

# **STRATA CORPORATION**

**LMS 1781**

**THE CAMELOT**

**BYLAWS**

**Approved at the Annual General Meeting held January 15, 2013  
Amended March 2, 2016 Reg.# CA5131184  
Amended June 27, 2018 Reg.# CA6915051**

# Strata Corporation LMS 1781 – The Camelot

## BYLAWS

### 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.

### 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.

#### 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.
- 2.2 Where an owner fails to pay strata fees in accordance with bylaw 2.1 after ten (10) days, outstanding strata fees will be subject to a fine of \$100.00 for each contravention of bylaw 2.1.
- 2.3 If an owner is late in paying any strata fee or additional strata fee, the owner must pay to the strata corporation interest on the late payment of ten per centum (10%) per annum, compounded annually, commencing from the date the payment was due and continuing until paid in full.
- 2.4 An owner must provide the strata corporation or its agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the strata corporation, dated as of the first day of each month or, if applicable, written authorization for monthly automatic debit from the owner’s bank account.
- 2.5 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.
- 2.6 Where an owner fails to pay a special levy in accordance with bylaw 2.5, outstanding special levies will be subject to a fine of \$100.00 and an interest charge of 10% per annum, compounded annually.

#### 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.

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.

#### **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,
- (b) causes unreasonable noise,
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
- (d) is illegal,
- (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, or
- (f) will unreasonably increase the risk of fire within the strata plan.

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.

4.3 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

4.4 (a) For the purposes of these bylaws, "strata insurance" means the insurance coverage obtained and maintained by the strata corporation pursuant to the Act and these bylaws.

(b) If an owner is responsible for any loss or damage to a strata lot, common property, limited common property, or common assets, that owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the strata lot, common property, limited common property or common assets but only to the extent that such expense is not reimbursed from the proceeds received by operation of any strata insurance policy.

(c) For clarity and without limiting the generality of the word "responsible" as interpreted by the courts or a tribunal in connection with section 158(2) of the Act, an owner is, under bylaw 4.4(b), responsible for:

(i) any loss or damage to the common property, limited common property, common assets or to any strata lot, and/ or personal injury or death, where the cause of such loss or damage is the result of an act, omission, negligence or carelessness of the owner, and/or owner's tenants, occupants, and visitors (including family members, employees, agents, contractors, guests or invitees);

(ii) any loss or damage caused to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot or limited common property designated for the exclusive use of such owner's strata lot, including, but not limited to, anything arising from any of the following:

- A. dishwasher;
- B. refrigerator with ice/water dispensing capabilities;
- C. garburator, water purification or treatment system
- D. washing machine;
- E. toilets, sinks, bathtubs, showers;
- F. dedicated plumbing related pipes and fixtures, that solely service a strata lot;
- G. fireplaces;
- H. exhaust fans and humidifiers/dehumidifiers, portable air conditioners;
- I. anything introduced into the strata lot by the owner;
- J. any alterations or additions to the strata lot, the limited common property or the common property made by the owner or by prior owner(s) of the strata lot;
- K. any pets residing in or visiting at the owner's strata lot;
- L. any person residing in or visiting at the owner's strata lot; and
- M. barbecues or smokers; and

(iii) legal costs incurred in relation to defending any claim against the strata corporation, and/or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis, including disbursements, expenses, taxes, filing and/or Court fees, all on a full indemnity basis.

(d) For the purposes of these bylaws, any insurance deductible paid or payable by the strata corporation will be considered an expense not covered by the strata insurance proceeds received by the strata corporation and will be charged to the owner.  
(the "New Bylaw"); (*CA69155051, SGM, June 27, 2018*)

4.5 A resident must not use, or permit to be used, the strata lot except as a private dwelling home and, unless granted prior written approval by the council, a resident must not allow more than four persons to occupy a strata lot originally designated by the owner developer as a one bedroom unit and not allow more than five persons to occupy a strata lot originally designated by the owner developer as a two bedroom unit. For the purposes of this bylaw 4.5, a "person" is identified to include children, but exclude visitors staying for less than 30 days with an owner, occupant or tenant of a strata lot.

4.6 An owner or occupant who alleges hardship as a result of the passage of bylaw 4.5 may appeal to the council for permission to be exempt from bylaw 4.5 on the basis of hardship and the council must not unreasonably refuse the appeal.

