

“HARO GLEN”

**1717 Haro Street
Vancouver, BC**

**A Handbook
For
New Residents**

(amended 2011)

New Owners and Tenants

Welcome to “Haro Glen” – 1717 Haro Street, Vancouver, BC

We would like to welcome you as a new owner or tenant to the building and to inform you of our By-Laws, Rules, procedures and security issues:

Balcony or Patio	Page 1
Barbecues	Page 1
Bicycle Room	Page 2
Enterphone	Page 2
Guest Parking	Page 2
Laundry Facilities	Page 2
Parking	Page 3
Posters and Advertising	Page 3
Recycling	Page 3
Renovations & Alterations to Common Property	Page 3
Security	Page 4
Storage Locker	Page 5
Strata Council	page 5

Balcony or Patio

Strange as it may seem, your balcony or patio belongs to the Strata Corporation, not to the suite. It is in your best interest to have your balcony or patio defined as common property. Keeping balconies and patios repaired can be a costly business therefore its better that the Strata Corporation bears the costs rather than you.

- If you want to make alterations to your balcony or patio, check with the Strata Council first. We have a procedure for making alterations to common property (See Renovations & Altering Common Property section on page 3).
- If you notice signs of damage on the balcony or patio (i.e. from rain, squirrels, moss, etc.) please inform the Strata Council as soon as possible.

Barbecues

Only **propane** or **electric** barbecues are permitted on the balcony or patio, provided that that you have a properly maintained 5-lb ABC fire extinguisher available at the barbecue site. All barbecues kept on site must be CSA approved and cannot exceed a BTU rating of 15,000.

Bicycle Room

Bicycles may be stored in the bicycle room which is located at suite 106 on the main floor and has both wall and floor racks. The rule is first come, first served, however, you may find that space has become limited over the past number of years. **Please do not use the bicycle room as a storage room.**

Enterphone

Please advise the name you would like listed on the Enterphone directory located at the front door and the Strata Council will make the change as soon as possible.

Guest Parking

There are four guest parking stalls each marked with a large yellow sign located at the back of the underground parkade. Guests are requested to put a note on their windshield or dashboard stating the number of the suite they are visiting and the length of their visit. Guest parking is permitted for stays not exceeding 48 hours, however, extensions may be granted at the discretion of the Strata Council.

Laundry Facilities

Each floor has its own washer and dryer which may be used 7 days a week however, the hours of operation are from 9am to 10pm only with the last load of the day to be completed by 10pm. Washers and dryers make noise and the wall separating them from the attached suite is not sound proof, therefore, we ask that you refrain from using the machines outside of these hours.

Laundry machines are used on a first come, first served basis and you may find that time in the laundry facilities, especially on the weekends, is a precious commodity. To maintain good relations with your neighbours, please remove your laundry as soon as the wash or dry cycle is finished.

Also in the interest of good neighbour relations, if you spill detergent on the rug, we ask that you vacuum it up. **Please do not dry shoes in the dryers, this creates excessive noise and may damage the dryers.**

Parking

Each suite is assigned one parking stall and, as with your balcony or patio, your parking stall belongs to the strata corporation which is responsible for its up-keep. **Please do not use your parking stall for storage. Parking stalls cannot be leased or rented out to a non-resident of the building.**

Posters and Advertising

We ask that you refrain from putting advertisements or poster, other than campaign posters during election times, on your windows or balcony. There is a bulletin board located on the ground floor across from the elevator that you may put up notices, etc. for short periods of time. Please date and indicate your suite number on any notice or poster placed on the bulletin board.

Recycling

Recycling is mandated by the city, therefore, there are four recycling bins located on the main floor of the underground parkade, one for newsprint, two for paper products and one for containers.

Please clean all bottles and plastics before placing them in the container recycling bin. You will find a number inside a triangle symbol stamped on the bottom of most plastic cartons and bottle. Containers marked with a 1,2,4, or 5 may be recycled. Containers marked with numbers 3 and 7 cannot be recycled and must be placed in the garbage bin.

There are many plastic products which cannot be recycled. These include plastic shopping bags, foam containers, cello wrap and any plastics with food adhering to them.

Pizza boxes can be recycled and may be placed in either one of the two "paper products" bins.

Renovations

Generally, renovations in an owner's suite are not the concern of the strata corporation except when:

- they involve common property and/or
- they involve parts of the suite that may affect the structural integrity of the building, for example, removing or altering load-bearing walls or
- they may affect the comfort of neighbours, for example, laying hardwood or laminate flooring

In this regard, owners must advise the Strata Council in writing in advance of any renovations, giving as much information as possible. The Strata Council can then advise you, thus avoiding any situations that could prove bothersome or hazardous to other in the building.

