

FOLKSTONE – LMS 3973 RULES

GENERAL RULES:

The Rules, following, have been developed for the preservation of the overall consistent appearance and the value of the interior and exterior of the building.

It is the intention of the Strata Corporation to maintain both a secure, livable environment and a property of good resale value. It is in this context that these Rules have been developed.

Adequate Insurance

Neither one of the Strata Corporation, Strata Council, nor the Managing Agent are responsible for any personal injury, loss or damage to personal property in a strata lot, limited or common property. However, an owner may be responsible for all actions, damages and/or injury caused by themselves or their guests.

Therefore, an owner should check with their household insurance agent and inquire about additional insurance for a condominium owner who will cover an owner in the event of such injury or damage.

If you have made any changes in your apartment, such as upgrading the carpet or cupboards, you will have to insure these over and above the Strata Corporations coverage.

Alterations to Common Property

An owner shall not make any structural changes or alterations to the Common Property including limited Common Area *e.g. Balconies and patios*, unless the Strata Council has granted approval to the owner, in writing. If an owner makes structural changes/alterations without the consent of the Strata Council, the owner will be asked to restore the area to its original condition. If the owner fails to do so, the Strata Council will authorize work to have the area restored and the owner will be charged with all cost incurred.

The Strata Council will not approve any item using screws or nails to affix items to the exterior of the building as it may allow water through the membrane damaging the structure and the interior of the building. Changes shall include hanging baskets, shelves and decorations.

Changes that have already been made without the Strata Council's approval must still be brought to the Council for approval.

Apartment Entry

The owner has the only key to the strata lot. Therefore, if you lose your keys you must call a locksmith to gain entry. If access to your strata lot is required you will be contacted to provide entry. Owners are to leave emergency contacts with the Property Manager. The Property Manager will first attempt to contact the owner or occupant. If there is a danger to the building, other suites or common property the Property Manager may have a locksmith access the suite to effect repairs – at the owner's expense.

Please ensure an Emergency Contact is supplied to the Strata Council and Property Manager. If you are absent from your suite for an extended period of time, please ensure Mender Property Services Ltd., a Strata Council Member or a neighbor is notified.

One time per year the Strata Corporation will be entering your strata lot, with notice, to check all fire equipment contained in the suite.

Air Conditioners

Owner may not install air conditioners without the prior written consent of the Strata Corporation.

Animals

Pets are only allowed under the following restrictions:

- Owners/Occupiers must keep their pets within their strata lot and under their control, and under no circumstances are dogs allowed within the halls, parking level, gated and fenced areas unless leashed.
- Animals are to be exercised off the property to maintain the plant areas.
- Owners would be responsible for picking up immediately, any wastes that such pets may have deposited.

- Pigeons, seagulls, crows and other wildlife are not to be fed from any Strata Lot, Limited Common or Common Property.

Balconies and Patios

Balconies are to present an overall neat appearance at all times. They are not to be used for storage or for hanging or drying clothes. Only seasonal furniture is to be visible on the balconies or patios.

Ground floor patios may be planted with any plant material within the confines of the patio, or patio fences, but owners must have prior written consent to add or remove plant or other materials in the gardens outside this area.

When cleaning balconies or watering plants, owners should take care not to drip or let water run over the side and onto another balcony or patio.

Mops, brooms, and rugs should not be shaken over the edge of the balconies or into the garden areas. As well, cigarette butts, bottle caps, etc. should be disposed of with the owner/resident garbage and not into the common property.

Only propane or electric Bar-B-Q's are allowed. Ensure that your Bar-B-Q is kept away from the walls so that no damage from heat is caused to the exterior envelope of the building.

Bicycles

No bike shall be locked to the stair railings as they present a hazard to pedestrians using the stairs and should not be locked to the gates as it causes damage and obstructions to other owners/residents.

Changing Locks

An Owner may change locks as long the changes match the color of the original installation.

Electrical/Plumbing/Structural/Heating or Gas Additions

Owners shall not add to without first notifying the strata council and providing the appropriate municipal or provincial permits.

Fire

The Fire System and Panel are one system. An owner must not tamper with or alter any component, including those in the suites, of this system, as any change will affect the entire building system.

In case of a fire, DO NOT use the elevator; use the stairs. There are no ashtrays in the common property; therefore, you and/or your guest may not smoke in the halls, lobby or parking lot.

Owners shall not accumulate or store any waste, flammable or dangerous materials in their apartments, on balconies, patio, lockers, parking stall or any common area that would create any safety, fire, or health hazard.

