



Fraser Campbell Property Management Ltd.

STRATA PLAN NW 2969

Park Place Estates

BY-LAWS

Attached hereto are the by-laws for Strata Plan NW 2969

For legal purposes please obtain a true copy as registered at the Land Titles Office.

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Registered	December 3, 2001	BR327755
Amendment Registered	November 10, 2014	CA4072405

NOTE: This by-law package may or may not contain the basic by-laws of the Strata Property Act.

Bylaws of Park Place Estates (NW2969)

INTERPRETATION

It is a basic principle underlying these bylaws that the strata corporation be maintained in perpetuity as an adult-oriented community. The interpretation of these bylaws shall be in accordance with this intent.

Duties of Owners, Tenants, Occupants and Visitors

Payment of Strata Fees

1. An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
2. Where maintenance fees (Contributions) are not paid in accordance with the Strata Act, the strata council shall have the authority to levy a fine of \$50.00 per month upon the account of any delinquent owner.

Repair and Maintenance of Property by Owner

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

1. An owner, tenant, occupant 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,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property or common assets or another strata lot,
 - (d) is illegal, or
 - (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.
2. An owner, tenant, occupant 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.
3. An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secure when on the common property or on land that is a common asset.
4. An owner, tenant or occupant must take steps to ensure that those areas allocated to his exclusive use are free and clear of refuse and debris and shall regularly remove any leaves and accumulated matter from the deck drain to ensure the flow of water will not be obstructed.

5. An owner, tenant, occupant must not place any material on the deck surface except free standing lawn chairs and tables, without first applying in writing to the strata corporation for written consent to do so.
6. An owner, tenant, occupant must pay a fine of up to \$100 for failure to comply with (4) and (5) above.
7. An owner, tenant, or occupant must pay the insurance deductible portion of any claim arising from his failure to comply with (4) & (5) above or negligence on their part.

Use of Patios and Balconies

1. An owner, tenant or occupant shall, not place planters or other such items or equipment within any part of the limited property designated on the strata plan exclusively for the use of such owner unless, in the opinion of the 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 a strata lot shall forthwith remove planters or other such items or equipment if advised, in writing, by the strata council, to do so.

Inform Strata Corporation

2. 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.
3. 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

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:
 - (a) the structure of a building;
 - (b) the exterior of a building
 - (c) chimneys, stairs, balconies or other things attached to the exterior of the building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the Strata corporation must insure under section 149 of the Act.
2. The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
3. This section does not apply to a strata lot in a bare land strata plan.

Obtain Approval before Altering Common Property

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.

Permit Entry to Strata Lot

1. An owner, tenant or occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot.
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice, 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 section 149 of the Act.
2. The notices referred to in sub section (1)(b) must include the date and approximate time of entry and the reason for entry.

Powers and Duties of Strata Corporation:

Repairs and Maintenance of Property by the Strata Corporation

1. The strata corporation must repair and maintain all of the following:
 - (a) common assets of the strata corporation;
 - (b) common property that has not been designated as limited common property;
 - (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
 - ii) the following, no matter how often the repair or maintenance ordinarily occurs;
 - a. the structure of a building;
 - b. the exterior of a building;
 - c. chimneys, stairs, balconies and other things attached to the exterior of building;
 - d. doors, windows and skylights on the exterior of a building or that front on the common property;
 - e. fences, railings and similar structures that enclose patios, balconies and yards;
 - (d) 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;
 - 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 on the exterior of a building or that front on the common property, and
 - v) fences, railings and similar structures that enclose patios, balconies and yards.

Exterior Appearance and Alterations

1. No structure or material of any type including but not limited to signs, fences billboards, placards, advertising, mailboxes, name signs, planters, structures either permanent or temporary may be affixed or erected on any area of common property or limited common property without the prior written approval

of the strata council. Temporary signs to sell a strata lot are permitted within the guidelines established by the strata council.

