

**RULES**  
**BCS 207 – SIENA**

**The following rules have been enacted to govern the use, safety, and condition of the common/limited common property and assets of Strata Corporation – BCS 207 – Siena. It is important for all owners, occupants, tenants and visitors to abide by the Rules. Failure to do so will result in a fine for the infraction of fifty (\$50.00) dollars. If the infraction persists the fine may be re-levied by the Strata Council each seven (7) days thereafter. Owners will be held responsible for any infractions caused by their tenants, occupants, and visitors.**

**1) STORAGE**

- All items inside the Storage/Locker rooms must be kept inside the assigned lockers
- Nothing shall be stored in or on the common/limited common property that in any way increases the risk of a fire, flood or similar hazard
- No items shall be stored in the parking stalls
- No bicycles are to be left chained onto any common/limited common property, excluding in the Bicycle Rooms and/or the bicycle rack located at the front door of Siena and/or any ground floor units

**2) KEYS/ACCESS CARDS/FOBS/TOWER STAIRWELL KEYS**

- Each Strata Lot shall be entitled to two (2) access cards and/or key fobs. A third card or fob is available for a refundable deposit equal to the current cost of the card or fob. Remove
- Any additional cards and/or fobs issued will require the approval of the Strata Council
- Each apartment Strata Lot shall be entitled to two (2) stairwell keys issued at a cost of twenty-five (\$25.00) dollars per key which will be refunded upon return of the keys
- A record of all keys, cards and fobs issued shall be maintained by the Management Company
- An inventory of all keys, cards and fobs will be conducted annually. All owners must register their keys, cards and fobs within thirty (30) days of the date of notice of such inventory. Those not registered will be disconnected from the entry system

**3) WINDOWS**

- All window coverings shall be of a white or off-white colour and be kept in good condition
- Window film V-KOOL 70, by Newco Solar Control Products, has been approved for use. Any other film must be approved by the Strata Council prior to installation
- No blankets, flags, sheets or other such coverings are permitted
- All decorations relating to a special occasion, such as Christmas, Halloween, etc. must be removed within two (2) weeks of the end of the event
- Retractable screen frames must be colour coordinated to the door and window frames when mounted on the exterior of the building

#### **4. PATIOS/BALCONIES**

##### **General**

- No changes to common/ limited common property are permitted without prior approval in writing of the Strata Council. This includes the removal/replacement of any fixtures, plants and/or grassed areas
- No items shall be affixed to the building, patio railing or balconies, such as plant hangers, awnings, shades, shutters, hammocks, and or signs without prior approval in writing of the Strata Council
- Satellite dishes, antennas or other transmitting devices shall not be permitted to be installed without prior approval in writing of the Strata Council
- No mops or dusters of any kind are to be shaken from any window, patio or balcony
- No items of any sort, including cigarette butts, may be thrown over balconies, patios or out of windows
- The washing of patios/balconies is permitted only to the extent that the water used does not overflow or is swept onto the property of another unit
- Only suitable patio equipment is permitted on patios/balconies, such as patio tables and chairs, heaters, and gas or propane barbeques
- All parties or gatherings on balconies and patios should move indoors by 11 p.m.

##### **Barbeques**

- No wood-burning or briquette barbeques are permitted
- Propane is to be properly vented and stored. The tank and all attachments must be maintained to a high standard
- For safety reasons and to reduce the transmission of smoke and odours from entering neighbours units, all barbeques should be moved away from the building walls while in use
- Any patio/balcony with a barbeque must have a fully-charged "Type B" fire extinguisher readily available
- Any damage done to the building or another strata lot as a result of unattended or improperly placed and/or improperly maintained barbeques shall be the responsibility of the Strata Lot where the damage originated. All related costs to repair the building, the Strata Lot and/or any other Strata Lot as a result of this incident shall be assessed against the Strata Lot where the damage originated

##### **Plants**

- Potted plants are to be of a reasonable size for a balcony and, or patio and use of planter feet or pads to avoid direct contact with the balcony or patio surface is required
- No "crawling plants" such as ivy, morning glory or clematis are permitted to attach to any area of the building and/or patio railings and/or fences. All "crawling" type of plants must have a space of a minimum of four (4) inches between the building walls and the plant
- It is the responsibility of the Strata Lot owner to report to the Strata Council any mold, moss or mildew on the balcony/patio areas

