

VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

December 3, 2007

MEMO TO: Strata Council
Strata Plan VR-0406

FROM: Jason Kurtz

RE: Updated Bylaw Package

Please find enclosed the following for your review and consideration:

- 1) Revised bylaw package, as approved by the owners at your recent Annual General Meeting.

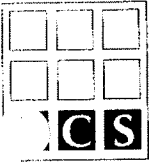
Thank you.

* * *

JK/jk

Enclosure

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VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

BYLAWS

STRATA PLAN VR-406

HARO GLEN

ADDRESS: 1717 Haro Street
Vancouver, B.C.
V6G 1H1

Attached hereto is a copy of the bylaws for the strata corporation taken from the records that VCS maintains for the strata corporation. These are provided to you on a "without prejudice" basis. For legal purposes please obtain a true copy as currently registered at the Land Title Office. Please also consider if, and to what extent, the Schedule of Standard Bylaws in the *Strata Property Act* applies. Bylaws are an extensive legal document and we recommend you obtain and rely on professional legal counsel and advice on the content.

* * *

November 21, 2007



BYLAWS

STRATA PLAN VR-406

HARO GLEN

BYLAWS	1
PREAMBLE	3
Duties of Owners, Tenants, Occupants and Visitors	3
1. Compliance with bylaws and rules	3
2. Payment of strata fees and special levies	3
3. Repair and maintenance of property by owner.....	4
4. Use of property	4
5. Pets and animals.....	5
6. Inform strata corporation	5
7. Obtain approval before altering a strata lot	5
8. Obtain approval before altering common property	6
9. Permit entry to strata lot	7
Powers and Duties of Strata Corporation	8
10. Repair and maintenance of property by strata corporation.....	8
Council	9
11. Council size.....	9
12. Council eligibility	9
13. Council members' terms.....	9
14. Removing council member	10
15. Replacing council member	10
16. Officers.....	10
17. Calling council meetings	11
18. Requisition of council hearing.....	11
19. Quorum of council.....	12
20. Council meetings	12
21. Voting at council meetings.....	12
22. Council to inform owners of minutes	13
23. Delegation of council's powers and duties	13
24. Spending restrictions	13
25. Limitation on liability of council member	13
Enforcement of Bylaws and Rules	14
26. Fines	14
27. Continuing contravention	14
Annual and Special General Meetings	14
28. Quorum of meeting	14
29. Person to chair meeting	15
30. Participation by other than eligible voters	15
31. Voting	15
32. Electronic attendance at meetings	16

33. Order of business	16
Small Claims Court Proceedings	17
34. Authorization to proceed	17
User Fees	17
35. User fees	17
Display of Signage and Erection of Fixtures	17
36. Display of signage and erection of fixtures	17
Insurance	18
37. Insuring against major perils	18
Storage	18
38. Storage lockers and bicycle storage	18
Parking	18
39. Parking	18
Moving	19
40. Moving in/out procedures	19
Rentals	19
41. Residential rentals	19
Miscellaneous	19
42. Miscellaneous	19
43. Security	20

BYLAWS

STRATA PLAN VR-406

HARO GLEN

Preamble

These bylaws bind the strata corporation and the owners, tenants and occupants to the same extent as if the bylaws had been signed by the strata corporation and each owner, tenant and occupant and contained covenants on the part of the strata corporation with each owner, tenant and occupant and on the part of each owner, tenant and occupant with every other owner, tenant and occupant and with the strata corporation to observe and perform their provisions.

Unless otherwise stated, all terms have the meanings prescribed in the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act"). For the purposes of these bylaws, "residents" means collectively, owners, tenants and occupants and "a resident" means collectively, an owner, a tenant and an occupant.

The schedule of standard bylaws to the Act does not apply to the strata corporation.

