

August 3, 2005

# Brava Strata Council

## RULES OF STRATA CORPORATION BCS 1172 – BRAVA

The following rules are created in accordance with Part 7 of the Strata Property Act and the Registered Bylaws of Strata Plan BCS 1172. Together with the bylaws already in effect these additional regulations apply to the Brava Complex and must be complied with at all times.

Contravention or non-compliance with the rules may result in a fine of up to a maximum of \$200.00 for each offence, in accordance with the bylaws of the strata corporation.

### GENERAL RULES

#### 1. Moving in and out

All moves shall be booked in advance with the Resident Manager.  
A refundable damage deposit of \$100.00 is required for each move.

#### 2. Access cards and fobs

Access cards or fobs, in addition to those provided upon closing, are \$50.00 per card and \$70.00 per fob. A maximum of 4 access cards or fobs are allowed per strata lot.

#### 3. Smoking and alcohol consumption

Smoking is not allowed in any common property areas of the buildings. Alcoholic consumption is not allowed in any common property areas of the buildings except it is allowed for exclusive function in the multipurpose room and the meeting room with kitchen.

#### 4. Roller blades, roller skates, skate boards

Roller blades, roller skates, and skate boards shall not be used in the common areas of the buildings.

#### 5. Use of notice boards (at mail boxes)

All notices shall be typed, dated and renewed every 10 days. Notices must be printed on letter size (8 ½ " X 11") or half letter-size paper. Submit the notice to the Resident Manager or the on-duty Concierge for posting.

#### 6. Speed Limit

Residents shall not drive, or allow any other person to drive, a vehicle in excess of 10 km/h in the parkade.

## **7. Parking & Visitors Parking Permits**

Visitors Parking stalls are available on a first come first serve basis and there are no in and out provisions. Visitors Parking Permits will only be issued to the resident on behalf of their visitor. Residents must register their guest's vehicle with the Concierge on a 24 hour basis. Proof of residency is required.

The Visitors Parking Permit, obtained from the on-duty Concierge, must be displayed on the dash board of the vehicle. Vehicles parked in contravention of the visitor parking rules will be towed without warning.

Parking in other than your assigned stall or in any unauthorized location will result in your vehicle being towed without warning.

Motor bikes and scooters are not allowed to be parked in any unauthorized location. They will be towed without warning.

## **8. Garbage & cardboard waste**

Only ordinary household refuse and garbage shall be deposited in the garbage compactor located on P1. All other items should be disposed of away from the building by residents at their own expense.

All cardboard shall be deposited in the cardboard recycling bins located at P1.

## **9. Illegal activity**

Illegal activity is not permitted within the Brava complex or its grounds. All illegal activity shall be reported to the police.

## **10. Guest Suites**

There are two guest suites, located in Tower B.

**PLEASE NOTE THAT THE GUEST SUITES DO NOT HAVE SHOWER / BATHING FACILITIES.**

The use of guest suites is restricted to guests of residents only. Non-resident owners may not book guest suites.

Bookings must be made through the Property Agent. Booking of suites is permitted no more than 2 months in advance.

Rental rates are \$50.00 per suite per night with a refundable safety deposit of \$200.00. Proof of residency and picture identification is required.

Check-in time shall be between 3 pm and 5 pm and check out time shall be between 8 am and 11 am. Residents must contact the Resident Manager to arrange for check in / check out. Other times may be arranged at the Resident Manager's discretion.

The rental of a guest suite is allowed to a maximum of 7 consecutive days per strata lot, per occasion. Longer periods may be permitted, but need prior approval of the strata council.

## **11. GENERAL RULES FOR AMENITIES**

- 11.1 Amenities are for the use of residents and accompanying guests only.
- 11.2 Non-resident owners cannot book amenities for their exclusive use.
- 11.3 No commercial activity is permitted in any of the amenities.
- 11.4 No dogs are allowed in any amenities.
- 11.5 Opening Hours for Amenities are as follows:

6:00 a.m. – 11:00 p.m. seven days a week:

- Exercise Room – A 4
- Steam room – A 4
- Sauna – A 4
- Children's Play Room – B 4
- Lobby Game Rooms - (A 1 and B 1):
- Swimming Pool, hot tub, picnic area

9:00 am – 11 pm seven days a week\*:

- Multipurpose Room with Audio / TV Room – B 4
- Meeting Room with Kitchen – B 4

\*Exclusive use and extended hours may be permitted by pre-approval of the Strata Council. Rental rates for exclusive use are \$80.00 per booking for a 5 hour period, with a refundable safety deposit of \$200.00.

Booking shall be permitted no more than 2 months in advance. Proof of residency and picture identification is required.

## **RULES FOR GAME ROOM**

1. The Concierge shall be contacted for keys and equipment. Proof of residency and picture identification is required.
2. Users shall clean the room before leaving and remove garbage to the P1 garbage room.
3. Users shall lock the doors and windows and close the blinds before leaving.
4. Users shall turn off the electric fire and lights before leaving.
5. Keys shall be returned to the Concierge.

### **RULES FOR CHILDREN'S ROOM**

1. Parents shall accompany children.
2. Parents shall clean the room before leaving.
3. Parents shall close doors, windows and blinds and turn off lights before leaving.
4. Parents shall return all toys to their proper place before leaving.
5. Consumption of food and / or alcohol is not permitted.

### **RULES FOR MULTIPURPOSE ROOM & AUDIO/TV ROOM**

1. Users shall clean the room and remove garbage to the P1 garbage room.
2. Users shall close doors, windows and blinds, and turn lights off before leaving.
3. Users shall turn off the electric fire before leaving.
4. Consumption of alcohol is not permitted except for exclusive function.
5. Contact the Concierge for access to media remote controls.

### **RULES FOR MEETING ROOM AND KITCHEN**

1. Users shall clean the room and remove garbage to the P1 garbage room.
2. Users shall close doors, windows and blinds, and turn lights off before leaving.
3. Users shall turn off the stove and oven before leaving.
4. Consumption of alcohol is not permitted except for exclusive function.