Garbage - Recycling

All garbage is to be disposed of in the bins provided in the area in the parking garage. Garbage must be wrapped and tied securely before placing in the bins. If you do spill or drop something in the halls, parking area or around the bin, please clean it immediately.

Landfills now have a requirement for bins to contain less than 10% cardboard. When the contents of the bins exceed 10% cardboard the Strata Corporation is subject to additional dumping fees. Therefore all cardboard boxes are to flat and disposed of through the recoil materials.

In order to cut down the amount of pickups and to protect the environment, the City of Vancouver and the Strata Corporation have made recycling bins available to all owners. They are located in the Garbage Room. Please dispose of as much of your recyclable materials as possible in the correct bin. Bins are labeled on the front of the lid and side as to which recycle material is handled in that bin.

Grounds and Landscaped Areas

Owners are responsible for the care of the gardens in the boundaries of the patios.

An owner may not:

- Construct any fencing, plant any new trees, bushes, shrubs etc. on, or in any way alter, the limited common property or common property without first obtaining the written permission of the Strata Council;
- Do, or permit to be done, anything that may cause damage or prevent growth to trees, plants, bushes, flowers and grass in the common property or interfere with the maintenance of the common property.

Holiday Decorations and Lighting

Holiday decorations and lighting are permitted on a strata lot for the duration of the holiday. Installation not to occur prior to November 15th and must be taken down prior to January 15th. A fine of \$ 50.00 will be imposed if this regulation is broken. The Strata Council may authorize the removal of it, and invoice the owner for the costs incurred.

Mail

To ensure the area around the mailboxes remains clean. Owners are to:

- Remove mail on a regular schedule
- Return unwanted mail to the Post Office
- Dispose of unwanted "junk" mail in the container provided in the lobby.

Mats – Owner's Doorways

Mats may be placed in the front of the suite doors. The mat size shall not exceed the width of the door. Owners are responsible to clean their individual mat and the area under it.

Municipal Rules

Owners shall conform to all Municipal Rules and Regulations relating to police, traffic, pets, noise, health and other matters.

Noise

An owner will:

- not make or permit any sound to be made in or about any strata lot, limited common property or common property which, in the opinion of the Strata Council, is a nuisance or unreasonably interferes with the use and enjoyment of a strata lot or the common property by any other owner;
- ensure that any noise created by pets does not unreasonably disturb the use and enjoyment of a strata lot or the common property by any other owner;
- confine private parties to the strata lot of the owner and any noise kept at a minimal volume after 11:00 p.m. Balcony, patio doors, and windows should be kept closed;
- remember to be courteous to your surrounding neighbors and have your guests leave the building quietly.
- Your neighbors will appreciate it if you would limit the use of water (i.e. showers, washing machines or dishwashers) and noise making appliances between 11:00 p.m. and 6:00 a.m.

Parking Underground

- No vehicle may be parked or stored on the common property except private passenger motor vehicles and bicycles in designated areas. Without limiting the generality of the foregoing, prohibited vehicles include derelicts, trailers and uninsured vehicles.
- Do not park or block aisles, ramps, common property spaces, and garbage or storage areas.
- All parking stalls are limited common property assigned to a specific strata lot. There is no parking in another stall without written approval from the owner of the strata lot who has been assigned the parking stall. Both the Strata Council and the Property Manager should have a copy of the assignment for information only.
- For security reasons, owners shall not rent/assign a parking stall to anyone who lives outside the building.

Cars found parked in contravention of the rules may be towed away at the owner's expense upon reasonable notice. The Strata Corporation, Strata Council and the

Management Agent will not accept responsibility for vehicles, or damage to vehicles, which are towed away.

Parking Underground - Care of Stalls

- Owners are responsible for keeping their parking stalls clean.
- Due to the status of the drain system being a protected area. No vehicle leaking any substance shall be parked in the underground parking lot. A \$50 charge will be levied to an individual owner if the parking bay is not maintained.
- Owners are requested to pick up all papers and other debris in or around their assigned stalls. Storage of tires, car parts, bicycles or any other items in the stall is not permitted.
- Vehicle repairs are strictly prohibited, in any parking area of the building except minor maintenance not involving automotive fluids.

The Strata Corporation will conduct routine scheduled maintenance to the parking area. Additional maintenance to a parking area to remedy damage or staining in an individual parking stall will be invoiced to the individual owner.