Duties of Owners, Tenants, Occupants and Visitors

1. Compliance with bylaws and rules

1.1 All residents and visitors must comply strictly with the bylaws and rules of the strata corporation adopted from time to time. *(December 3/01)*

2. Payment of strata fees and special levies

2.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate. *(December 3/01)*

2.2 Where an owner fails to pay strata fees in accordance with bylaw 2.1, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date will result in a fine of \$25.00 for each contravention of bylaw 2.1. *(December 3/01)*

2.3 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy. *(December 3/01)*

2.4 Failure to pay a special levy on the due date will result in a fine of \$200.00 for each contravention of bylaw 2.3. *(December 3/01)*

2.5 Where an owner fails to pay a special levy in accordance with bylaw 2.3, outstanding special levies will be subject to an interest charge of 10% per annum, compounded annually. (December 3/01)

3. Repair and maintenance of property by owner

3.1 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. (December 3/01)

3.2 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. (December 3/01)

4. Use of property

4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that

(a) causes a nuisance or hazard to another person, (December 3/01)

(b) causes unreasonable noise, (December 3/01)

(c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot, (December 3/01)

(d) is illegal, or (December 3/01)

(e) 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. (December 3/01)

4.2 A resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act. An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot. (December 3/01)

4.3 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 4.1, 4.2 and 4.3, any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner. (December 3/01)

4.4 A resident must not use, or permit to be used, the strata lot except as a private dwelling home. (December 3/01)

4.5 A resident or visitor must not smoke on common property with the exception of balconies and patios.

4.6 (not approved at November 21, 2006 AGM)

4.7 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. Pets and animals

5.1 A strata lot owner must assume all liability for all actions by a pet of a resident or visitor, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action. (December 3/01)

6. Inform strata corporation

6.1 An owner must notify the strata corporation within two weeks of becoming an owner, of the owner's name and any occupants' names, strata lot number and mailing address outside the strata plan, if any. (December 3/01)

6.2 A tenant must inform the strata corporation of the tenant's name and the strata lot which the tenant occupies. (December 3/01)

7. Obtain approval before altering a strata lot

7.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to a strata lot that involves any of the following:

(a) the structure of a building; (December/01)

(b) the exterior of a building; (December/01)

(c) patios, chimneys, stairs, balconies or other things attached to the exterior of a building; (December/01)

(d) doors, windows or skylights on the exterior of a building, or that front on the common property; (December 3/01)

(e) fences, railings or similar structures that enclose a patio, balcony or yard; (December 3/01)

(f) common property located within the boundaries of a strata lot (December 3/01).

7.2 The strata corporation must not unreasonably withhold its approval under bylaw 7.1, 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 and to indemnify and hold harmless the strata corporation for any future costs in connection with the alteration. (December 3/01)

7.3 An owner intending to apply to the strata corporation for permission to alter a strata lot must submit, in writing, detailed plans and written description of the intended alteration. *(December 3/01)*

7.4 If any alteration is performed in non-compliance with this bylaw, the strata corporation may order, at the owner's expense, rectification of the alteration to the satisfaction of the strata corporation.

8. Obtain approval before altering common property

8.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to common property, including limited common property or common assets. *(December 3/01)*

8.2 Without limiting bylaw 8.1, the installation of indoor/outdoor carpet or any other type of covering on decks is prohibited without the prior approval of the strata council. *(December 3/01)*

8.3 An owner, as part of its application to the strata corporation for permission to alter common property, limited common property or common assets, must:

(a) submit, in writing, detailed plans and description of the intended alteration; *(December 3/01)*

(b) obtain all applicable permits, licences and approvals from the appropriate governmental authorities and provide copies to the strata council; *(December 3/01)*

(c) obtain the consent of the owners by way of written approval of the strata council under bylaw 8.1 or in the discretion of council, a resolution passed by a $\frac{3}{4}$ vote of the owners to apply to all similar or like renovations; and *(December 3/01)*

(d) assure that all contractors engaged provide certificates of substantial Contractors Liability (at least \$1,000,000) *(December 3/01)*.

8.4 The strata corporation may require, as a condition of its approval, that the owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:

(a) that alterations be done in accordance with the design or plans approved by the strata council or its duly authorized representatives; *(December 3/01)*

(b) that the standard of work and materials be not less than that of the existing structures; *(December 3/01)*

(c) that all work and materials necessary for the alteration be at the sole expense of the owner; *(December 3/01)*

- (d) that the owner and any subsequent owner of the strata lot receiving the benefit of an alteration to common property, limited common property or common assets must, for as long as he or she remains an owner, be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the strata corporation as a result, directly or indirectly, of the alterations to common property, limited common property or common assets; *(December 3/01)*
- (e) that the owner and any subsequent owner on title who receives the benefit of such alteration, must, with respect only to claims or demands arising during the time that he/she remains an owner, indemnify and hold harmless the strata corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration. Any costs or expenses incurred by the strata corporation as the result of such claim or demand will be the responsibility of the owner and any subsequent owner on title of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that owner and shall be added to and become part of the strata fees of that owner for the month next following the date upon which the cost or expenses are incurred, but not necessarily paid by the strata corporation, and shall become due and payable on the due date of payment of monthly strata fees *(December 3/01)*.