If you intend to alter your suite, you may be altering property belonging to the strata corporation. Some property is obviously common property, i.e. building grounds and entrances, hallways and stairways and any areas you share with other residents. However, you might not realize that common property also includes the following:

- balcony patio
- fireplace insert
- chimney chase
- stove fan ducts and bathroom fan ducts
- parking stall
- storage locker
- all piping up to the shut off valve in your suite

The Strata Council has an obligation to safeguard the common property of the building and to ensure that any alterations will not harm the structural integrity of the building and that the building envelope will not be compromised. The Strata Council must place the onus on to you to demonstrate due diligence.

When altering common property and/or parts affecting the structural integrity of the building you must:

- present your proposal, contractor's report, sketches and any other relevant documents to the Strata Council for approval;
- receive approval from the Strata Council based on (a) aesthetics, (b) security and (c) structural integrity (including safeguarding the building envelope);
- sign an agreement that you (and subsequent owners) will be responsible for the care, maintenance and insurance of the altered area, even though in the case of common property, the area legally remains common property belonging to the strata corporation;
- submit the approval you have received from the Strata Council to the City of Vancouver; and
- submit your plans to the city and receive a permit to make alterations.

Security

Please do not let anyone you don't recognize come into the building as you are entering or leaving. This can be done politely but firmly and all residents should not take offense when you are asked to use your own key to gain entrance into the building. All trades people are required to make arrangements with a Strata Council member for entry to the

building. We do, however, allow census takers and Federal and Provincial election agents into the building.

When leaving or entering the parkade, please wait until the garage door has completely closed before driving away to ensure that no one follows you into the parkade.

Sometimes voices are not clear on the enterphone. If you cannot make out someone's voice, please do not buzz that person into the building without going down to the front door to check their identity.

If you see intruders in the building or on the grounds, please call 911. **Do not place your personal safety in jeopardy by approaching an intruder on your own.** The police respond very quickly to such calls. If you witness a security violation, please fill out an incident report form which are located in the brown envelope in the laundry areas on each floor and give the completed form to a Strata Council member.

Storage Lockers

Your storage locker is also common property and belongs to the strata corporation. Each suite is entitled to one storage locker. **The storage of any hazardous, flammable or noxious substances in the storage lockers is prohibited.**

Strata Council

Haro Glen is a strata corporation (VR406) and our suites are self owned. To conduct our corporation's business we have a Strata Council made up of owners. The current council members are:

Doug Barton (President)	Suite 404
Susan Cadeny (Vice-President)	Suite 201
Anne Povey (Secretary)	Suite 206
Grace Dierssen (Treasurer)	Suite 303

Members of the Strata Council attend regular meetings at which they review financial reports, discuss on-going business and attend to any new issues arising. If you have a submission to council that would be better presented in person, you are welcome to present your submission at a scheduled strata council meeting. Please let the President know a few days in advance.

RULES

1. Security

- 1.1 A resident or visitor must not allow anyone to enter the building unless the person is known to them.
- 1.2 A resident or visitor must not buzz anyone into the building through the Enterphone unless the resident or visitor is expecting them and/or know them personally.
- 1.3 A resident or visitor must ensure that all common area doors are firmly pulled shut when entering and exiting the building.
- 1.4 A resident or visitor on entering or exiting the underground parkade must stop and wait until the gate fully closes before driving away.

2. Moving In/Out Procedures

- 2.1 A resident using the elevator during a move must use the elevator pads and must ensure that the elevator service key is used to control the elevator and that the doors are not jammed open in any manner.
- 2.2 A resident must ensure that the building entrance doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.
- 2.3 A resident must ensure that all common areas are left damage free and clean upon completion of the move.

3. Parking Area

- 3.1 A resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automobile fluids or paints, motor tune ups or mechanical repairs.
- 3.2 A resident must wash a vehicle in the location designated for vehicle washing only. Once washing is completed, the resident must hose down and remove all dirt, refuse and excess water from the washing area. While washing a vehicle, a resident must keep audio volume low.

4. Wild Animal Control

- 4.1 A resident or visitor must not feed rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset.

5. User Fees

- 5.1 The charge for use of the washing machines and dryers is \$1.00 per machine per load.

6. Utilization of Laundry Facilities

- 6.1 Use of the laundry facilities is not to commence before 9:00am and must be completed by 10:00pm.

7. Housekeeping

- 7.1 A resident must not shake rugs, carpets, mops or dusters of any kind from any balcony, window, stairway or other part of a strata lot or common property.

8. Bulletin Board

- 8.1 A resident may post notices on the designated bulletin board, subject to being removed by the council if deemed inappropriate or posted in excess of one week.

9. Strata Documents

- 9.1 A fee of \$100.00 will be charged for all requests for copies of supporting documentation for a purchase and sale of a suite (i.e. bylaws, rules, strata plan, minutes, etc.)