4.7 An owner, tenant or occupant must not use a strata lot for:

- (a) commercial purposes such as a hotel, lodging house, vacation rental, timeshare or bed and breakfast;
- (b) a home exchange or homestay; or
- (c) short term lodging of an employee of the owner, tenant or occupant, unless the employee is a live-in nanny, housekeeper or caregiver. For the purposes of this bylaw 4.7 (c), "short term lodging" means a stay by an employee of the owner, tenant or occupant of 30 consecutive days or less in the strata lot.

## **5. Pets and animals**

5.1 A resident or visitor must not keep any pets within the storage lockers or on a strata lot or common property or on land that is a common asset except in accordance with these bylaws.

- 5.2 A resident or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- 5.3 A resident must not keep a pet on a strata lot other than one or more of the following:
- (a) a reasonable number of fish or other small aquarium animals;
  - (b) a reasonable number of small caged mammals;
  - (c) up to 2 caged birds;
  - (d) one dog or two (2) cats that are not exceeding 35 lbs each.
- 5.4 A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family.
- 5.5 A resident must apply to the council for written permission to keep a pet (a “Permitted Pet”) by registering the pet with the council within 30 days of the pet residing on a strata lot (or the passage of this bylaw) and by providing, in writing, the name of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.
- 5.6 A resident or visitor must not permit a loose or unleashed Permitted Pet (leashes cannot exceed six feet in length) at any time within on the common property or on land that is a common asset. A Permitted Pet found loose on common property or land that is a common asset shall be delivered to the municipal pound at the cost of the strata lot owner.
- 5.7 A resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a Permitted Pet or if, in the opinion of council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.
- 5.8 A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- 5.9 A strata lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- 5.10 A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

## **6. Inform strata corporation**

- 6.1 An owner must notify the strata corporation of:
- (a) within two weeks of becoming an owner; the owner’s name and any occupants’ names, strata lot number and mailing address outside the strata plan, if any; and

- (b) any mortgage or other dealing in connection with the strata lot within two weeks of such mortgaging or other dealing.
- 6.2 On request by the strata corporation, a tenant must inform the strata corporation of the tenant's name and the strata lot which the tenant occupies.
- 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;
  - (b) the exterior of a building;
  - (c) patios, chimneys, stairs, balconies or other things attached to the exterior of a 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; and
  - (h) wiring, plumbing, piping, heating, air conditioning and other services.
- 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.
- 7.3 Bylaw 5(3) of the Schedule of Bylaws to the Act does not apply to the strata corporation.
- 7.4 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.
- 7.5
- (a) Hard-surface flooring includes, but is not limited to, porcelain, ceramic, marble, slate, quarry, limestone, travertine, glass, granite, stone, bamboo, cork, hardwood, laminate, resilient flooring, linoleum, vinyl or other materials.
  - (b) An owner must:
    - (i) apply in writing to the strata council for written approval to install hard surface flooring, prior to the commencement of the installation; and
    - (ii) conform to these hard surface flooring bylaws with respect to the installation of hard surface flooring.

- (c) An owner must install the hard surface flooring in accordance with the specifications mandated by the strata council from time to time, copies of which will be provided to the owner, at the time of an owner's written request under Bylaw 7.5(b)(i).
- (d) The strata council may, in its sole discretion as a condition of its approval of the installation of hard surface flooring, require the owner to use the highest rated sound dampening materials suited to the type of hard surface flooring to be installed.

## **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.
- 8.2 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;
  - (b) obtain all applicable permits, licenses and approvals from the appropriate governmental authorities and provide copies to the strata council; and
  - (c) obtain the consent of the owners by written approval of the strata council under bylaw 8.1.
- 8.3 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;
  - (b) that the standard of work and materials is not less than that of the existing structures;
  - (c) that all work and materials necessary for the alteration be at the sole expense of the owner;
  - (d) that the owner from time to time of the strata lot receiving the benefit of an alteration to common property, limited common property or common assets must, for so 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;
  - (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 they shall have been 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 from time to time 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.

8.4 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.

8.5 An owner who, subsequent to the passage of bylaws 8.1 to 8.3 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.

## **9. Renovations/alterations**

9.1 An owner must give the council two working days' prior notice of the scheduled arrival of tradespersons or delivery of materials. Tradespersons must be licensed and bonded. Inadequate notice or work by unlicensed or unbonded tradespersons will result in the levy of fines.