8.5 An owner who has altered common property, limited common property or common assets prior to the passage of these bylaws shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the strata corporation as a result, directly or indirectly, of the alteration, must be borne by the owner who has benefited from the alteration *(December 3/01)*.

8.6 An owner who, subsequent to the passage of bylaws 8.1 to 8.4 inclusive, alters common property or limited common property without adhering strictly to these bylaws, must restore, at the owner's sole expense, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the common property or limited common property. The cost of such alteration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees. *(December 3/01)*

9. Permit entry to strata lot

- 9.1** A resident or visitor must allow a person authorized by the strata corporation to enter the strata lot or limited common property
- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage; *(December 3/01)*
 - (b) at a reasonable time, on 48 hours' written notice,

- (i) to inspect, repair, renew, replace or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair, replace, renew and maintain under these bylaws or the Act or to insure under section 149 of the Act, or *(December 3/01)*
- (ii) to ensure a resident's compliance with the Act, bylaws and rules. *(December 3/01)*

9.2 If forced entry to a strata lot is required, the resident responsible for the emergency situation shall be responsible for all costs of forced entry incurred by the strata corporation. *(December 3/01)*

9.3 The notice referred to in bylaw 9.1(b) must include the date and approximate time of entry, and the reason for entry. *(December 3/01)*

Powers and Duties of Strata Corporation

10. Repair and maintenance of property by strata corporation

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

- (a) common assets of the strata corporation; *(December 3/01)*
- (b) common property that has not been designated as limited common property; *(December 3/01)*
- (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and *(December 3/01)*
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - A. the structure of a building; *(December 3/01)*
 - B. the exterior of a building; *(December 3/01)*
 - C. patios, chimneys, stairs, balconies and other things attached to the exterior of a building; *(December 3/01)*
 - D. doors, windows and skylights on the exterior of a building or that front on common property; *(December 3/01)*
 - E. fences, railings and similar structures that enclose patios, balconies and yards; *(December 3/01)*

- (d) a strata lot, but the duty to repair and maintain it is restricted to
 - (i) the structure of a building, *(December 3/01)*
 - (ii) the exterior of a building, *(December 3/01)*
 - (iii) patios, chimneys, stairs, balconies and other things attached to the exterior of a building, *(December 3/01)*
 - (iv) doors, windows and skylights on the exterior of a building or that front on common property, and *(December 3/01)*
 - (v) fences, railings and similar structures that enclose patios, balconies and yards. *(December 3/01)*

Council

11. Council size

- 11.1 Council must have at least 3 and not more than 7 members. *(December 3/01)*

12. Council eligibility

- 12.1 Either the owner or the spouse of an owner may stand for council. *(December 3/01)*
- 12.2 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 section 116(1) of the Act. *(December 3/01)*
- 12.3 No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules. *(December 3/01)*
- 12.4 No person may stand for council or continue to be on council with respect to a strata lot if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules for which the owner is responsible under section 131 of the Act. *(December 3/01)*

13. Council members' terms

- 13.1 The term of office of a council member ends at the end of the annual general meeting at which the new council is elected. *(December 3/01)*
- 13.2 A person whose term as council member is ending is eligible for re-election. *(December 3/01)*

14. Removing council member

- 14.1 Unless all the owners are on the council, the strata corporation may, by a resolution passed by a majority vote at a special general meeting, remove one or more council members. The strata corporation must pass a separate resolution for each council member to be removed. *(December 3/01)*
- 14.2 After removing a council member, the strata corporation may hold an election at a special general meeting to replace the council member for the remainder of the term or the remaining members of the council may appoint a replacement council member for the remainder of the term. *(December 3/01)*
- 14.3 If the strata corporation removes all of the council members, the strata corporation must hold an election at a special general meeting to replace the council members for the remainder of the term up to, at least, the minimum number of council members required by bylaw of the strata corporation for the remainder of the term. *(December 3/01)*
- 14.4 The council may appoint the remaining council members necessary to achieve a quorum for the strata corporation, even if the absence of the members being replaced leaves the council without a quorum. *(December 3/01)*
- 14.5 A replacement council member appointed pursuant to bylaws 14.2 and 14.4 may be appointed from any person eligible to sit on the council. *(December 3/01)*