## **SWIMMING POOL, HOT TUB, AND PICNIC AREA RULES**

PERSONS USING THIS FACILITY DO SO AT THEIR OWN RISK AND RELEASE AND INDEMNIFY THE STRATA CORPORATION AND THE MANAGING AGENTS FROM ANY AND ALL CLAIMS ARISING FROM THE USE OF THE FACILITY.

*This area is a common area of the building and all rules related to common areas apply.*

1. Children shall be accompanied by adults. No lifeguard is provided.
2. Residents are responsible for the conduct and safety of their guests.
3. Users of the hot tub/pool shall take a shower before use.
4. Users of the hot tub are advised that the maximum stay should not exceed 10 minutes. Users should avoid long exposure which may result in nausea, dizziness or fainting
5. Young children and infants are not permitted in the hot tub.
6. Elderly users and users with heart disease, diabetes, high or low blood pressure and users taking medication for cardiovascular or nerve disorders should not use the hot tub without consulting their doctor.
7. Do not totally immerse your body in the hot tub. Keep long hair away from all underwater suction fittings.
8. Do not use the pool or hot tub when you are under the influence of alcohol.
9. Always enter and leave the hot tub slowly and cautiously.
10. Proper swim attire shall be worn in the hot tub / pool (no nudity, cut-off jeans or T-shirts permitted).
11. Pets are not permitted in the picnic area, on the pool deck or in the pool/hot tub.
12. Alcohol is not permitted in the picnic area.
13. Glass containers are not permitted on the pool/hot tub deck or in the pool or hot tub.
14. No beverages except water permitted on pool/hot tub deck.

## EXERCISE ROOM RULES

PERSONS USING THIS FACILITY DO SO AT THEIR OWN RISK AND RELEASE AND INDEMNIFY THE STRATA CORPORATION AND THE MANAGING AGENTS FROM ANY AND ALL CLAIMS ARISING FROM THE USE OF THE FACILITY.

1. The exercise room is for Brava residents and their guests only. All visitors shall be accompanied by a resident.
2. Smoking or alcoholic drinks are not permitted.
3. Wearing of wet swimming apparel is not permitted.
4. Persons under the age of 16 must be accompanied by an adult.
5. No pets are permitted in this area.
6. Shoes shall be worn when using the exercise equipment.
7. All equipment shall be wiped and restored to its original place after use (e.g. mats and free weights).
8. Anyone witnessing persons causing damage to this facility or equipment shall report the incident to the Concierge, a Resident Manager and/or in writing to the Strata Agent.
9. Persons noting normal wear and tear to the equipment which requires attention, shall report such items to the Resident Managers or Strata Agent immediately.
10. Headphones shall be used for listening to music.
11. Use of the exercise equipment is limited to 30 minutes per session when other users are waiting in the exercise room.

*The above rules are subject to change without notice.*

BRAVA  
DISCLOSURE BUDGET  
APRIL 1, 2005 - MARCH 31, 2006

	SHARED COSTS	RESIDENTIAL	COMMERCIAL	
<b>RECEIPTS / REVENUE</b>				
Owner's Contributions		\$ 893,409	\$ 1,915	
Guest Suites	N/A	\$ 8,000	\$ -	
Rental-Caretaker Suite	N/A	\$ 9,600	\$ -	
<b>TOTAL RECEIPTS / REVENUE</b>		<b>\$ 911,009</b>	<b>\$ 1,915</b>	
<b>EXPENSES</b>				
<b>ADMINISTRATIVE EXPENSES</b>				
Insurance Premium	\$ 40,000	\$ 39,543	\$ 457	
Postage & Photo	\$ 7,250	\$ 7,167	\$ 83	
Professional Services	\$ 10,500	\$ 10,380	\$ 120	
<b>TOTAL ADMIN. EXPENSES</b>		<b>\$ 57,090</b>	<b>\$ 660</b>	
<b>EMPLOYEE EXPENSES</b>				
Wages Caretaker/EI/ CPP/WCB	N/A	\$ 50,000	\$ -	5 days a week- Tues - Sat.
Wages Asst. Caretaker/Janitor	N/A	\$ 35,000	\$ -	5 days a week - Sun. - Thurs.
<b>TOTAL EMPLOYEE EXPENSES</b>		<b>\$ 85,000</b>	<b>\$ -</b>	
<b>UTILITIES</b>				
Electricity / Gas	N/A	\$ 122,000	\$ -	
Water	N/A	\$ 30,000	\$ -	
<b>TOTAL UTILITIES</b>		<b>\$ 152,000</b>	<b>\$ -</b>	
<b>CONTRACT</b>				
Concierge/Security Service	N/A	\$ 195,000	\$ -	
Elevator	N/A	\$ 45,000	\$ -	
Enterphone	N/A	\$ 14,000	\$ -	
Fire Protection	\$ 9,000	\$ 8,897	\$ 103	annual inspection
Garbage	N/A	\$ 24,000	\$ -	compactor, recycling, haul charges
Landscaping	N/A	\$ 112,000	\$ -	
Property Management	\$ 70,000	\$ 69,201	\$ 799	
<b>TOTAL CONTRACT</b>		<b>\$ 468,098</b>	<b>\$ 902</b>	
<b>REPAIR &amp; MAINTENANCE</b>				
General Repair & Maintenance	\$ 15,000	\$ 14,829	\$ 171	
Recreational Facility/Pool/Equip.	N/A	\$ 25,000	\$ -	lease on fitness equipment
Supplies	\$ 8,000	\$ 7,909	\$ 91	lightbulbs, cleaning supplies & equip.
Window Cleaning	N/A	\$ 18,000	\$ -	
<b>TOTAL REPAIR &amp; MAINT.</b>		<b>\$ 65,738</b>	<b>\$ 262</b>	
<b>RESIDENT MANAGER UNIT</b>				
1st Mortgage	N/A	\$ 15,700	\$ -	
2nd Mortgage	N/A	\$ 23,900	\$ -	
Strata Fees	N/A	\$ 265	\$ -	
Property Taxes	N/A	\$ 675	\$ -	
<b>TOTAL RESIDENT MGR. UNIT</b>		<b>\$ 40,540</b>	<b>\$ -</b>	
<b>CONTINGENCY RESERVE FUND</b>		<b>\$ 42,543</b>	<b>\$ 91</b>	5% of operating expenses
<b>TOTAL EXPENSES</b>		<b>\$ 911,009</b>	<b>\$ 1,915</b>	