9.2 A resident must not permit any construction debris, materials or packaging to be deposited in the strata corporation's disposal containers.

9.3 An owner must ensure that the delivery of any construction materials is through the parking lot and, if in an elevator, the owner must ensure the elevator is protected with proper wall pads and floor coverings. An owner must not permit any renovations/ alterations materials to be delivered through the main lobby.

9.4 A resident must be responsible to ensure:

(a) drop cloths are installed and removed daily between the elevators and the strata lot as well as between other doors to protect common areas from any spillage or dripping; and

(b) stairs, lobbies and paths through the parking areas are regularly cleaned (and vacuumed at the request of the council) and the residential corridor thoroughly vacuumed daily.

9.5 An owner must ensure that the hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday, and 10:00 a.m. to 5:00 p.m., Saturdays, Sundays and statutory holidays. To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least five business days before the holiday date.

9.6 An owner must be in attendance for all significant renovations/alterations, the determination of significant shall be in the discretion of the council.

9.7 An owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licenses are obtained.

## **10. Permit entry to strata lot**

- 10.1 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;
  - (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
    - (ii) to ensure a resident's compliance with the Act, bylaws and rules.
- 10.2 If forced entry to a strata lot is required due to required emergency access and the inability to contact the owner of the strata lot, the owner shall be responsible for all costs of forced entry incurred by the strata corporation.
- 10.3 The notice referred to in bylaw 10.1(b)(i) must include the date and approximate time of entry, and the reason entry.

## **Powers and Duties of Strata Corporation**

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

- 11.1 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. patios, chimneys, stairs, balconies and other things attached to the exterior of a building;
      - D. doors, windows and skylights on the exterior of a building or that front on common property;
      - E. fences, railings and similar structures that enclose patios, balconies and yards;

- (d) a strata lot, but the duty to repair and maintain it is restricted to
  - (i) the structure of a building,
  - (ii) the exterior of a building,
  - (iii) patios, 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 common property, and
  - (v) fences, railings and similar structures that enclose patios, balconies and yards.

## **Council**

### **12. Council size**

12.1 The council must have at least 3 and not more than 7 members.

### **13. Council eligibility**

13.1 The spouse of an owner may stand for council.

13.2 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.

13.3 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.

13.4 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.

### **14. Council members' terms**

14.1 The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.

14.2 A person whose term as council member is ending is eligible for re-election.

### **15. Removing council member**

15.1 Unless all the owners are on the council, the strata corporation may, by a resolution passed by a (2/3) vote at an annual or special general meeting, remove one or more council members. The strata corporation must pass a separate resolution for each council member to be removed.

- 15.2 After removing a council member, the strata corporation may hold an election at the same annual or 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.
- 15.3 If the strata corporation removes all of the council members, the strata corporation must hold an election at the same annual or 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.
- 15.4 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.
- 15.5 A replacement council member appointed pursuant to bylaws 15.2 and 15.4 may be appointed from any person eligible to sit on the council.

## **16. Replacing council member**

- 16.1 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.
- 16.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 16.3 The council may appoint a council member under bylaw 16.2 even if the absence of the member being replaced leaves the council without a quorum.
- 16.4 If all the members of the council resign or are unwilling or unable to act, persons holding at least 20% 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.

## **17. Officers**

- 17.1 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.
- 17.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 17.3 The vice president has the powers and duties of the president.
- (a) while the president is absent or is unwilling or unable to act,
  - (b) if the president is removed, or
  - (c) for the remainder of the president's term if the president ceases to hold office.
- 17.4 The strata council may vote to remove an officer.

17.5 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.

**18. Calling council meeting**

18.1 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.

18.2 The notice in bylaw 18.1 does not have to be in writing.

18.3 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.

18.4 Bylaw 14(4) of the Schedule of Bylaws to the Act does not apply to the strata corporation.

**19. Quorum of council**

19.1 A quorum of the council is

- (a) 2, if the council consists of 3 or 4 members,
- (b) 3, if the council consists of 5 or 6 members, and
- (c) 4, if the council consists of 7 members.

19.2 Council members must be present in person at the council meeting to be counted in establishing quorum.

**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,

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.