15. Replacing council member

- 15.1 If a council member resigns or is unwilling or unable to act, the remaining members of the council may appoint a replacement council member for the remainder of the term. *(December 3/01)*
- 15.2 A replacement council member may be appointed from any person eligible to sit on the council. *(December 3/01)*
- 15.3 The council may appoint a council member under bylaw 15.2 even if the absence of the member being replaced leaves the council without a quorum. *(December 3/01)*
- 15.4 If all the members of the council resign or are unwilling or unable to act, 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. *(December 3/01)*

16. Officers

- 16.1 At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer. *(December 3/01)*

16.2 A person may hold more than one office at a time, other than the offices of president and vice president. *(December 3/01)*

16.3 The vice president has the powers and duties of the president

(a) while the president is absent or is unwilling or unable to act, *(December 3/01)*

(b) if the president is removed, or *(December 3/01)*

(c) for the remainder of the president's term if the president ceases to hold office.

16.4 The strata council may vote to remove an officer. *(December 3/01)*

16.5 If an officer other than the president is removed, resigns, is unwilling or unable to act, the council members may elect a replacement officer from among themselves for the remainder of the term. *(December 3/01)*

17. **Calling council meetings**

17.1 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. *(December 3/01)*

17.2 The notice in bylaw 17.1 must be in writing. *(December 3/01)*

17.3 A council meeting may be held on less than one week's notice if

(a) all council members consent in advance of the meeting, or *(December 3/01)*

(b) the meeting is required to deal with an emergency situation, and all council members either

(i) consent in advance of the meeting, or *(December 3/01)*

(ii) are unavailable to provide consent after reasonable attempts to contact them. *(December 3/01)*

18. **Requisition of council hearing**

18.1 By application in writing, a resident may request a hearing at a council meeting pursuant to section 135 of the Act. *(December 3/01)*

18.2 Except for a hearing pursuant to section 144 of the Act, if a hearing is requested under bylaw 18.1, the council must hold a meeting to hear the applicant within two (2) months of the date of receipt by the council of the application. *(December 3/01)*

18.3 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 date of the hearing. *(December 3/01)*

19. Quorum of council

19.1 A quorum of the council is

- (a) 1, if the council consists of one member, *(December 3/01)*
- (b) 2, if the council consists of 2, 3 or 4 members, *(December 3/01)*
- (c) 3, if the council consists of 5 or 6 members, and *(December 3/01)*
- (d) 4, if the council consists of 7 members. *(December 3/01)*

19.2 Council members must be present in person at the council meeting to be counted in establishing quorum. *(December 3/01)*

20. Council meetings

20.1 The council may meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit. *(December 3/01)*

20.2 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. *(December 3/01)*

20.3 If a council meeting is held by electronic means, council members are deemed to be present in person. *(December 3/01)*

20.4 Owners and spouses of owners and tenants may attend council meetings as observers. *(December 3/01)*

20.5 Despite bylaw 20.4, no observers may attend those portions of council meetings that deal with any of the following:

- (a) bylaw contravention hearings under section 135 of the Act; *(December 3/01)*
- (b) rental restriction bylaw exemption hearings under section 144 of the Act; *(December 3/01)*
- (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy; or *(December 3/01)*
- (d) any other matters that in council's discretion should be conducted in-camera. *(December 3/01)*

21. Voting at council meetings

21.1 At council meetings, decisions must be made by a majority of council members present in person at the meeting. *(December 3/01)*

21.2 If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote. *(December 3/01)*

21.3 The results of all votes at a council meeting must be recorded in the council meeting minutes. *(December 3/01)*

22. Council to inform owners of minutes

22.1 The council must circulate to or post for owners the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved. *(December 3/01)*

23. Delegation of council's powers and duties

23.1 Subject to bylaws 23.2, 23.3 and 23.4, 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. *(December 3/01)*

23.2 The council may delegate its spending powers or duties, but only by a resolution that

(a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or *(December 3/01)*

(b) delegates the general authority to make expenditures in accordance with bylaw 23.3. *(December 3/01)*

23.3 A delegation of a general authority to make expenditures must

(a) set a maximum amount that may be spent, and *(December 3/01)*

(b) indicate the purposes for which, or the conditions under which, the money may be spent. *(December 3/01)*

23.4 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, *(December 3/01)*

(b) whether a person should be fined, and the amount of the fine. *(December 3/01)*