*Strata Property Act*

**FORM Y**

**OWNER DEVELOPERS' NOTICE OF DIFFERENT BYLAWS**

*(Section 245(d), Regulations section 14.6(2))*

Re: Strata Plan BCS \_\_\_\_\_, being a strata plan of

*[parcel identifier]*

017-427-339

*[legal description of strata lot]*

Lot B

Block 93

District Lot 541

Plan LMP1050

The following or attached bylaws differ from the Standard Bylaws to the *Strata Property Act*, as permitted by section 120 of the Act:

See Attached Schedule A

Date: January \_\_\_\_\_, 2005

\_\_\_\_\_  
Signature of Owner Developer,  
Amacon-Onni Management (Davie) Inc.

## **SCHEDULE A**

### **BYLAWS**

#### **PART 1 - Separate Sections**

##### **Commercial section**

- 1.1 The owners of all non-residential strata lots will form a separate section within the strata corporation consisting of all the non-residential strata lots in the strata plan and bearing the name "Section 1 of The Owners, Strata Plan \_\_\_\_\_" (the "Commercial Section").

##### **Residential section**

- 1.2 The owners of all residential strata lots will form a separate section within the strata corporation consisting of all the residential strata lots in the strata plan and bearing the name "Section 2 of The Owners, Strata Plan \_\_\_\_\_" (the "Residential Section").

##### **Administration of sections**

- 1.3
- (1) The Residential Section must elect an executive in the manner described in Part VII of these Bylaws.
  - (2) The Commercial Section must elect an executive in the manner described in Part VIII of these Bylaws.
  - (3) With respect to matters that relate solely to a separate section, each section is a corporation and has the same powers and duties as the strata corporation to enter into contracts in the name of such section, to acquire and dispose of land and other property in the name of or on behalf of such section, and to enforce bylaws and rules.
  - (4) Each section may make rules governing the use, safety and condition of the limited common property designated for the exclusive use of such section.
  - (5) Each of the Commercial Section and the Residential Section may obtain insurance only:  
  
against perils that are not insured by the strata corporation; or  
  
for amounts that are in excess of amounts that are insured by the strata corporation.

Each section has the same insurable interest as the strata corporation has in property contained within such section.

##### **Payment and collection of section fees**

- 1.4
- (1) Each of the Commercial Section and the Residential Section are entitled to establish its own operating fund and contingency reserve fund for common expenses of the section, including expenses relating to the limited common property designated for the exclusive use of all of the strata lots in such section.
  - (2) The executive of each section will prepare an annual budget of section expenses which is to be included as part of the annual budget prepared by the strata corporation for approval at annual general meetings. The strata fees payable by the owners will include

the fees owing to the strata corporation and the fees owing to the owner's separate section.

- (3) Upon receipt each month of strata fees from the owners, the strata corporation will deposit into separate accounts that portion of such fees which is applicable to the strata corporation operating fund, the strata corporation contingency reserve fund, the operating fund of the applicable section and the contingency reserve fund of the applicable section.
- (4) Only authorized signatories for each of the Commercial Section and the Residential Section will be entitled to withdraw funds from the operating fund and the contingency reserve fund for their respective sections.
- (5) Special levies approved by a separate section will be payable by the owners in such section to the strata corporation which will pay such special levy into the operating fund or the contingency reserve of such section, as requested by such section.
- (6) At the request of a separate section, the strata corporation will register a lien against an owner's strata lot if section fees have not been paid to the strata corporation as part of such owner's strata fees or if a special levy approved by a separate section has not been paid by such owner.

#### **Repair and maintenance of property by separate sections**

1.5 Each of the Commercial Section and the Residential Section must repair and maintain all of the limited common property appurtenant to such section, but the duty to repair and maintain does not include repair and maintenance of the following (which are the responsibility of the strata corporation):

- (1) repair and maintenance that in the ordinary course of events occurs less than once a year;
- (2) the structure of a building;
- (3) the exterior of a building;
- (4) chimneys, stairs, balconies and other things attached to the exterior of a building;
- (5) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property (including, without limitation, the entrance doors to strata lots); and
- (6) fences, railings and similar structures that enclose patios, balconies and yards.

### **PART 2 - Duties of Owners of all Strata Lots, Tenants, Occupants and Visitors**

#### **Payment of strata fees**

- 2.1 (1) An owner must pay strata fees to the strata corporation on or before the first day of the month to which the strata fees relate. The strata fees will be made up of the fees owing to the strata corporation and the fees owing to the owner's separate section as set out in the approved budget.
- (2) If an owner is late in paying his or her strata fees, the owner must pay to the strata corporation interest on the late payment in the amount of 10% per annum compounded

annually, and allocated on a monthly basis commencing the date the payment was due and continuing until the last day of the month in which it is paid.

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

- 2.2 (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.

### **Use of property**

- 2.3 (1) An owner, tenant, occupant, employee or visitor must not:
- causes a nuisance, disturbance or hazard to another person,
  - causes unreasonable or repetitive noise,
  - unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
  - is illegal, or
  - 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, tenant, occupant, employee 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 the Act.
- (3) When the purpose for which a residential strata lot is intended to be used is shown expressly or by necessary implication on or by the registered strata plan, an owner will not use his or her strata lot for any other purpose, or permit it to be so used.
- (4) An owner of a residential strata lot who has or installs hard floor surfaces such as hardwood floors or tile in his or her strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpet and avoiding walking on such flooring with hard shoes.

### **Inform strata corporation**

- 2.4 (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) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

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

- 2.5 (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:

the structure of a building;

the exterior of a building;

chimneys, stairs, balconies or other things attached to the exterior of a building;

doors, windows or skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building, or that front on the common property (i.e., including, for example, adding security devices to the entrance door to a strata lot);

fences, railings or similar structures that enclose a patio, balcony or yard;

common property located within the boundaries of a strata lot;

parts of the strata lot which the strata corporation must insure under the *Strata Property Act* including, without limitation, fixtures installed by the owner developer as part of the original construction of a strata lot (e.g. the original wall to wall carpeting).

