

**WOODBINE PLACE CORP. NWS2517
REGULATIONS AND BYLAWS
Revised 2019**

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WOODBINE PLACE CORP. NW2517 RULES, REGULATIONS AND BYLAWS

Division 1 -- Duties of Owners, Tenants, Occupants and Visitors

1. Payment of strata fees

- a. An owner must pay strata fees on or before the first day of the month to which the fees relate. Payment shall be made by way of Pre-authorized payment unless Strata Council has granted an owner an alternative arrangement for payment.
- b. Owners must contribute to the Strata Corporation their strata lots' shares of the total contributions budgeted for the operating fund and contingency reserve fund by means of strata fees calculated in accordance with section 99 of the *Strata Property Act*.

2. Repair and maintenance of property by owner

- a. 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.
- b. No wires, aerials, antennas for radio or television or wires, ropes or racks for clothes drying or any other purpose shall be installed on the roof, patios or other parts of the building or grounds without council's approval.
- c. No signs, advertisements, or notices shall be inscribed, painted, engraved, or affixed to any part of the exterior of any unit without Council approval.
- d. Owners, occupants or tenants planting flower/baskets/pots or tubs shall ensure they conform to the surrounding landscaping and are removed or otherwise attended to during their dormant period.
- e. Patio areas may be appropriately furnished with plants and furniture but are not to be used for storage of firewood, flammable materials or items such as major electrical appliances.

- f. Seasonal decorations may be installed provided such decorations do not violate insurance or statutory regulations. All seasonal decorations must be removed at the season's ending.

3. Use of property

- a. An owner or visitor must not use a strata lot, the common property or common assets in a way that:
 - i. causes a nuisance or hazard to another person,
 - ii. causes unreasonable noise,
 - iii. unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - iv. is illegal, or
 - v. 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,
 - vi. owners are responsible at all times for the reasonable conduct of their family members and guests,
 - vii. will cause excessive noise that could disturb others during the hours of 11:00 p.m. through 6:00 a.m. Noise levels of all activities shall be kept to a level at all times that will avoid disturbing other residents..
- b. Any communication or complaint shall be directed to Council in writing. Complaints should include dates and times as well as any other information (ie: photos, etc) pertinent to the complaint. The Council will respond in writing to the complainant within (30) days of the complaint.
- c. No business is permitted on a strata lot, common property or limited common property. However, it is the intent of this bylaw that businesses, whose products are sold and delivered primarily outside of the strata Corporation, will not be prohibited provided to meet the requirements of paragraph e.
- d. A business will be permitted on a strata lot, common property or limited common property if:

- i. The unit owner, tenant or occupant obtains the prior written permission of the strata council, obtains all required licenses and otherwise complies with all municipal, provincial and federal laws; and,
- ii. The business does not:
 - 1. interfere with the use and enjoyment by other owners, tenants or occupants of the property;
 - 2. cause a nuisance, hazard or unreasonable noise; or,
 - 3. create a parking concern in the sole discretion of strata council.
- e. If permission is granted to an owner, tenant or occupant to carry on a business on the strata lot, and parking must meet the requirements of the applicable municipal bylaws and customer parking shall be restricted to the strata lot.
- f. An owner, occupant or tenant 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 *Strata Property Act*.
- g. Owners lending their units must advise occupants of these Rules and Regulations.
- h. Owners lending their units for more than forty-eight hours cannot receive any remuneration and must advise Council of the occupants' names and the dates they will occupy their unit.
- i. An owner, occupant or tenant shall not park, store, or place a motor vehicle or other object on Common Property or Limited Common Property in such a way as to block access by others to the Common Property.
- j. Owners, occupants or tenants shall not provide food for stray animals, domesticated or wild, on common property or limited common property.
- k. Owners, occupants or tenants shall not encourage stray animals, domesticated or wild, to visit or live on common property or limited common property. This does not include bird houses.