Playing on the Common Property

No skateboarding, rollerblading, street hockey, baseball or racquet related games are to be played on the common property including gated areas and parking area, because of noise, the possible damage to property or injury. An individual owner will be held responsible for property damage or injury that has resulted from their actions, including persons residing in the strata lot (including minors) and their guests. The Strata Corporation, Strata Council and the Management Agent will not accept responsibility for damage or injury which occurs from such play.

Plumbing

If your toilet or sink is plugged, use a plunger to unplug it. (We strongly recommend you purchase a plunger to keep on hand) If it is necessary to call a plumber to resolve the problem and the Owner has created the problem, he/she will be responsible for any costs incurred.

Rental of a Strata Lot by an Owner

There is currently no restriction on renting your unit. However, a Form K, Notice of Tenant's Responsibilities must be submitted to the tenant and the Strata Corporation.

The owner will lease their strata lot for a rental period of not less than one (1) year to ensure stability of the tenancy.

Signs

The Strata Council must approve all signage. The posting of signs, posters etc. is permitted on the notice board provided by the Strata Council. All signs, posters etc. must be dated and will be removed after 30 days.

Storage

Storage is restricted in the common areas to the individuals lockers assigned. Items may not be stored in the parking area as they present a fire hazard.

Use of Premises

Owners may not use the premises for any other purpose than that of a residence or home based business or uses the premises or any part thereof, for any illegal purpose.

Window - Cleaning

Owners are responsible for cleaning interior and all accessible exterior windows. The inaccessible exterior windows will be cleaned by the Strata Corporation.

Window - Coverings

To ensure the overall appearance of the property, owners shall ensure that all window coverings are to be of a white to a neutral cream color when viewed from the exterior of

the building. An Owner may, at their discretion, change/add various window treatments to the inside of their apartment as long as the additional window coverings, in the opinion of the Strata Council, do not detract from the exterior appearance of the property. Post no flags, banners or political signs. No laundry is to hang exposed to public view.

Security

Security is everyone's responsibility. Report any thefts to your Strata Council Members or your Property Management Company.

Owners are responsible for their guests and anyone they allow into the building.

Building Security

When you are at home:

- never let anyone into the courtyard or building you do not know. Meet your visitors in the Courtyard.
- get to know your neighbors and let your neighbors get to know you;
- when entering or leaving the building or your apartment always make sure all doors are closed, latched and locked behind you. An open door is an invitation to trouble;
- when you answer your Entry Phone ensure you know who you are letting into the building. If you don't know who is on the other end of the line, do not let them in. If you are unsure of who is at the front entrance, go to the door to let them in. If you do not know them do not let them in;
- if you see a stranger in the building or on the parking level let them know you have seen them, ask them to leave if they should not be in the building and/or tell someone.

When you are **not** at home;

- always ensure the doors and windows of your apartment are locked when unattended;
- let your neighbors know when you are gone and when you will be back;
- let your neighbor know where you are or who to contact in case of an emergency;
- put your lights, TV/radio on timers even though your venetian blinds are closed;
- stop delivery of your mail and newspapers or have your neighbor clear your mail and newspapers;
- create that "lived in, at home look" even when you are gone.

Parking Underground – Entering and Exiting Safely

- Look to see if there is anyone close to the entrance and watch to ensure no one enters the underground parking at the same time.
- On entry and exit, when the gate opens, drive through so that your car clears the gate and stop. Watch for the gate to close completely before you proceed. Again, ensure no one has entered the underground parking while the gate is open..
- If there is a car following you into the underground parking, drive through to the other side of the gate, stop and allow the gate to close before proceeding.
- If you are following a car into the underground parking, the gate should close completely before you open the gate to proceed.
- When entering and exiting the building ensure that the doors are closed and latched properly behind you. An open door is an invitation to thieves.
- If someone enters the underground parking with you, let them know that you have seen them, ask them to leave if you don't know them, and/or tell someone.

Generally, you may want to consider:

- Use a locking device, such as "The Club" to secure your car from theft.
- Purchase a vehicle alarm system.
- You may even want to disconnect your battery if your car is parked for a long period.

Don't provide any opportunity for thieves to rob you:

- leave your ashtray, and glove box open to show that you do not have money, credit cards, CD's or keys in your car;
- remove all valuables from your car;
- if you must leave valuables in your car, secure them out of site in your trunk;
- **PROTECT YOUR KEYS AND REMOTE CONTROLS**