20.3 If a council meeting is held by electronic means, council members are deemed to be present in person.

20.4 Owners and spouses of owners may attend council meetings as observers.

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;
- (b) rental restriction bylaw 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.

**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.
- 21.2 If there is a tie vote at a council meeting, the president must break the tie by casting a second, deciding vote.
- 21.3 The results of all votes at a council meeting must be recorded in the council meeting minutes.

**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.

**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.
- 23.2 The council may delegate its spending powers or duties, but only by a resolution that
  - (a) delegates the authority to make expenditure of a specific amount for a specific purpose, or
  - (b) delegates the general authority to make expenditures in accordance with bylaw 23.3.
- 23.3 A delegation of a general authority to make expenditures must
  - (a) set a maximum amount that may be spent, and
  - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- 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,
  - (b) whether a person should be fined, and the amount of the fine,
  - (c) whether a person should be denied access to a recreational facility, or
  - (d) whether an owner should be granted an exemption from a rental restriction bylaw under section 144 of the Act.

## **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.

## **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.
- 25.2 Bylaw 25.1 does not affect a council member's liability, as an owner, for a judgment against the strata corporation.
- 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.

## **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) \$200.00 for each contravention of a bylaw, and
  - (b) \$50.00 for each contravention of a rule.
- 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.

### **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.

## **Annual and Special General Meetings**

### **28. Quorum of meeting**

- 28.1 If within ½ hour from the time appointed for an annual or special general meeting, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.

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.

**29. Person to chair meeting**

- 29.1 Annual and special general meetings must be chaired by the president of the council.
- 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.
- 29.3 If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons, eligible to vote, who are present at the meeting.

**30. Participation by other the eligible voters**

- 30.1 Tenants and occupants may attend annual and special general meetings, whether or not, they are eligible to vote.
- 30.2 Persons who are not eligible to vote may not participate in the discussion at a meeting.
- 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.

**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(l) of the Act.
- 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.
- 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.
- 31.4 At an annual or special general meeting, voting cards must be issued to eligible voters.
- 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
- 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.
- 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.
- 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.

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 an eligible voter.

**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.

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.

**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;
- (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, if the meeting is an 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**

### **34. Voluntary dispute resolution**

- 34.1 A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- (a) all the parties to the dispute consent, and
  - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
- 34.2 A dispute resolution committee consists of
- (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
  - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- 34.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

## **Small Claims Court Proceedings**

### **35. Authorization to proceed**

- 35.1 The strata corporation may proceed under the Small Claims Act, without further authorization by the owners, to recover from an owner, 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.

## **Marketing Activities by Owner Developer**

### **36. Display lot**

- 36.1 Subject to bylaw 37.1, an owner developer who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.
- 36.2 An owner developer may use a strata lot, that the owner developer owns or rents, as a display lot for the sale of other strata lots in the strata plan.

## **Marketing Activities by Owners and Occupants**

### **37. Sale of a strata lot**

- 37.1 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.

## **Insurance**

### **38. Insurance**

- 38.1 The strata corporation must insure against major perils, as set out in regulation 9.1(2), including, without limitation, earthquakes.
- 38.2 An owner within the Strata Corporation must carry homeowner's insurance coverage for their unit and provide proof of insurance to the Strata Corporation annually.

## **Storage**

### **39. Storage lockers and bicycle storage**

- 39.1 A resident must store bicycles and tricycles only in basement parking areas, the bicycle rack and storage lockers.
- 39.1A A bicycle that appears to have been unused or otherwise abandoned (such determination to be made in the sole discretion of the council) shall have a notice posted on the bicycle that the bicycle will be removed from the strata corporation complex. A bicycle upon which a notice has been posted will be donated to Big Brother of BC or Big Sisters of BC, unless the owner of the bicycle persuades the council within 30 days of the posting of the notice that the bicycle should not be disposed of in such a manner. Should Big Brothers of BC or Big Sisters of BC reject the donation, council will ensure that the bicycle is disposed in the manner that council determines (in its sole discretion) appropriate. *(CA5131184, AGM. March 2, 2016)*
- 39.2 A resident must not store any hazardous or flammables in storage lockers.