- l. Owners, occupants or tenants are not allowed to hang, set or place seeded bird feeders on common property or limited common property as this attracts rats and other unwanted vermin.
- m. An owner, occupant or tenant shall not store hazardous materials in unapproved containers.
- n. Subject to the provisions of this bylaw, rentals, tenancies or licenses of occupancy of any sort whatsoever, with respect to any strata lot are absolutely prohibited save as is expressly permitted by the Strata Property Act.
 - i. The strata corporation is entitled to impose a fine of \$500 for a contravention of this bylaw, and may impose such fine for a continuing contravention every seven days.
- o. Without limiting the generality of paragraph (p), no strata lot, or any part thereof, may be rented, licensed, or offered as accommodation for remuneration as a vacation, travel, or temporary accommodation.
 - i. The Strata Corporation is entitled to impose a fine of \$1000 for the contravention of paragraph k, and may impose such a fine for a continuing contravention for each day that the contravention continues.
- p. No smoking is allowed:
 - i. on patios and balconies or other; and within 8 metres (26 feet) of a door, window or air intake.
 - ii. on any part of the exterior common property:
 - iii. “Smoking” for the purposes of this bylaw, means releasing into the air gases, particles, or vapors as a result of combustion, electrical ignition or vaporization, when the apparent or usual purpose of the combustion, electrical ignition or vaporization is human inhalation of the by-products, except when the combusting or vaporizing material contains no tobacco or nicotine and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term “Smoking” includes, but is not limited to, tobacco smoking, smoking using electronic cigarettes, marijuana smoking, and crack cocaine smoking.
 - iv. All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw. Owners and tenants must ensure that this bylaw is not violated by their visitors or anyone else they let into the complex.

- v. Despite this bylaw, Council may pass a rule establishing an area or areas on common property where smoking is permitted.

4. Pets

- a. An owner, occupant or tenant must not keep any pets on a strata lot other than one or more of the following:
 - i. a reasonable number of fish or other small aquarium animals;
 - ii. a reasonable number of small caged mammals;
 - iii. up to 2 caged birds;
 - iv. one dog or two cats.
- b. No pets that are taller than 50 cm as measured at the withers may reside at or visit the Strata complex.
- c. An owner, occupant, tenant or visitor must ensure that all animals are controlled when on the common property.
- d. an owner, occupant, tenant or visitor must clean their pet's feces from the common property.
- e. Owners, occupants, tenants and visitors must comply the City of Chilliwack's animal bylaws.
- f. Violations of section 4.a.-e. may result in a fine as set out in section 31 of these bylaws
- g. Dogs certified under *The Guide Dog & Service Dog Act* of British Columbia are exempt from size restrictions. Owners of dogs certified under *The Guide Dog & Service Dog Act* must notify council of said notification as well as any changes to said notification.

5. Notification to Strata Corporation

- a. Within two (2) weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address.

6. Obtain approval before altering a strata lot

- a. 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:
 - i. the structure of a building;
 - ii. the exterior of a building;
 - iii. chimneys, stairs, balconies or other things attached to the exterior of a building;
 - iv. doors, windows or skylights on the exterior of a building, or that front on the common property;
 - v. fences, railings or similar structures that enclose a patio, balcony or yard;
 - vi. common property located within the boundaries of a strata lot;
 - vii. those parts of the strata lot which the strata corporation must insure under section 149 of the Act.

- b. The strata corporation must not unreasonably withhold its approval under subsection (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.

7. Responsibility for Limited Common Property

- a. Limited Common Property, as defined in the Woodbine Strata NWS2517 development plan, includes the garage, the front courtyard and the back patio for each lot
- b. Owners are responsible for the maintenance, repair and/or replacement of any structure on limited common property including, but not exclusively, the concrete. This does not include the garage walls, doors, roof, windows and front courtyard concrete. This also does not include the exterior walls or overhead pergola of front courtyards.
- c. Owners are responsible for the maintenance repair and/or replacement of garage door openers including the mounts, motors, rails, chains, belts and springs and all attendant hardware up to where the opener attaches to the garage door.