24. Spending restrictions

24.1 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. *(December 3/01)*

25. Limitation on liability of council member

25.1 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. *(December 3/01)*

25.2 Bylaw 25.1 does not affect a council member's liability, as an owner, for a judgment against the strata corporation. (December 3/01)

25.3 All acts done in good faith by the council are, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of a member of council, as valid as if the council member had been duly appointed or had duly continued in office. (December 3/01)

Enforcement of Bylaws and Rules

26. Fines

26.1 Except where specifically stated to be otherwise in these bylaws, the strata corporation may fine an owner or tenant

(a) \$100.00 for each contravention of a bylaw, and (December 3/01)

(b) \$25.00 for each contravention of a rule. (December 3/01)

26.2 The council must, if it determines in its discretion that a resident is in repeated contravention of any bylaws or rules of the strata corporation, levy fines and the fines so levied shall be immediately added to the strata fees for the strata lot and shall be due and payable together with the strata fees for the strata lot in the next month following such contravention. (December 3/01)

27. Continuing contravention

27.1 Except where specifically stated to be otherwise in these bylaws, 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. (December 3/01)

Annual and Special General Meetings

28. Quorum of meeting

28.1 If within 1/2 hour from the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned for a further 1/2 hour on the same day and at the same place. If within a further 1/2 hour from the time of the adjournment, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum. (December 3/01)

This bylaw 28.1 is an alternative to section 48(3) of the Act. This bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting. (December 3/01)

29. Person to chair meeting

- 29.1 Annual and special general meetings must be chaired by the president of the council. *(December 3/01)*
- 29.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council. *(December 3/01)*
- 29.3 If neither the president nor the vice president of the council is willing or able to chair the meeting, the property manager may chair the meeting if so agreed to by a majority of the eligible voters present in person or by proxy, otherwise a chair must be elected by the eligible voters present in person or by proxy from among those persons, eligible to vote, who are present at the meeting. *(December 3/01)*

30. Participation by other than eligible voters.

- 30.1 Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote. *(December 3/01)*
- 30.2 Persons who are not eligible to vote, may participate in the discussion at a meeting, but only if permitted to do so by the chair of the meeting. *(December 3/01)*
- 30.3 Tenants who are not eligible to vote, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting. *(December 3/01)*

31. Voting

- 31.1 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the Act. *(December 3/01)*
- 31.2 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules. *(December 3/01)*
- 31.3 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the strata corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules, including legal costs, for which the owner is responsible under section 131 of the Act. *(December 3/01)*
- 31.4 At an annual or special general meeting, voting cards must be issued to eligible voters. *(December 3/01)*
- 31.5 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. *(December 3/01)*

- 31.6 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. *(December 3/01)*
- 31.7 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. *(December 3/01)*
- 31.8 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. *(December 3/01)*
- 31.9 Despite anything in bylaws 31.1 to 31.8 (inclusive), an election of council or removal of a council member must be held by secret ballot, if the secret ballot is requested by one third of the eligible voters. *(December 3/01)*

32. Electronic attendance at meetings

- 32.1 A person who is eligible to vote may attend an annual or special general meeting by electronic means so long as the person and the other participants can communicate with each other. *(December 3/01)*
- 32.2 If an annual or special general meeting is held by electronic means with a person, the person is deemed to be present in person for the purposes of the meeting. *(December 3/01)*

33. Order of business

- 33.1 The order of business at annual and special general meetings is as follows:
- (a) certify proxies and corporate representatives and issue voting cards; *(December 3/01)*
 - (b) determine that there is a quorum; *(December 3/01)*
 - (c) elect a person to chair the meeting, if necessary; *(December 3/01)*
 - (d) present to the meeting proof of notice of meeting or waiver of notice; *(December 3/01)*
 - (e) approve the agenda; *(December 3/01)*
 - (f) approve minutes from the last annual or special general meeting; *(December 3/01)*
 - (g) deal with unfinished business; *(December 3/01)*
 - (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting; *(December 3/01)*
 - (i) ratify any new rules made by the strata corporation under section 125 of the Act; *(December 3/01)*

- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting; *(December 3/01)*
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting; *(December 3/01)*
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act; *(December 3/01)*
- (m) elect a council, if the meeting is an annual general meeting; *(December 3/01)*
- (n) terminate the meeting. *(December 3/01)*