## **Parking**

### **40. Parking**

- 40.1 A resident must not permit any oversized, commercial or recreational vehicles including, but not exhaustively, boats, trailers and campers, to enter or be parked or stored on common property, limited common property or land that is a common asset, without council permission.
- 40.2 Visitor parking is only to be used by visitors of residents. Any resident found parking their vehicle in a visitor parking stall will have their vehicle towed. Any and all costs incurred by the strata corporation will be charged to the strata lot of the owner of the vehicle. Residents are to use the parking stall in the underground parking which has been allocated to their strata lot.
- 40.3 No visitor may park overnight in visitor parking between the hours of 2:00 a.m. to 6:00 a.m. unless a visitor's pass is displayed indicating clearly what strata lot is being visited. Any visitor of a resident who parks their vehicle in visitor parking longer than fourteen (14) days, within a calendar month, will have their vehicle towed. Any and all costs incurred by the strata corporation will be charged to the strata lot of the owner of the vehicle.
- 40.4 A resident must not store unlicensed or uninsured vehicles on the common property, limited common property or on land that is a common asset. Any vehicle which is unlicensed and/or uninsured will be towed. Any and all costs incurred by the strata corporation will be charged to the strata lot of the owner of the vehicle.

- 40.5 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage. Any vehicle which does not have storage insurance will be towed. Any and all costs incurred by the strata corporation will be charged to the strata lot of the owner of the vehicle.
- 40.6 An owner must not sell, lease or license parking stalls to any person other than an owner or occupant.
- 40.7 A resident must park only in the parking stall assigned to the strata lot.
- 40.8 A resident or visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no-parking zones.
- 40.9 Any resident's vehicle parked in violation of any of bylaw 40.7 or 40.8 will be subject to removal by a towing company authorized by council, and all costs associated with such removal will be charged to the owner of the strata lot.
- 40.10 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 automotive fluids or paints, motor tune ups or mechanical repairs. In addition to the aforementioned a resident may not use their parking stall for any other use, other than for motor vehicles and/or motor cycles without the express permission granted in writing by the strata corporation. Should a resident be found to be in contravention of this bylaw a fine up to a maximum of \$100 will be levied every 7 days should the resident remain in contravention of the bylaw.
- 40.11 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 10 km/hour.
- 40.12 A resident or visitor must not smoke while in the parkade parking area.
- 40.13 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 resident must keep audio volume low (i.e., radios, portable music players, etc).
- 40.14 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.

## **Moving**

### **41. Moving in/out procedures**

- 41.1 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.
- 41.2 A resident must provide notice to the strata corporation of all moving arrangements at least 48 hours before the moving date. All moves must take place between 9:00 a.m. and 6:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays, Sundays and statutory holidays.

- 41.3 A resident using the elevator during a move must ensure that the elevator service key is used to control the elevator and the doors not jammed open in any manner.
- 41.4 A resident must ensure that the lobby doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.
- 41.5 A resident must ensure that all common areas are left damage free, clean and all hallways and lobby areas vacuumed immediately upon completion of the move.
- 41.6 A resident must pay a non-refundable \$100.00 moving fee to the management company by cheque only, whether moving in or moving out, at least 48 hours prior to any move. Any costs incurred by the strata corporation in excess of the \$100.00 for repairs to damage caused during the move will be charged to the owner of the strata lot.

### **Appearance of strata lots**

#### **42. Cleanliness**

- 42.1 A resident must not allow a strata lot to become unsanitary or untidy. Rubbish, dust, garbage, boxes, packing cases and other similar refuse must not be thrown, piled or stored in the strata lot or on common property. Any expenses incurred by the strata corporation to remove such refuse will be charged to the strata lot owner.
- 42.2 A resident must ensure that ordinary household refuse and garbage is securely wrapped and placed in the containers provided for that purpose, recyclable material is kept in designated areas and material other than recyclable or ordinary household refuse and garbage is removed appropriately.