- (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.
- (3) An owner must not do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, any act, nor alter, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to alter, his or her strata lot, in any manner, which in the opinion of the strata council will alter the exterior appearance of the building.

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

- 2.6
- (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 and to provide, at the request of the strata corporation, evidence of appropriate insurance coverage relating to the alteration.

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

- 2.7
- (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot:
    - in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
    - at a reasonable time, on 48 hours' written notice,
      - (i) 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 the Act, and
      - (ii) to ensure compliance with the *Strata Property Act* and these bylaws.

- (2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.
- (3) In exercising its rights under this bylaw, the strata corporation will not unreasonably interfere with the operation of any occupant of a strata lot.

### **Compliance with bylaws**

- 2.8 An owner, tenant, occupant, employee or visitor must comply strictly with these bylaws and with any rules adopted by the strata corporation or either of the separate sections applicable to such owner from time to time.

### **Pets**

- 2.9 (1) An owner or occupant of a residential strata lot that keeps a dog, cat or other non-caged animal in his or her strata lot, either permanently or temporarily, will register that pet with the strata council by providing to the strata council a written notice, signed by the owner setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the licence number of the pet (when the pet is required to be licensed), and will only keep a pet in his or her strata lot in compliance with these bylaws.
- (2) An owner, tenant, occupant, employee 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.
- (3) No owner or occupant of a strata lot will permit his or her pet to urinate or defecate on the common property or on any limited common property, and if any pet does urinate or defecate on the common property or on any limited common property, the owner or occupant will immediately and completely remove all of his or her pet's waste from the common property or limited common property, as the case may be, and dispose of it in a waste container or by some other sanitary means and if, in the reasonable opinion of the strata corporation, any special cleaning is required as a result of the pet urinating or defecating, the owner or occupant will pay all costs of such special cleaning.
- (4) An owner of a strata lot whose guest, employee or invitee brings an animal or pet onto the common property or any limited common property will be responsible to ensure that the guest or invitee complies with all requirements of these bylaws as they relate to pets and will perform all of the duties and obligations with respect to that animal as set out in these bylaws as if the animal were one kept by the owner or occupant in his or her strata lot.
- (5) The strata corporation may require removal by an owner or occupier of any residential strata lot of any pet or other animal kept by the owner or occupier in a strata lot if such pet or animal, in the opinion of the strata council, constitutes a nuisance to any owner or occupier of a strata lot, or causes danger or damage to any owner or occupier of a strata lot or to any property of the strata corporation or an owner or occupier of a strata lot.

### **Claims on Insurance Policies**

- 2.10 An owner, tenant or occupant must not do, or omit to do, whether deliberately or accidentally, any act which would result in a claim being made on the insurance policy of either the strata corporation or a separate section.

## **PART 3 - Powers and Duties of Strata Corporation and Council**

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

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

- (1) common assets of the strata corporation;
- (2) common property that has not been designated as limited common property;
- (3) limited common property (except for repair and maintenance that is the responsibility of a separate section under bylaw 1.5) but the duty to repair and maintain it is restricted to:

repair and maintenance that in the ordinary course of events occurs less often than once a year, and

the following, no matter how often the repair or maintenance ordinarily occurs:

- (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 (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property (including, without limitation, the entrance doors to strata lots);
  - (v) fences, railings and similar structures that enclose patios, balconies and yards;
- (4) 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:

the structure of a building,

the exterior of a building,

chimneys, stairs, balconies and other things attached to the exterior of a building,

doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property, and

fences, railings and similar structures that enclose patios, balconies and yards.

### **Council size**

3.2 The council must have at least 3 and not more than 7 members, and at least one of its members will be a representative of the Commercial Section and at least one of its members will be a representative of the Residential Section.

### **Council members' terms**

- 3.3 (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**

- 3.4 (1) Unless all the owners are on the council, 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.
- (3) 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 the Act.

### **Replacing council member**

- 3.5 (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.
- (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**

- 3.6 (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 and a vice president, and may elect 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
- while the president is absent or is unwilling or unable to act, or
- 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 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.



### **Calling council meetings**

- 3.7 (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
- all council members consent in advance of the meeting, or
  - 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.

### **Requisition of council hearing**

- 3.8 (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**

- 3.9 (1) A quorum of the council is
- 1, if the council consists of one member,
  - 2, if the council consists of 2, 3 or 4 members,
  - 3, if the council consists of 5 or 6 members, and
  - 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**

- 3.10 (1) 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.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (3) Owners may not attend council meetings as observers unless council, in its sole discretion, agrees to permit members to attend.

- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:

bylaw contravention hearings;

- (a) rental restriction bylaw exemption hearings;
- (b) 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**

- 3.11 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, 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**

- 3.12 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**

- 3.13 (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
- delegates the authority to make an expenditure of a specific amount for a specific purpose, or
- delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
- set a maximum amount that may be spent, and
- 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

- 3.14 (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 on liability of council member

- 3.15 (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.

### Consents

- 3.16 (1) Any consent, approval or permission given under these bylaws by the strata council or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.
- (2) Notwithstanding any provision of the *Strata Property Act*, the strata corporation may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

## PART 4 - Enforcement of Bylaws and Rules

### Maximum fine

- 4.1 (1) The strata corporation, and each separate section with respect to any bylaw or rule that relates solely to such section, may fine an owner or tenant a maximum of
- \$200 for each contravention of a bylaw, and
- \$50 for each contravention of a rule.
- (2) Each owner is responsible for payment, without invoice, of any money (other than strata fees, but including special levies) owing to the strata corporation or its separate section, as the case may be, as provided for in the *Strata Property Act* or these bylaws and if the owner fails to pay any money so owing within 15 days after the date such money becomes due, the owner will, after having been given written notice of the default and been provided with a reasonable opportunity to answer the complaint (including a hearing if requested), be assessed and pay a fine of \$10.00, and if such default continues for a further 15 days, an additional fine of \$25.00 will be levied against and paid by the owner and for each additional month such default continues, an additional fine of \$25.00 will be levied against and paid by the owner.
- (3) Additional assessments, fines authorized by these bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by either the strata corporation or a separate section, as the case may be, to enforce these bylaws, as they may be amended from time to time, or any rule or regulation which may be established

from time to time by the strata council or a section executive pursuant to the *Strata Property Act* or these bylaws, will become part of the assessment of the owner responsible and will become due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the strata corporation may not register a lien against such separate component.