Small Claims Court Proceedings

34. Authorization to proceed

- 34.1 The strata corporation may proceed under the *Small Claims Act*, without further authorization by the owners, to recover from an owner or other person, by an action in debt in Small Claims Court, money owing to the strata corporation, including money owing as administration fees, bank charges, fines, penalties, interest or the costs, including legal costs, of remedying a contravention of the bylaws or rules and to recover money which the strata corporation is required to expend as a result of the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family. *(December 3/01)*

User Fees

35. User fees

- 35.1 The strata corporation may from time to time impose user fees for use of common property or common assets as set out in the rules of the corporation. *(December 3/01)*

Display of Signage and Erection of Fixtures

36. Display of signage and erection of fixtures

- 36.1 Real estate signs must not be displayed in a strata lot or on the common property except in the location designated by the strata corporation for real estate signs. *(December 3/01)*
- 36.2 Subject to bylaw 36.1 and subject to Part 16 clause 322 of the Canada Elections Act, a resident or owner must not erect or display or permit to be erected or displayed any signs, fences, billboards, placards, advertising, notices or other fixtures of any kind on the common property or in a strata lot, unless authorized by the council. This shall include exterior painting and the addition of wood, ironwork, concrete or other materials. *(December 3/01)*

Insurance

37. Insuring against major perils

- 37.1 The strata corporation must insure against major perils, as set out in regulation 9.1(2), including, without limitation, earthquakes. *(December 3/01)*

Storage

38. Storage lockers and bicycle storage

- 38.1 A resident must store bicycles and tricycles only in the bicycle storage room or in a strata lot. *(December 3/01)*
- 38.2 A resident must not store any hazardous, flammable or noxious substances in storage lockers or on common property. *(December 3/01)*

Parking

39. Parking

- 39.1 A resident must not store uninsured vehicles on the common property, limited common property or on land that is a common asset. *(December 3/01)*
- 39.2 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage and thereafter on request of council. *(December 3/01)*
- 39.3 An owner must not lease his/her parking stall to any person other than an owner or occupant. *(December 3/01)*
- 39.4 A resident must park only in the parking stall assigned to the resident. *(December 3/01)*
- 39.5 A resident must not park or store any vehicle that drips oil or gasoline. A resident must remove any dripped oil, gasoline or other automotive residue. *(December 3/01)*
- 39.6 Guest parking is permitted for stays not exceeding 48 hours where notice is posted on the dashboard of the vehicle stating date and time of arrival and the number of the suite authorizing the use. Extensions may be granted at the discretion of council. *(December 3/01)*
- 39.7 No property other than a vehicle may be stored in a parking stall. *(December 3/01)*
- 39.8 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.

- 39.9 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.

Moving

40. Moving in/out procedures

- 40.1 An owner must conform and ensure that any tenants conform to the Move In and Move Out rules established by council from time to time. *(December 3/01)*
- 40.2 An owner must pay the strata corporation a moving in fee of \$100.00 prior to taking possession of the strata lot. *(December 3/01)*
- 40.3 Within two weeks of renting a strata lot, the landlord must pay the strata corporation a moving in fee of \$100.00. *(December 3/01)*
- 40.4 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.
- 40.5 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.
- 40.6 A resident must ensure that all common areas are left damage free and clean upon completion of the move.

Rentals

41. Residential rentals

- 41.1 An owner, prior to possession of a strata lot by a tenant, must deliver to the tenant the current bylaws and rules of the strata corporation and a Notice of Tenant's Responsibilities in Form K. *(December 3/01)*
- 41.2 Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act. *(December 3/01)*

Miscellaneous

42. Miscellaneous

- 42.1 Utilization of barbecues other than electric or propane barbecues is prohibited. The use of any electric or propane barbecues is permitted on the sole condition that the user has a properly maintained 5-lb. ABC fire extinguisher available at the barbecue site. Council reserves the right to restrict or prohibit the use of any barbecues which council deems to pose a risk to the comfort, safety and/or security of the building or its residents. All barbecues kept on site must be CSA approved and cannot exceed a BTU rating of 15,000.

43. Security

- 43.1 A resident or visitor must not allow anyone to enter the building unless the person is known to them.
- 43.2 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.
- 43.3 A resident or visitor must ensure that all common area doors are firmly pulled shut when entering and exiting the building.
- 43.4 A resident or visitor on entering or exiting the underground parkade must stop and wait until the gate fully closes before driving away.