2. No awning, shade or screen, air conditioning unit, and no radio or television antenna or satellite dish shall be hung from or attached to the exterior of a strata lot without prior consent of the council.
3. No laundry, washing, clothing, bedding or other articles shall be hung or displayed from windows, balconies, or other parts of the building so that they are visible from the outside of the building.
4. No structural alterations either in the interior or exterior of the building shall be made, nor the wiring, plumbing, piping or other services shall be altered or supplemented on the strata lot or within any walls or on common property without previous written approval of the council.
5. The exterior appearance of the building shall not be altered by painting wood, ironwork, concrete, or other parts exterior of the building or the strata lot without prior written consent of the council. No screen doors are allowed without prior written consent of the council.
6. Exterior Christmas decorations and lights will be permitted from November 15th until January 30th of the following year. All decorations and their fasteners are to be removed by January 30th.

Enclosures

1. No strata lot owner shall construct, build or erect a balcony or patio enclosure or any other structure on the balcony or patio of the owner's strata lot.

Cleanliness

1. An owner shall not allow the area around his premises to become untidy. Rubbish, dust, garbage, boxes, packing cases, shoes, carpets, or the like shall not be thrown, piled, or stored on any other parts of the common property. The council shall be at liberty to remove rubbish and clean up the common property and charge the expense to the owner involved.
2. Household refuse and garbage shall be suitably wrapped and placed in either plastic or metal garbage cans with lids. All wet kitchen garbage must be properly disposed of in securely fastened plastic bags.
3. Any material other than ordinary household refuse and garbage shall be removed by the individual owner or resident of the strata lot, from the complex. The garbage containers are for ordinary household refuse and garbage only.
4. An owner shall not allow his strata lot to become unsanitary.

Pets/Animals

1. No loose or unleashed pets will be permitted at any time on the common property of the strata corporation.
2. All dogs and cats are to be tagged and registered (i.e., description, name, unit number) with the Council of the strata corporation.

3. Council may levy a fine for each offence, against the owner of any strata lot whose pet violates the pet bylaw.
4. All visitors of the owners are to be informed of the rules concerning pets and the owners will be responsible for the behaviour of their guests.
5. Pigeons, seagulls, and any other birds shall not be fed from any strata lot or the common property.
6. The number of free roaming pets (i.e., cats and/or dogs) permitted to reside with any one strata lot is hereby restricted to a total of two per strata lot.
7. An owner of a pet shall immediately and completely remove all pet waste from common or limited common property and dispose of it in a waste container or by some other sanitary means. *(amended AGM Oct. 20, 2014)*

Cars

1. The parking space assigned to a strata lot shall not be rented or leased to non-residents.
2. Guest parking is permitted only in designated visitor stalls or in the driveway or garage of the host strata lot.
3. No private passenger vehicle parked shall occupy any space other than an assigned or visitor parking space and when so parked shall not be positioned as to interfere with traffic flow, fire lanes, or impede access to neighbouring vehicles or parking spaces. Residents may park in unoccupied visitor spaces from 9:00 p.m. to 9:00 a.m.
4. An owner, tenant or occupant shall not:
 - (a) carry out any oil changes
 - (b) 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.
5. No commercial vehicles shall be brought to or parked on the premises without written permission of the Council, except in the course of delivery to or removal from the premises.
6. Any cars parked in violation of the bylaws shall be removed at owner's expense.
7. Garage doors are to be kept closed except when someone is in the garage, between the hours of 9:00 p.m. and 7:00 a.m.
8. An owner shall not place or park on the common property or in any space designated for parking, recreation vehicles such as boats, trailers, motor homes, or snowmobiles.
9. Cars shall be washed only in such a manner as will not cause a mess, nuisance or annoyance to others.
10. An owner, tenant or occupant must promptly and at its own expense clean up any oil or other substance which spills or leaks onto the common property, failing which the strata council will, after providing 7

day's notice to the owner, tenant or occupant, shall undertake the clean up and assess the clean up costs against the owner, tenant or occupant.

11. All private passenger vehicles parked upon common property or assigned parking areas must be currently licensed under the current insurance and motor vehicle laws of British Columbia, must be fully insured and be in operative condition.