#### **5. PETS**

- An owner of a dog or a cat shall attach a collar to the pet with a tag which identifies the owner
- An owner's, tenant's or occupant's pet shall not cause a nuisance or hazard to another person or pet

- An owner, tenant or occupant of a Strata Lot shall not permit his dog to be on common/limited common property unless leashed or carried and under control of the dog's owner or another responsible adult
- Pets are not permitted in or through the gym at any time
- Dog owners should ensure that their dog's paws are clean before walking the dog through the interior of the building
- No pet shall be left unattended on balconies/patios
- No pet shall cause/create noise that disturbs the quiet enjoyment of the residents of the Strata Corporation
- An owner of a pet shall not permit the pet to urinate or defecate on the common property. If the pet does so, the owner shall immediately and completely remove all of the pet's waste and dispose of it in a waste container
- No owner or occupant shall harbour or keep any animal or bird that is not considered to be a "domestic" pet (ie. "exotic" pets are not permitted)
- An owner, tenant or occupant whose guest or invitee brings an animal or pet onto the common/limited common property shall ensure the guest complies with all of the Rules as they relate to animals/pets
- If any owner, tenant or occupant violates any provision of these Rules or if the Strata Council on reasonable grounds considers a pet to be a nuisance the Strata Council may, by written notice to such owner, tenant or occupant request that the pet be removed from the Strata Lot within thirty (30) days of receiving such notice

#### **6. RECREATION ROOM**

- The Recreation Room can be booked for private functions on a first-come/ first-served basis
- The Recreation Room shall be reserved for private functions in advance by phone or e-mail with the Property Manager during regular business hours. The reservation and date of notification to the Property Manager should be noted on the sign-up sheet in the Mail Room
- Multiple and serial bookings of the Recreation Room are not permitted
- The Recreation Room is to be used by the owners/residents of the Strata Corporation and shall not be used for the purposes of any business or business type of function
- The room may be used between the hours of 8:00 a.m. and 11:00 p.m. only, allowing one (1) hour for clean-up. The Recreation Room is locked at 12 midnight
- Booking time shall be limited to four (4) hours excluding clean-up time
- Noise shall be kept to a minimum and all care shall be taken to prevent disruption to other residents
- The doors shall not be propped open and access to and through the Tower and Common areas shall be strictly monitored by the "function" host
- The cleaning of the room is the sole responsibility of the owner/resident who uses the room and that individual is responsible for any damages incurred

#### **GENERAL**

- All garbage and/or items for recycling must be disposed of in the appropriate garbage bins and not left out on balconies, patios, hallways and/ or stairways
- Only household refuse may be disposed of in the Garbage Rooms provided on site. Items, such as furniture, appliances, vehicle parts, propane tanks, electronic equipment, computers and

their peripherals and televisions, etc. shall not be disposed of in the Garbage Room.

Owners/residents shall be responsible for all arrangements and costs of disposal of such items

- o No storage of items of any kind, including floor mats, shoes, umbrellas, baby equipment, etc., is permitted in hallways or stairwells of the building
- o Smoking, the consumption of alcohol and/ or the discharging of fireworks is not permitted in any common areas of the Strata Corporation

#### **7. VISITOR PARKING**

- o The Visitor Parking is for visitors only. All visitors to Siena must visibly display in or on their vehicle the suite number and/or town house address they are visiting.
- o Residents found to be parking in the Visitor Parking area will be issued a notice and/or fine. Any resident's vehicle(s) found to be using the Visitor Parking area may be towed without notice to the owner.
- o Any visitors intending to use the Visitor Parking area for more than five (5) consecutive days in any calendar month must inform the Property Manager and obtain prior approval
- o Vehicles parked in contravention of the above rules may be towed without notice at the owner's expense

#### **8. REALTORS**

- o Lock boxes are not permitted to be attached in any location of the Siena
- o Open Houses are permitted in the Tower under the following conditions only
  - All guests must be met at the front door, escorted to and from the floor where the Open House is being held
  - A notice must be posted in advance of the Open House indicating the name of the Realtor, dates, times and location of the Open House in advance in the Mail Room
- o Town House Open Houses are permitted without the above restrictions
- o No Open House guest shall be permitted to wander unescorted through any of the common areas inside the building, including the parking garage

Passed by majority by Strata Council, September 1, 2009