#### **Continuing contravention**

- 4.2 If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

### **PART 5 - Annual and Special General Meetings**

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

- 5.1 (1) Annual and special general meetings must be chaired by the president of the council.
- (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.
- (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 who are present at the meeting.

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

- 5.2 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (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.
- (3) 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**

- 5.3 (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 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 the 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) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.

- (7) 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.
- (8) An owner who is otherwise an eligible voter may not exercise his or her vote for a strata lot, except on matters requiring an unanimous vote, if the strata corporation is entitled to register a lien against that strata lot.

#### **Order of business**

5.4 The order of business at annual and special general meetings is as follows:

- (1) certify proxies and corporate representatives and issue voting cards;
- (2) determine that there is a quorum;
- (3) elect a person to chair the meeting, if necessary;
- (4) present to the meeting proof of notice of meeting or waiver of notice;
- (5) approve the agenda;
- (6) approve minutes from the last annual or special general meeting;
- (7) deal with unfinished business;
- (8) 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;
- (9) ratify any new rules made by the strata corporation;
- (10) report on insurance coverage, if the meeting is an annual general meeting;
- (11) approve the budget for the coming year, if the meeting is an annual general meeting;
- (12) deal with new business, including any matters about which notice has been given;
- (13) elect a council, if the meeting is an annual general meeting;
- (14) terminate the meeting.

#### **Electronic Attendance at Meetings**

5.5 Attendance by persons at an annual or special general meeting may be by telephone or other electronic method if such method permits all persons participating in the meeting to communicate with each other during the meeting.

### **PART 6 - Common Expenses**

#### **Strata fees**

6.1 The strata lot owners' contributions to the common expenses of the strata corporation will be levied in accordance with this bylaw.

## **Section fees**

- 6.2 The contribution by any owner of a strata lot within a separate section to the expenses common to that separate section will be levied in accordance with this bylaw.

## **Apportionment of common expenses**

- 6.3 Common expenses will be apportioned between the Residential Section and the Commercial Section and to individual strata lots in the following manner:
- (1) common expenses attributable to either separate section will be allocated to that separate section and, subject to bylaw 6.5, will be borne by the owners of the strata lots within that separate section in the proportion that the unit entitlement of such strata lot bears to the aggregate unit entitlement of all strata lots within that separate section;
  - (2) common expenses not attributable to either separate section, will be for the account of the Strata Corporation and will be allocated to all strata lots and will be borne by the owners in proportion to the unit entitlement of their strata lot or as otherwise set out in the current budget of the strata corporation; and
  - (3) common expenses attributable to any one strata lot will be allocated to such strata lot.

## **Allocation between sections**

- 6.4 Without limiting the generality of bylaw 6.3 and unless otherwise determined by the executives of each of the Residential Section and the Commercial Section, acting reasonably, the following common expenses will be allocated between the separate sections as follows:
- (1) expenses relating to areas designated as limited common property for each of the Residential Section and the Commercial Section (such as the recreation room, bicycle storage areas, lobbies, elevators and utility rooms) will be for the account of the owners of strata lots in each respective section;
  - (2) the cost of maintaining the exterior of the building (including, without limitation, the roof and all exterior doors, windows and skylights) will be for the account of the Strata Corporation;
  - (3) the cost of insurance placed by the Strata Corporation will be apportioned between the two sections on the basis of the replacement value of the buildings and ancillary facilities applicable to each section;
  - (4) the cost of maintaining the landscaped and other outdoor areas within the common property will be for the account of the Strata Corporation; and
  - (5) the cost of maintaining the underground parking facility will be apportioned between the two sections on the basis of the respective number of parking stalls allocated as limited common property for each separate section unless expenses are separately incurred by the separate sections and if so incurred will be allocated as set out in section 6.4(a).

## **Expenses attributable to limited common property**

- 6.5 Where the strata plan includes limited common property, expenses attributable to the limited common property which would not have been expended if the area had not been designated as limited common property will be borne equally by the owners of the strata lots entitled to use the limited common property.

## **Apportionment within a section**

- 6.6 Common expenses attributable to the strata lots in a separate section will be apportioned by the executive of that separate section in the following manner:
- (1) Common expenses except electricity will be allocated to all strata lots in the separate section and will be borne by the owners in that section in the proportion that the unit entitlement of each such strata lot bears to the aggregate unit entitlement of all strata lots in that section or as otherwise set out in the current budget of that separate section. If a strata lot will require a utility or other service not supplied to all lots the cost will not be a common expense and if this utility is not separately metered or billed so as to measure the use thereof by the strata lot the cost of such utility will be apportioned and charged to the strata lot by the executive of the separate section, on such reasonable basis as it will determine.
  - (2) The cost to each owner of a strata lot of the electrical power supplied to it if not separately metered for that strata lot will be borne by the owners in the proportion that the unit entitlement of their strata lot bears to the aggregate unit entitlement of all strata lots in that section.

