## **Recreation**

**27.**

- (1) The social room and the guest room will be administered by the strata council, according to the rules authorized by the strata corporation.
- (2) All money collected as fees for use of the social suite and the guest suite shall be included in and become part of the strata corporations operating budget.

### **Division 6 – Automobiles, Parking Garage**

## **Automobiles, Parking Garage**

**28.**

- (1) The parking garage and its facilities are for the sole use of residents. Parking by visitors or non-residents is prohibited, except as provided hereinafter in subsection (3).
- (2) A resident shall park his vehicles only in those parking spaces assigned to the strata lot of which he is the occupant, save and except for private arrangements made with other owners for the use of parking spaces assigned to such other owners.
- (3) Guest parking shall be permitted only in those parking spaces assigned to individual owners and only where prior arrangements have been made with such owners for the use of such parking spaces. Guests shall not use other garage facilities, at any time.

- (4) Vehicles exceeding 4,000 kg. G.V.W. shall not be parked or brought into the garage without the prior permission of the strata council. Trailers, boats and recreation vehicles are allowed in common areas only where the entire vehicle can be accommodated within the parking space assigned to that particular resident. Vehicles longer than 20 feet, are not permitted in the garage.
- (5) Parking is permitted only in a designated parking space. Any vehicle that is parked in a manner that obstructs access of the vehicle of another resident, to his parking space, will be removed at the owner's expense.
- (6) No resident may park in his or her designated parking space any vehicle that is not insured or is inoperable or derelict. If a stored vehicle is not licensed then a copy of the public liability insurance must be on display in the front windshield of the vehicle. Unlicensed vehicles, conforming to the above subsections of this bylaw shall not be stored in the parking garage longer than 180 days.
- (7) Incoming vehicles have the right of way when descending the entrance ramp.
- (8) Use of car horns within the garage, or during entering or leaving the garage, is prohibited.
- (9) When a vehicle is in motion within the garage, the vehicle's lights shall be on at all times.
- (10) Drivers, both entering and exiting the garage shall wait at the bottom and top of the entrance ramp, respectively, until the garage door has come down.
- (11) The speed limit for any vehicle, being operated within the garage is 10 mph.
- (12) No major repairs or adjustments to vehicles are permitted within the garage.
- (13) The user of each parking stall is responsible for ensuring that the garage floor is not stained by loss of oil or other vehicle fluids. Any spills must be cleaned up immediately. Continuous spills will result in the vehicle being prohibited from parking within the garage, until the vehicle is repaired.
- (14) Storage of materials other than vehicles as defined in subsection (4) is prohibited.

#### **Division 7 – Security**

##### **Security**

**29**

- (1) An owner, occupant or visitor shall not admit any person through any building entrance, unless that person is known to them to have bona fide reasons for being in the building.
- (2) An owner or occupant shall not admit any person into the building, using the enterphone system unless that person is known to have bona fide reasons for entering the building.

- (3) Except in emergency situations involving physically handicapped persons, no one shall admit any one into the building, using the enterphone system, between the hours of 9:00 p.m. and 8:00 a.m.
- (4) Any loss of a common area key or a remote controller for the garage door shall be reported to the strata corporation, immediately.

### **Division 8 – Rental Restrictions, Resale and Moving**

#### **Rental Restrictions and Procedures for Administering the Rental Limit**

**30**

- (1) The number of strata lots within the strata corporation that may be leased at any one time is limited to three (3) except as permitted by sections 143 and 144 of the Act and excluding strata lot #3, which is owned by the Strata Corporation.
- (2) An owner wishing to lease a strata lot must apply in writing to the council for permission to rent before entering into a tenancy agreement.
- (3) The maximum term of any lease permitted under subsection 30(1) is twelve months. The term of a permitted lease will start on the commencement date of the permitted lease irrespective of the date of occupancy by the tenant. An owner currently leasing her or his strata lot may apply for permission to lease within 60 days prior to the expiration date of the existing lease, subject to subsections 30(4) and 30(5).
- (4) If the number of strata lots leased at the time an owner applies for permission to lease has reached the limit stated in bylaw 30(1), excluding exempt strata lots pursuant to sections 143 and 144 of the Act and section 17.15 of the Regulations, the council must refuse permission and notify the owner of the same in writing, as soon as possible, stating that the limit has been reached or exceeded, as the case may be, and place the owner of the strata lot on a waiting list to be administered by the council based upon the date of the request for permission to rent.
- (5) If the limit stated in bylaw 30(1) has not been reached at the time the owner applies for permission to lease a strata lot, excluding exempt strata lots pursuant to sections 143 and 144 of the Act and section 17.15 of the Regulations, the council shall grant permission and notify the owner of the same in writing as soon as possible.
- (6) An owner receiving permission to lease a strata lot must exercise the permission to lease within 60 days from the date that council granted same, otherwise the permission expires.
- (7) Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a Notice of Tenant's Responsibilities in Form K.