Use of Strata Lot

1. The strata lot shall be used exclusively as a private dwelling for one family and at least one adult person over the age of 40 years must be a resident member of the household.
2. The strata lot shall not be used for commercial or professional purposes or for any purpose, which may be illegal or contrary to any Government Rules or Ordinances or injurious to the reputation of the building or its Owners.
3. When the purpose for which a strata lot is intended to be used is shown expressly or by necessary implication on or by the registered strata plan, the strata lot shall not be used for any other purpose.

Disturbance of Others

1. No noise shall be made in or about any strata lot or the common property which in the opinion of the strata council is a nuisance or unreasonably interferes with the use and enjoyment of any other strata lot by its owners.
2. Mops or dusters of any kind shall not be shaken from, and nothing shall be thrown out any window, door, or other part of the strata lot or the common property.
3. No restrictions or hindrances shall be caused to sidewalks, entrances, exits, passages, stairways, or other parts of the common property.
4. No owner, guest or visitor shall be permitted to trespass in the part of the property to which another owner is entitled to exclusive occupation.
5. Cycling on common property, excluding roadways is prohibited.
6. Carpentry or similar alterations shall be limited to the hours of 8:00 a.m. to 8:00 p.m. Monday through Saturday inclusive.
7. No barbecues other than those fuelled by propane or natural gas or electricity may be used on the patios, decks or balconies or any part of the common property, and will, at all times, be subject to the B.C. Gas Safety Branch Regulations currently in effect.

Hazards

1. Everything should be done to reduce fire hazards and nothing should be brought or stored on a strata lot or the common property which will in any way increase or tend to increase the risk of fire or the rate of fire insurance or any other insurance policy held by the strata corporation, or which will invalidate any insurance policy.

2. No material substances, especially burning material such as cigarettes, or matches shall be thrown out or permitted to fall out of any window, door, balcony or other part of the strata lot or common property.
3. In the event of an emergency emanating from a strata lot whose occupant cannot be contacted, access for protection of common property or safety may have to be gained by force at the occupant's expense.

Recreation Centre

4. All owners, tenants and visitors shall comply with the rules and regulations regarding the recreation building as established by the strata council from time to time.

Rental Limitation Bylaw

1. The number of units within Strata Plan NW 2969 that may be leased by the owners shall be (2).
2. An owner who wishes to lease his strata lot shall apply in writing to the strata corporation for permission to lease within the prescribed limit.
3. An owner who leases his strata lot shall provide to the strata corporation a Form K Notice of Tenant's Responsibility. Failure to provide Form K within ten days of commencement of a tenancy shall be cause for a \$50.00 per month fine against the strata lot owner.
4. Where the limit of leased units established in the bylaw is reached, no further rentals shall be permitted.
5. Where the strata council grants to an owner permission to lease his strata lot, the applicant must exercise such permission within 90 days of the date of the approval of application.
6. Where an owner leases his strata lot in violation of subsection (2), the strata corporation shall levy a fine of \$500 per month during the period of lease and may take all necessary steps to terminate the tenancy agreement or lease on behalf of the strata lot.
7. An owner who leases his strata lot in contravention of subsection (4) of his bylaw shall be fined \$400.00 for the first month of violation and such fine shall be increased by \$50.00 for each successive month of violation to a maximum of \$500.00 per month.
8. Should any portion of this bylaw be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation enforcement of the bylaw each sub-paragraph hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.

Earthquake Insurance Deductible

1. Where the Strata corporation is required to repair, replace and/or maintain any portion of the common property, common facilities, assets, including strata lots compromised in the building(s) (the "Property"): that are usually the subject of insurance and whereas the strata corporation is subject to any insurance deductible greater than five (5) percent of the insured value of the Property caused by an earthquake the strata corporation shall levy a special assessment upon all owners of the strata

corporation in proportion to the respective unit entitlement of each owner's strata lot in an amount as may be required to complete all repairs to replacement of the Property as necessary.