## **PART 7 - Bylaws Applicable to Residential Strata Lots**

### **Use of property**

- 7.1 An owner of a residential strata lot will not:
- (1) use, or permit any occupant of his or her strata lot to use, his or her strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property;
  - (2) make, cause or produce or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to make, cause or produce, undue noise, smell, vibration or glare in or about any strata lot or common property or to do anything which will interfere unreasonably with any other owner or occupant;
  - (3) use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot or, the common property or any limited common property such that it causes a disturbance or interferes with the comfort of any other owner or occupant;
  - (4) obstruct or use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to obstruct or use, the sidewalks, walkways, passages and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan;
  - (5) leave, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to leave, on the common property or any limited common property, any shopping cart or any other item designated from time to time by the strata council;
  - (6) use, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to use, a barbecue, hibachi or other like cooking device

on a balcony, deck or patio unless such barbecue, hibachi or cooking device is powered by propane or electricity and such propane or electricity powered barbecues, hibachis and other light cooking devices will not be used except in accordance with rules and regulations made by the strata corporation from time to time;

- (7) shake, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to shake, any mops or dusters of any kind, nor throw, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to throw, any refuse, out of the windows or doors or from the balcony of a strata lot;
- (8) do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
- (9) permit a condition to exist within his or her strata lot which will result in the waste or excessive consumption of the building's domestic water supply or heated water;
- (10) allow his or her strata lot to become unsanitary or a source of odour;
- (11) feed, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to feed, pigeons, gulls or other birds, squirrels, rodents or other animals from the strata lot or anywhere on or in close proximity to the common property or any limited common property, but this will not apply to a pet permitted to be kept in his or her strata lot pursuant to these bylaws and the rules and regulations made hereunder, which pet will be fed only in his or her strata lot;
- (12) install, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to install, any window coverings, visible from the exterior of his or her strata lot which are different in size or colour from those of the original building specifications;
- (13) hang or display, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to hang or display, any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the building so that they are visible from the outside of the building;
- (14) use or install, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to use or install, in or about the strata lot any shades, awnings, window or balcony guards or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the strata council;
- (15) erect on or fasten to, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to erect on or fasten to, the strata lot, the common property or any limited common property any television or radio antenna or similar structure or appurtenance thereto;
- (16) place, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to place, any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot;
- (17) place, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to place any indoor-outdoor carpeting on any deck, patio or balcony, or place any items on any deck, patio or the balcony except free-standing,



self-contained planter boxes, summer furniture and accessories (subject to bylaw 7.2) nor install, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to install, any a hanging plants or baskets or other hanging items within three feet of a balcony railing line; and

- (18) give, or permit any occupant of his or her strata lot to give, any keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than an employee, contractor, occupant or guest of the strata lot permitted by these bylaws.

### **Use of limited common property**

- 7.2 An owner, tenant or occupant of a residential strata lot which does not have an enclosed balcony will not place planters or other such items or equipment within any part of the limited common property designated on the strata plan exclusively for the use of such owner unless, in the opinion of the strata council, such planters, items or equipment are in keeping with the balance of the development in terms of design, quality, proportion and colour. Any such planters, items or equipment will be maintained in good and tidy condition on an ongoing basis and the responsibility for such maintenance will be solely for the account of the owner, tenant or occupant of the strata lot entitled to the use of the limited common property on which they are placed.

### **Garbage disposal**

- 7.3 An owner, tenant or occupant of a residential strata lot will remove ordinary household refuse and garbage from his or her strata lot and deposit it in the containers provided by the strata corporation for that purpose; all garbage will be bagged and tied before so depositing and the owner, tenant or occupant will remove any materials other than ordinary household refuse and garbage from the strata plan property at his or her expense.

### **Bicycles, storage and parking**

- 7.4 (1) Bicycles are not permitted in elevators, hallways or any other common areas. No bicycles are to be kept on the balconies or patios; instead, they will be stored within the owner's designated storage locker or such other area as may be prescribed by the strata council. All bicycles must enter or exit the building by way of the vehicle entry to the parking garage only.
- (2) Any owner, tenant, occupant of a strata lot or guest, employee, agent or invitee of any owner or occupant, that leaves any item anywhere on or in the common property or on any limited common property does so at his or her own risk, subject to any claim that may properly be made under any insurance policy maintained by the strata corporation by anyone that is an insured under that policy.
- (3) An owner, tenant or occupant of a residential strata lot must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the strata council.
- (4) An owner of a residential strata lot will not:
- use, or permit any occupant of his or her strata lot to use, any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his or her strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;

carry out, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to carry out, any oil changes, major repairs or adjustments to motor vehicles or other mechanical equipment on common property or on any limited common property, except in the case of emergency;

rent or lease the parking space assigned by the strata corporation to his or her strata lot or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building;

park, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to park any vehicle, in a manner which will reduce the width of the garage roadway or ramp or any roadway on the common property or on any limited common property; and

use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any part of the common property (other than established storage rooms or lockers) for storage, without the written consent of the strata council.

- (5) An owner, tenant or occupant of a residential strata lot must promptly and at its own expense clean up any oil or other substance which spills or leaks onto the common property as a result of any activity prohibited by bylaw 7.4(4)(b).

#### **Move in / move out**

- 7.5 (1) The strata corporation may regulate the times and manner in which any moves into or out of residential strata lots may be made and require that such moves be co-ordinated with the manager of the building at least 7 days in advance of such moves, or such lesser period as the strata council may, in its sole discretion, permit, provided that if an owner carries out, or permits any tenant or occupant, or any guest, employee, agent or invitee of the owner or his or her tenant or an occupant of the strata lot, to carry out, any move into or out of his or her strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner will be subject to a fine of \$100.00, such fine to be paid on or before the due date of the next monthly assessment payable by such owner.
- (2) An owner of a residential strata lot must notify the strata corporation in advance of the date and time that the owner or an occupant of his or her strata lot will be moving into or out of the strata lot.

#### **Rentals**

- 7.6 (1) Before a tenant may move into any strata lot, the owner will deliver or cause to be delivered to the strata corporation a "Form K - Notice of Tenant's Responsibilities" in the form set out in the *Strata Property Act*, signed by the tenant.
- (2) An owner will advise the strata council in writing of the time and date that any tenant intends to move in or out of the strata lot, at least seven (7) days in advance and will make arrangements with the manager of the building to co-ordinate any such move in accordance with bylaw 7.5.

### **Selling of strata lots**

- 7.7 (1) An owner of a residential strata lot, when selling his or her strata lot, will not permit "For Sale" signs to be placed on or about the common property except on the signage board located adjacent to the entrance to the building which is designated for such purpose.
- (2) An owner of a residential strata lot, when selling his or her strata lot, will not hold or permit to be held, any public open house except in the matter prescribed by the strata council. One open house for agents will be allowed per listing. Unless the strata council otherwise prescribes, all showings must be by appointment only.