- (8) Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of Form K – Notice of Tenant’s Responsibilities signed by the tenant, in accordance of section 146 of the Act.
- (9) If a Form K is not filed within two weeks of the commencement of tenancy, a fine of \$50.00 is automatically levied against the strata lot owner. An additional fine of \$50.00 per month may be applied for each month of any continuing violation.
- (10) Subletting by the original tenant is not permitted.
- (11) Where an owner leases a strata lot in contravention of bylaws 30(1) and 30(2), the owner shall be subject to a fine of \$500.00 and the strata corporation shall take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or Court injunction to enforce the bylaw. All legal costs incurred by the strata corporation in enforcing the rental restriction bylaws shall be the responsibility of the contravening owner and becomes due and payable on the first of the month next following.

### **Resale**

**31**

No advertising for the resale or rental of a strata lot shall be permitted within the boundaries of the strata corporation.

### **Moving**

**32**

- (1) An owner shall ensure that all moves in or out of the building by himself, a tenant or occupant, conform to rules regarding such activity, as may be formulated by the strata council and approved by the strata corporation.
- (2) Owners, tenants and occupants must contact the Caretaker or his alternative prior to moving either in or out of the building or within the building; to arrange for padding and servicing of the appropriate elevator.
- (3) The elevators shall be used for the purpose of moving furniture only between the hours of 8:00 a.m. and 8:00 p.m., Monday through Saturday inclusive.
- (4) Move in and move out fees are \$50.00 respectively, for each move; this money to be paid in advance of the move.

## **Division 9 – Enforcement of Bylaws and Rules**

### **Enforcement of Bylaws and Rules**

**33**

- (1) Any infraction or violation of these bylaws or any rules established thereunder by the strata corporation, on the part of a strata lot owner, his employees, agents, guests or tenants may be corrected, cured or remedied by the strata corporation. Any costs or expenses incurred by the corporation shall be charged to the owner.



- (2) Except for emergency situations or for contravention of bylaws 1 (6) and 31 (9) and (10), if a bylaw or a rule is contravened for the first time, the strata corporation will issue a warning to the owner, tenant or occupant requiring him to either comply, or to cease and desist, as applicable.
- (3) If a pet is not adequately controlled by its owner and becomes a nuisance, after issues a warning, the strata council may require that the pet be removed from the building permanently.
- (4) When an owner, tenant or occupant is still in contravention of a bylaw 7 days after receiving a warning, or if the same bylaw is subsequently contravened by the same party the strata corporation may fine an owner, tenant or occupant a maximum of \$25.00 for each contravention of a bylaw or rule.
- (5) If an activity or lack of activity that constitutes a contravention of a bylaw continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days and at the same time the fine may be increased to a maximum of \$200.00.
- (6) If an owner, tenant or occupant subsequently contravenes a bylaw for which he has received a warning previously or has been fined previously, the strata corporation is not required to issue a warning, but without additional notice, may fine the owner, tenant, or occupant; the fine not to exceed \$200.00. In the event of continuing contravention, subsection (4) will apply.
- (7) Any costs or expenses incurred by the strata corporation in correcting, remedying or curing an infraction or violation, as defined in subsection (1), together with any fines levied by the strata council against an owner, become debts owned by the owner to the strata corporation and are due and payable, immediately. The strata corporation may recover from an owner any money or debts owed thereto, by action for debt in a court of competent jurisdiction.

### **Division 10 – Annual General Meetings**

#### **Person to chair meeting**

**34**

- (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy, from among those persons who are present at the meeting.

## **Participation by other than eligible voters**

35

- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Owners or tenants representing strata lots whose strata fees are in arrears may attend annual or special general meetings, but are not eligible to vote.
- (3) 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.
- (4) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

## **Voting**

36

- (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) 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.
- (3) If a precise count is requested, the chair must decide whether it will be by a show of voting cards or by roll call, secret ballot or some other method.
- (4) 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 meeting.
- (5) 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.
- (6) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

## **Order of business**

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- (1) The following order of business shall be followed at annual and special general meetings:
  - (a) certify proxies 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 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.