2. In the event of an earthquake, the special assessment shall immediately become due and payable in full and any owner who sells, conveys or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay the special assessment over a period of six (6) months such payments to be equally divided and commencing on the first day of the month following declaration of this bylaw the strata council or any duly appointed administrator in lieu of the strata council. Any instalment not made on the first of each month shall be assessed a fine of \$100. The strata corporation may further add interest charges.
3. This special assessment shall be considered as part of the common expenses of the strata corporation and shall be applicable where an owner fails to make the required payment as authorized by this bylaw.

Special Assessment or Levies

1. Where the strata corporation requires money to meet its obligations pursuant to the Strata Act and where such monies are not included in the annual operating budget of the strata corporation pursuant to the Strata Act, the strata corporation shall have the authority to raise by special resolution of the owners a special assessment or levy upon the owners in proportion to unit entitlement for the individual strata lots.

Council

Council Members' Terms

1. The terms 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 re-election.
3. The strata council shall be elected by and from among the owners and shall consist of not fewer than 5 or more than 7 members. When a position on council is vacated the strata council may appoint an owner to fill the vacancy until the end of the term however where a position on council is vacated resulting in their being fewer than 5 council members, the remaining council members must appoint an owner to fill the vacancy until the end of the term.
4. Any council member who misses more than 3 regular council meetings during his or her term of office shall be deemed to have resigned and the position shall be considered terminated and vacant.
5. The strata council may not, except in emergencies, authorize, without authorization by a special resolution of the strata corporation, and expenditure exceeding \$1500.00 which was not in the annual budget of the corporation and approved by the owners at a general meeting.

Removing Council Member

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, removed 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

Replacing Council Member

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 or more months, person 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 and the bylaws respecting the calling and holding of meetings.

Officers

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.
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:
 - (a) While the president is absent or is unwilling or unable to act; or
 - (b) 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

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 replacement.
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:
 - (a) All council members consent in advance of the meeting, or
 - (b) 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.

4. The council must inform owners about a council meeting *as soon as feasible* after the meeting has been called.

Requisition of Council Hearing

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 application a written decision within one week of the hearing.

Quorum of Council

1. A quorum of the council is
 - (a) 1, if the council consists of one member
 - (b) 2, if the council consists of 2, 3, or 4 members
 - (c) 3, if the council consists of 5 or 6 members
 - (d) 4, if the council consists of 7 members
2. Council members must be present at the council meeting to be counted in establishing quorum.

Council Meetings

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 attend council meetings as observers.
4. Despite subsection (3), 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;
 - (b) Rental restriction bylaws exemption hearings under section 144 of the Act;
 - (c) 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

1. At the 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

1. The council must inform owners of the minutes of all council meeting within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of Council's Powers and Duties

1. Subject to subsections (2) and (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 power or duties, but only by a resolution that:
 - (a) Delegates the authority to make an expenditure of specific amount for a specific purpose, or
 - (b) 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 purpose 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

Limitation on Liability of Council Member

1. A person may not spend the strata corporation's money unless the person has been delegated the person to do so in accordance with these bylaws.
2. Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Enforcement of Bylaws and Rules

Maximum Fine

1. The strata corporation may fine an owner or tenant a maximum of up to
 - (a) \$200.00 for each contravention of a bylaw, and
 - (b) \$50.00 for each contravention of a rule.

Continuing Contravention

1. 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.

Annual and Special General Meetings

Person to Chair Meetings

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 form among those persons who are present at the meeting.

Participants by Other than Eligible Voters

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 include tenants and occupants must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

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 precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.

Order of Business

1. The order of business at annual or special general meeting is as follows:
 - (a) Certify proxies and corporate representatives and issues voting cards;
 - (b) Determine that there is a quorum
 - (c) Elect a person to chair the meeting, if necessary;
 - (d) Present to the meeting proof of notice of meeting or waiver of notice;

- (e) Approve the agenda;
- (f) Approve minutes from the last annual or special general meeting;
- (g) Deal with unfinished business;
- (h) Receive reports of council activities and decisions since the previous annual general meeting, including reports of committees and decisions since the previous annual general meeting;
- (i) Ratify any new rules made by the strata corporation under section 125 of the Act;
- (j) Report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- (k) Approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) Deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) Elect a council, if the meeting is an annual general meeting;
- (n) Terminate the meeting.