### **Residential executive size**

- 7.8 (1) The executive of the Residential Section must have at least 3 and not more than 7 members.
- (2) A member of the section executive is eligible for election to the strata corporation's council.

### **Executive members' terms**

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

### **Removing executive members**

- 7.10 (1) The Residential Section may, by a resolution passed by a majority vote at a meeting of the Residential Section, remove one or more members from the executive.
- (2) After removing a member from the executive, the Residential Section must hold an election at the same meeting to replace the member for the remainder of the term.
- (3) No person may stand for the executive or continue to be on the executive with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot.

### **Replacing executive members**

- 7.11 (1) If a member of the executive resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the executive may appoint a replacement member for the remainder of the term.
- (2) A replacement member may be appointed from any person eligible to sit on the executive.
- (3) The executive may appoint a member under this section even if the absence of the member being replaced leaves the executive without a quorum.
- (4) If all the members of the executive resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the votes in the Residential Section may hold a meeting to elect a new executive by complying with the provisions of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

### **Executive officers**

- 7.12 (1) At the first meeting of the executive held after each annual general meeting of the Residential Section, the executive 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
- while the president is absent or is unwilling or unable to act, or
- (a) 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 2 or more months, the members of the executive may appoint a replacement officer from among themselves for the remainder of the term.

### **Calling executive meetings**

- 7.13 (1) Any member of the executive may call a an executive meeting by giving the other executive 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) An executive meeting may be held on less than one week's notice if
- all executive members consent in advance of the meeting, or
- the meeting is required to deal with an emergency situation, and all executive members either
- (i) consent in advance of the meeting, or
- (ii) are unavailable to provide consent after reasonable attempts to contact them.

### **Requisition of executive hearing**

- 7.14 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at an executive meeting.
- (2) If a hearing is requested under subsection (1), the executive 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 executive, the executive must give the applicant a written decision within one week of the hearing.

### **Quorum of executive**

- 7.15 (1) A quorum of the executive is
- 1, if the executive consists of one member,

- 2, if the executive consists of 2, 3 or 4 members,
  - 3, if the executive consists of 5 or 6 members, and
  - 4, if the executive consists of 7 members.
- (2) Executive members must be present in person at the executive meeting to be counted in establishing quorum.

#### **Executive meetings**

- 7.16 (1) At the option of the executive, executive meetings may be held by electronic means, so long as all executive members and other participants can communicate with each other.
- (2) If an executive meeting is held by electronic means, executive members are deemed to be present in person.
- (3) Owners may attend executive meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of executive meetings that deal with any of the following:
- bylaw contravention hearings;
  - (a) rental restriction bylaw exemption hearings;
  - (b) any other matters if the presence of observers would, in the executive's opinion, unreasonably interfere with an individual's privacy.

#### **Voting at executive meetings**

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

#### **Executive to inform owners of minutes**

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

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

- 7.19 (1) Subject to subsections (2) to (4), the executive may delegate some or all of its powers and duties to one or more executive members or persons who are not members of the executive, and may revoke the delegation.
- (2) The executive may delegate its spending powers or duties, but only by a resolution that delegates the authority to make an expenditure of a specific amount for a specific purpose, or

- (a) 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 executive 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**

- 7.20 (1) A person may not spend the Residential Section's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), an executive member may spend the Residential Section's money to repair or replace limited common property which has been designated for the use of the Residential Section if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

#### **Limitation on liability of executive member**

- 7.21 (1) An executive 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 executive.
- (2) Subsection (1) does not affect an executive member's liability, as an owner, for a judgment against the strata corporation.
- (3) Any consent, approval or permission given under these bylaws by the strata executive or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.

#### **Small claims court**

- 7.22 Notwithstanding any provision of the *Strata Property Act*, the Residential Section may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the Residential Section, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

## **PART 8 - Bylaws Applicable to Commercial Strata Lots**

### **Garbage disposal**

- 8.1 The owner of a non-residential strata lot will remove or cause to be removed all refuse and garbage from their strata lots and deposit it or cause it to be deposited in the containers provided by the Commercial Section for that purpose.

### **Signs and displays**

- 8.2 The owner of a non-residential strata lot will be permitted to install signs or notices within a non-residential strata lot so as to be visible from the exterior of such strata lot and on the exterior of such strata lot, on the condition that the size and design of such signs or notices (i) have received the approval of the strata corporation, acting reasonably, (ii) have received any approvals required from applicable governmental authorities, and (iii) are in keeping with the overall presentation of the development in terms of quality, design and colour. All such signs and notices will be installed and maintained at the sole expense and risk of the owner of a non-residential strata lot and such owner will take out and maintain insurance for such signage as a reasonable owner displaying similar signage would obtain.

### **Awnings**

- 8.3 The owner of a non-residential strata lot will be permitted to install awnings within and attach the same to the common property around the outside perimeter of a non-residential strata lot which face the city street, on the condition that the plans for such awnings (i) have received the written approval of the strata corporation, acting reasonably (ii) have received any approvals required from applicable governmental authorities, and (iii) depict awnings which are in keeping with the balance of the development in terms of design, quality, proportion and colour. Any awning installed as aforesaid will be maintained in good condition on an ongoing basis and the responsibility for such maintenance (including obtaining and maintaining appropriate insurance) will be solely for the account of the owner of a non-residential strata lot.

### **Commercial executive size**

- 8.4 (1) The executive of the Commercial Section must have at least 3 and not more than 7 members.
- (2) A member of the section executive is eligible for election to the strata corporation's council.

### **Executive members' terms**

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

### **Removing executive members**

- 8.6 (1) The Commercial Section may, by a resolution passed by a majority vote at a meeting of the Commercial Section, remove one or more members from the executive.
- (2) After removing a member from the executive, the Commercial Section must hold an election at the same meeting to replace the member for the remainder of the term.

- (3) No person may stand for the executive or continue to be on the executive with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot.