## STRATA PLAN VR 2472 – MAYFAIR HOUSE

### LOUNGE RULES

The following rules apply to the Lounge and must be complied with at ALL TIMES:

- 1) The lounge maybe used only by residents of Mayfair house and their guests
- 2) Guests of residents using this facility must at all times, be accompanied by the resident(s of whom they are guests.
- 3) NO ANIMALS ARE ALLOWED IN THE LOUNGE.
- 4) NO SMOKING IS PERMITTED IN THE LOUNGE.
- 5) Damage caused to this facility shall be immediately reported to the Caretaker or the Property Manager.

Persons noting a breach of these Rules, any abuse of the area or damage to the Lounge shall report the matter immediately to the Caretaker or the Property Manager.

**IN ADDITION TO THE GENERAL USE DESCRIBED ABOVE, THE LOUNGE MAY BE BOOKED FOR A PRIVATE FUNCTION, AS DESCRIBED BELOW.**

- 1) **Monday to Friday during the hours of 8:30 am to 12:00 pm noon only** the lounge can be booked thru Alan Drane at 604- 250-5286. In Mr. Drane's absence, instructions for contacting his alternative will be posted on the memo board in the garbage anteroom.
- 2) The charge for the use of the Mayfair Lounge is \$50.00 for each occasion.
- 3) Make the cheque payable to the "Mayfair House Social Fund". Place the check into the mailbox #306 Highbury Street, Florence Roy - Council Treasurer.
- 4) You will receive a written confirmation in your mailbox.

WHEN THE LOUNGE IS BOOKED FOR A PRIVATE FUNCTION:

- 1) Drinking is permitted in the room, within reason.
- 2) SMOKING IS NOT PERMITTED.
- 3) The production or reproduction of sound is permitted, in moderation.
- 4) The room is available for use between 9:00 a.m. and midnight. Music must be discontinued no later than 11:00 p.m. and the room must be vacated by midnight.
- 5) Any questions, changes or cancellations call Alan Drane.

If the above rules are contravened by an owner, tenant or their guests, then the owner or tenant involved will be subject to a fine of \$10.00 to \$50.00 and may also lose their privilege of using the facility.

Persons using this facility do so at their own risk, and thereby release and indemnify the Strata Corporation and the Property Manager from any and all claims arising from use of this facility.

**STRATA PLAN VR 2472 – MAYFAIR HOUSE**

**RULES REGARDING RENTAL OF THE MAYFAIR HOUSE GUEST SUITE**

- 1) The Guest Suite is a bedroom plus bath, the use of which is limited to residents of Mayfair House or their guests or both.
- 2) The Guest Suite is available at 3:00 p.m. on the first day of occupancy and must be vacated no later than 12:00 noon on the last day.
- 3) It is the renting Owner's responsibility to ensure that the suite is left in the condition in which it was rented. The following points should be noted:
  - (a) Bed made up with clean linen (found in dresser drawer).
  - (b) Soiled linen laundered and returned to coatroom closet in the Social Room into the bag marked "Laundered Bedding".
  - (c) Bathroom left clean (tub, basin, counter, toilet and floor).
  - (d) Furniture, windowsills etc. dusted.
  - (e) Rugs vacuumed.
  - (f) Windows locked and blinds closed.
  - (g) Lights out and bathroom fan off.

It is the renting Owner's responsibility to provide towels, bath mat and soap. Toilet paper is provided. Owners are responsible for any damage attributable to themselves or their guests.

**Booking Procedure:**

1. **Monday to Friday during the hours of 8:30 to 12:00 pm noon**, the guest suite bookings can be made thru Alan Drane at 604-250-5286. If Mr. Drane is absent, instructions for contacting his alternative will be posted on the memo board in the garbage anteroom.
2. The charge for renting the Guest Suite is \$20.00 per night.
3. Cancellation fee (cancelled for any reason) is \$20.00.
4. You will receive a written confirmation in your mailbox.
5. Make the cheque payable to "Mayfair House Social Fund". Place the check into the mailbox #306 Highbury Street Florence Roy – Council Treasurer.
6. Any questions, changes or cancellations call Alan Drane.
7. The maximum length of time for which the Guest Suite may be booked is SIX (6) consecutive nights.

**ANY DAMAGE SHOULD BE REPORTED WHEN RETURNING THE KEY**

- 1) NO ANIMALS ARE PERMITTED IN THE GUEST SUITE.
- 2) SMOKING IS NOT PERMITTED IN THE GUEST SUITE.
- 3) Eating and drinking are permitted in the Guest Suite, in moderation.
- 4) The use of a radio is permitted in moderation. Consideration must be given to the residents living in the cul-de-sac area.
- 5) Persons contravening the above Rules will lose their privilege of using the facility.

Persons using the facility do so at their own risk, and release and indemnify the strata corporation and the Property Manager from any and all claims arising from the use of this facility.