### **Rentals**

#### **43. Residential Rentals**

- 43.1 The number of strata lots within the strata corporation that may be rented at any one time is limited to 20. *(CA7310457-SGM-Setpebmer 19,2018)*
- 43.2 An owner wishing to lease a strata lot must apply in writing to the council for permission to rent or lease before entering into a tenancy agreement.
- 43.3 If the number of strata lots leased at the time an owner applies for permission to rent or lease has reached the limit stated in subsection 43.1, excluding exempt strata lots pursuant to Sections 142, 143 and 144 of the Act and Section 17.15 of the Regulations, the council must refuse permission and notify the owner of the same, in writing, as soon as possible, stating that the limit has been reached or exceeded, as the case may be, and place the owner of the strata lot on a waiting list to be administered by the council based upon the date of the request for permission to rent or lease.
- 43.4 If the limit stated in subsection 43.1 has not been reached at the time the owner applies for permission to rent or lease a strata lot, excluding exempt strata lots pursuant to Sections 142, 143 and 144 of the Act and Section 17.15 of the Regulations, the council shall grant permission and notify the owner of the same in writing as soon as possible.

- 43.5 An owner receiving permission to rent or lease a strata lot must exercise the permission to lease within 90 days from the date that the council granted same, otherwise the permission expires. During the 90 days immediately following the granting of permission, the strata lot shall be deemed leased for the purposes of the limit stated in subsection 44.1.
- 43.6 Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a Notice of Tenant's Responsibilities in the prescribed Form K.
- 43.7 Within two weeks of renting or leasing 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. Any owner renting or leasing his or her strata lot in contravention of this subsection shall be assessed a fine of \$100.00 per month until the situation is corrected.
- 43.8 Where an owner rents or leases a strata lot in contravention of subsections 43.1, 43.2 or 43.3, the owner shall be subject to a fine of \$500.00 per month until the situation is corrected, and the strata corporation shall take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or court injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws shall be the responsibility of the contravening owner and shall be recoverable from the owner on a solicitor and own client basis by the strata corporation.

## **Visitors and Children**

### **44. Children and supervision**

- 44.1 Residents are responsible for the conduct of visitors including ensuring that noise is kept at a level, in the sole determination of a majority of the council, that will not disturb the rights of quiet enjoyment of others.
- 44.2 Residents are responsible for the conduct of children residing in their strata lot, including ensuring that noise is kept at a level, in the sole determination of a majority of the council, that will not disturb the quiet enjoyment of others.
- 44.3 Residents are responsible to assume liability for and properly supervise activities of children including, but not exhaustively, bicycling, skateboarding and hockey.

### **45. Miscellaneous**

- 45.1 A resident or visitor must not smoke on common property. Smoking is not permitted within 7.5 meters near any point of opening into the building, included, but not limited to doors, windows, or air intakes.
- 45.2 A resident or visitor must not hinder or restrict sidewalks, entrances, exits, halls, passageways, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage.
- 45.3 A resident or visitor must not wear or use inline skates anywhere in the building, including a strata lot.

- 45.4 A resident must not permit any person to play or loiter in the garden areas, on common property or on land that is a common asset, unless such common property or common asset is a playground.
- 45.5 A resident or visitor must not use common property electrical outlets with the exception of parking area outlets used while vacuuming a vehicle.
- 45.6 Subject to bylaw 38.1, 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, and with the exception of Canadian Flags which may be displayed between June 25 through July 5. This shall include exterior painting and the addition of wood, ironwork, concrete or other materials.
- 45.7 A resident may post notices on the designated bulletin board, subject to being removed by the council if deemed inappropriate or posted for in excess of one week.
- 45.8 A resident must ensure that all entrance doors to strata lots are kept closed and kitchen extract fans are used when cooking.
- 45.9 A resident or visitor must not shake rugs, carpets, mops or dusters of any kind from any balcony, window, stairway or other part of a strata lot or common property.
- 45.10 A resident must ensure that drapes or blinds visible from the outside of the building are neutral in colour.
- 45.11 A resident must ensure that no air conditioning units, laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.
- 45.12 A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers, summer furniture and accessories.
- 45.13 An owner wishing to install Christmas lights must ensure that Christmas lights are installed after December 1st of the year approaching Christmas and removed before January 15th of the year following Christmas.