### **Replacing executive members**

- 8.7 (1) If a member of the executive resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the executive may appoint a replacement member for the remainder of the term.
- (2) A replacement member may be appointed from any person eligible to sit on the executive.
- (3) The executive may appoint a member under this section even if the absence of the member being replaced leaves the executive without a quorum.
- (4) If all the members of the executive resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the votes in the Commercial Section may hold a meeting to elect a new executive by complying with the provisions of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

### **Executive officers**

- 8.8 (1) At the first meeting of the executive held after each annual general meeting of the Commercial Section, the executive 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
  - while the president is absent or is unwilling or unable to act, or
  - (a) 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 2 or more months, the members of the executive may appoint a replacement officer from among themselves for the remainder of the term.

### **Calling executive meetings**

- 8.9 (1) Any member of the executive may call a an executive meeting by giving the other executive 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) An executive meeting may be held on less than one week's notice if
  - (a) all executive members consent in advance of the meeting, or
  - (b) the meeting is required to deal with an emergency situation, and all executive members either



- (i) consent in advance of the meeting, or
- (ii) are unavailable to provide consent after reasonable attempts to contact them.

#### **Requisition of executive hearing**

- 8.10 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at an executive meeting.
- (2) If a hearing is requested under subsection (1), the executive 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 executive, the executive must give the applicant a written decision within one week of the hearing.

#### **Quorum of executive**

- 8.11 (1) A quorum of the executive is
- 1, if the executive consists of one member,
  - 2, if the executive consists of 2, 3 or 4 members,
  - (a) 3, if the executive consists of 5 or 6 members, and
  - (b) 4, if the executive consists of 7 members.
- (2) Executive members must be present in person at the executive meeting to be counted in establishing quorum.

#### **Executive meetings**

- 8.12 (1) At the option of the executive, executive meetings may be held by electronic means, so long as all executive members and other participants can communicate with each other.
- (2) If an executive meeting is held by electronic means, executive members are deemed to be present in person.
- (3) Owners may attend executive meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of executive meetings that deal with any of the following:
- bylaw contravention hearings;
  - (a) rental restriction bylaw exemption hearings;
  - (b) any other matters if the presence of observers would, in the executive's opinion, unreasonably interfere with an individual's privacy.

#### **Voting at executive meetings**

- 8.13 (1) At executive meetings, decisions must be made by a majority of executive members present in person at the meeting.

- (2) If there is a tie vote at an executive meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at an executive meeting must be recorded in the executive meeting minutes.

#### **Executive to inform owners of minutes**

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

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

- 8.15
- (1) Subject to subsections (2) to (4), the executive may delegate some or all of its powers and duties to one or more executive members or persons who are not members of the executive, and may revoke the delegation.
  - (2) The executive may delegate its spending powers or duties, but only by a resolution that
    - delegates the authority to make an expenditure of a specific amount for a specific purpose, or
    - (a) 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 executive 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**

- 8.16
- (1) A person may not spend the Commercial Section's money unless the person has been delegated the power to do so in accordance with these bylaws.
  - (2) Despite subsection (1), an executive member may spend the Commercial Section's money to repair or replace limited common property which has been designated for the use of the Commercial Section if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

### **Limitation on liability of executive member**

- 8.17 (1) An executive 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 executive.
- (2) Subsection (1) does not affect an executive member's liability, as an owner, for a judgment against the strata corporation.
- (3) Any consent, approval or permission given under these bylaws by the strata executive or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.

### **Small claims court**

- 8.18 (1) Notwithstanding any provision of the *Strata Property Act*, the Commercial Section may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the Commercial Section, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

### **Bylaw restrictions**

- 8.19 (1) The strata corporation will neither act nor pass any bylaw or rule which would have the effect of prohibiting, preventing or impairing the owner of a non-residential strata lot from fully utilizing a non-residential strata lot for commercial purposes in accordance with the applicable governmental zoning bylaws and rules and regulations in effect from time to time, provided that the activity carried on in a commercial strata lot is not a breach of these bylaws.
- (2) The strata corporation will not pass any bylaws or rules which restrict the hours of operation of any business carried on within a non-residential strata lot.
- (3) The strata corporation will not pass any bylaws or rules which prohibit, prevent or impair the ability of an owner or occupant of a non-residential strata lot from leasing, subleasing, granting a licence, entering into any lease, sublease, or license arrangement with respect to the use of a non-residential strata lot.

## **PART 9 - Voluntary Dispute Resolution**

### **Voluntary dispute resolution**

- 9.1 (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
- all the parties to the dispute consent, and
- the dispute involves the *Strata Property Act*, the regulations, the bylaws or the rules.
- (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.
- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

#### **PART 10 - Marketing Activities by Owner Developer Display Lot**

##### **Marketing activities**

- 10.1 (1) During the time that the owner developer of the strata corporation is a first owner of any units, it will have the right to maintain any unit or units, whether owned or leased by it, as a display unit or units, and to carry on sales functions, including, without limitation, placing and displaying of signs, the advertising and holding of special promotions and open houses and other marketing events, it considers necessary in order to enable it to sell the units.
- (2) An owner developer may use any strata lots that the owner developer owns or rents as display lots for the sale of other strata lots in the strata plan.

#### **PART 11 - Parking/Storage Area Lease**

##### **Parking/Storage Area Lease**

- 11.1 Each owner of a strata lot may be entitled to the exclusive use of one or more parking stalls and storage areas located in the parking facility pursuant to a partial assignment of the parking/storage area lease (the "Parking/Storage Area Lease") between The Brava Development Partnership, as landlord, and Amacon-Onni Management Inc., as tenant, a copy of which is attached hereto. Pursuant to the Parking/Storage Area Lease, upon the registration of the strata plan for the strata development, the strata corporation will automatically assume all of the covenants and obligations of The Brava Development Partnership under the Parking/Storage Area Lease with respect to the Stalls and the Storage Areas (as defined in the Parking/Storage Area Lease).

#### **PART 12 – QUORUM FOR ADJOURNED MEETING**

- 12.1 Notwithstanding section 48(3) of the Act, if within 15 minutes from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members; but in any other case, the meeting shall stand adjourned for a further 15 minutes from the time appointed and, if within ½ hour from the time appointed a quorum is not present for the meeting, the eligible voters present in person or by proxy shall constitute a quorum. **(adopted December 8, 2005)**