Voluntary Dispute Resolution

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 dispute if
 - (a) All the parties to the dispute consent, and
 - (b) The dispute involves the 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 consent to, or chosen by a method that is consented to, by all the disputing parties.

3. The dispute resolution committees must attempt to help the disputing parties to voluntarily end the dispute.

1st Revision: JANUARY 24, 2002

2nd Revision: OCTOBER 2010

3rd Revision: OCTOBER 2013

4th Revision: OCTOBER 2014

STRATA PLAN NW 2969

PARK PLACE ESTATES

POLICIES – RULES AND REGULATIONS

PARKING

Council can fine and tow violators of the parking bylaws without notice; however, it is the practice of council to give at least one warning notice.

All visitors using a visitor parking stall are required to place a visitor's parking pass in a visible place within the vehicle. *(Approved AGM October 2013).*

MAILBOXES

All mailboxes on the exterior of the units will be all brass 15" wide by 8" high by 6" deep (approximate dimensions).

RECREATION CENTER *(Approved AGM October 2013).*

1. Owners may not use the clubhouse without booking in advance with a council member.
2. A refundable \$50 damage deposit is required upon booking.
3. Owners may not do any cooking with gas or open flame equipment inside the clubhouse.
4. No commercial sized utensils may be used while cooking food on the clubhouse stove.
5. The kitchen, the stove and the fridge must be cleaned after the use of the clubhouse and all personal items removed from the clubhouse.
6. The clubhouse must be vacated by 10:30 p.m.
7. Loud music is not allowed.
8. Visitors must observe all visitor parking regulations.
9. Any violation of the above rules will result in forfeiture of the \$50 deposit for the clubhouse rental.

10. Any garbage must be removed from the clubhouse and disposed of on the strata lot of the owner responsible for the rental.

REAL ESTATE SIGNS

The only signs permitted are a 24" by 8" "shingle" hung from the common real estate post at the entrance. The sign must identify the unit number and must be removed when the unit is sold. Signs in unit windows and on the common areas are not permitted.

MINUTES

A draft of the minutes of any council meeting will be prepared by the agent and submitted to council for approval prior to distribution. Council therefore waives contractual obligation of the management company to have the minutes on site within 72 hours of the council meeting.

PETTY CASH

The maximum expenditure from petty cash will be \$50.00. The receipt must be signed by two (2) council members with the project noted on the receipt. *(Amended AGM Oct. 2014)*

COMMUNICATION

Residents must write the strata council or management company before their concerns will be placed on the agenda for a council meeting. A mailbox in the recreation room is provided for the convenience of all residents to facilitate communication with the strata council.

NOISE

Unfortunately, there is not sufficient sound proofing between the upper and lower units. Therefore, residents are encouraged to discuss with their neighbors what hours appliance (i.e. garbuerator, vacuum or laundry equipment) which may cause a disturbance can be used without causing any undue disturbance. As a general guideline, the use of these appliances should be limited to 8:00 a.m. to 8:00 p.m. unless discussed with your neighbors.

FLOWER BEDS

Residents are permitted to enhance the existing landscaping by planting flowers in the existing garden beds. When they do so the resident then assumes the responsibility for maintaining that bed. Residents who do so must advise the strata council so that the landscaper can be advised. If the flowerbed is not maintained, the strata will reclaim it.

T-PARKING

Owners may not t-park their vehicles on the driveway or fire lane except to unload groceries for no more than 15 to 20 minutes. *(Approved AGM October 2010).*

STORAGE OF FUEL

The storage of gasoline, diesel and/or kerosene on or within the strata lot, common or limited common property is strictly prohibited. *(Approved AGM Oct. 2014)*