#### **46. Hazards**

- 46.1 On an annual basis, all residents shall allow a strata-corporation-designated contractor access to the strata lot to inspect and certify all fire safety equipment within the strata lot in accordance with the BC Fire Code 1998. Failure to comply will result in a fine of \$100.00 and further fines of \$100.00 for every 30 days that the strata lot remains uncertified.
- 46.2 Everything should be done to reduce fire hazards and nothing shall be brought into or stored within a strata lot, the common property, or storage lockers which will in any way unreasonably increase or tend to increase the risk of fire or the rate of insurance or will invalidate any insurance policy.
- 46.3 A resident must not bring a propane/natural gas barbecue and/or propane/natural gas containers

and/or any coal/charcoal/woodchip open-flame barbecue of any kind into the building and/or store any of the aforementioned permanently or temporarily within their strata lot, on limited common property, common property or land that is a common asset, with the exception of Coleman-type cooking stoves, used for camping purposes, with a 1-pound disposable tank, which stove and tank may be stored only within the owner's strata lot, and a further exception being the strata corporation's barbecue stored in the party room which may only be hooked up to the natural gas supply of the building and is only to be used on the outside of the party room. Any owner found to be in contravention of bylaw 46.3 will be subject to a fine of \$200.00, and will be fined \$200.00 every 7 days should they continue to remain in contravention of bylaw 46.3.

- 46.4 No material substances, especially burning material such as cigarettes or matches shall be thrown out or be permitted to fall out of any window, door, balcony, or any other part of a strata lot or common property.
- 46.5 Waterbeds are not permitted, except where the owner files acceptable evidence of adequate insurance, and any damage occurring or insurance deductible thereby will be charged to the owner of such strata lot.
- 46.6 In the event of an emergency emanating from a strata lot whose occupant cannot be contacted, access to a strata lot for protection of common property or safety shall be gained by force at the owner's expense.
- 46.7 Live Christmas trees shall not be permitted in the building.
- 46.8 On a bi-annual basis (every second year), all residents shall allow a strata-corporation-designated contractor access to the strata lot to inspect and certify gas fireplaces for safe operation. The bi-annual inspection shall include carbon monoxide measurement, mixture testing and calibration to eliminate soot build-up. Failure to comply will result in a fine of \$100.00 and further fines of \$100.00 for every 30 days that the fireplace remains uncertified for use.
- 46.9 On a bi-annual basis (every second year), all residents shall allow a strata-corporation-designated contractor access to the strata lot to inspect and clean the dryer ducting installed for the use of the strata lot. Failure to comply will result in a fine of \$100.00 and further fines of \$100.00 for every 30 days that the dryer ducting remains un-cleaned and the cost of any subsequent inspections being charged to the strata lot.

**47. Insurance**

- 47.1 An owner within the Strata Corporation must carry homeowner's insurance coverage for their unit and provide proof of insurance to the Strata Corporation annually.

**48. Security Cameras (CA69155051, SGM, June 27, 2018)**

- 48.1 Closed circuit television and video surveillance once installed in common areas of the building will operate 24 hours a day and the strata corporation collects data from the closed-circuit television and video and wireless camera surveillance.
- 48.2 The strata corporation collects data with respect to the usage of each security fob programmed for use at Strata Plan LMS 1781.

- 48.3 The video files and/or security fob usage records will be used only for the purposes of law enforcement and/or for the enforcement of those Strata Corporation Bylaws and Rules which relate to the safety and security of the building and its occupants.
- 48.4 The personal information of Owners, tenants or occupants will only be reviewed or disclosed as follows:
- (a) Law enforcement in accordance with subsection 3 herein;
  - (b) The caretakers of the Strata Corporation and Council members in accordance with subsection 3 herein; or
  - (c) In the event of an incident in which they are involved or affected, an Owner, tenant or occupant may request a copy of the applicable video file or security fob usage records.
- 48.5 In installing and/or maintaining the systems described, the strata corporation makes no representations or guarantees that any of the systems will be fully operational at all times. The strata corporation is not responsible or liable to any Owner, tenant occupant or visitor in any capacity (including a failure to maintain, repair, replace locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.
- 48.6 Owners, tenants, and occupants of the strata corporation are hereby deemed to have consented to the use, collection and disclosure of information recorded by the system so long as the same is done in accordance with the terms of the policy established pursuant to this bylaw.
- 49 Other Accommodation (*CA7310457-SGM-September 19, 2018*)
- 49.1 A resident must not rent less than all of a strata lot. (*CA7310457-SGM-September 19, 2018*)
- 49.2 A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, hostel, home exchange, time share or vacation rental (which for certainty includes Air BnB, VRBO and other similar arrangements). Without limiting the generality of the foregoing, a resident must not enter into a license for the use of all or part of a strata lot. (*CA7310457-SGM-September 19, 2018*)

End of Bylaws