- d. Owners are responsible for the repair, maintenance and/or replacement of all cupboards or shelves attached to garage walls.
- e. Owners are responsible for the repair, maintenance and /or replacement of any paint, epoxy or any other finish applied to the garage floor, walls and ceiling.
- f. Owners are responsible for the maintenance, repair and/or replacement of any covers, awnings or any other kind of structure or additions to either the entrance patio, the back patio or the bedroom patio of their unit.
- g. Owners are responsible for the maintenance, repair and/or the replacement of any addition or modification made to the concrete structure of the exterior patios of their units.

8. Approval before alteration to common property

- a. 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.
- b. The strata corporation requires as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- c. An owner is responsible for all expenses of repair and maintenance relating to alterations to Limited Common Property to date.

9. Entry to strata lot

- a. An owner, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot:
 - i. in an emergency, without notice, to ensure safety or prevent significant loss or damage and
 - ii. 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 *Strata Property Act*.

- b. The notice referred to in subsection a. ii must include the date and approximate time of entry, and the reason for entry.

10. Garbage Disposal

- a. Garbage is to be properly wrapped in sealed garbage bags and placed inside the provided disposal bin. The disposal bin is intended only for basic household garbage.
- b. All recyclable material should be recycled in appropriate bin.

11. Age Restrictions

This age bylaw is intended to prohibit a person under a particular age from living in the strata corporation on a permanent basis.

- a. Definitions:
 - i. “Spouse” means:
 - 1. A person married to a tenant or owner, or,
 - 2. a person who has lived and cohabited with the tenant or owner for a period of at least two years at the relevant time, and a marriage -like relationship, including a marriage -like relationship between persons of the same gender.
 - ii. “Child” means the natural or adopted son or daughter of the tenant or owner.
- b. Each strata lot is reserved for the use of a person of age 50 and older. The child is not permitted to live in on a permanent basis in the development unless he or she meets the requirements of this bylaw.
- c. A person, excluding the spouse, under the age of 50 years shall not be permitted to reside in a strata lot.
- d. This bylaw conforms with the provisions of the Human Rights Code and sections 121(1)(c) 121 (2)(c) of the Strata Property Act.

- e. Visitors may stay in a strata lot who are under the age of 50 years for a maximum of six weeks in any six month period. Longer visits require the prior written approval of the strata council, such approval not to be unreasonably withheld.
- f. An owner or tenant who permits a person to reside in his or her strata lot in contravention of this bylaw shall be liable to a fine in the amount of \$200 for each seven-day period or portion thereof that this bylaw is being violated.
- g. An occupant, including an owner, tenant, spouse of an owner or tenant, or family member residing in a strata lot shall provide adequate proof of age in a reasonable period of time after a written request for the strata council.
- h. All occupants of a strata lot must meet the criteria provided by this bylaw, except for those who are grandfathered for two pursuant to the provisions of the Strata Property act.

Division 2 -- Powers and duties of Strata Corporation

12. Repair and maintenance of property by Strata Corporation

- a. The strata corporation must repair and maintain all the following:
 - i. common assets of the strata corporation;
 - ii. common property that has not been designated as limited common property;
 - iii. limited common property, but the duty to repair and maintain it is restricted to:
 - 1. 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 and other things attached to the exterior of a building;
 - d. doors and windows on the exterior of a building or that front on the common property; and

- e. fences, railings and similar structures that enclose patios, and yards;
- b. The strata corporation must also do the following:
 - i. On the written request of an owner or mortgagee of a strata lot, produce to him or her, or a person authorized in writing by him or her, copies of the insurance policies effected by the corporation and copies of the receipts for the last premiums upon receipt by the strata corporation of a reasonable sum of money to cover the costs of the copies;
 - ii. collect and receive all contributions toward the common expenses paid by the owners and deposit them with an authorized financial institution.
 - iii. pay all sums of money properly required to be paid on account of all services, supplies and assessments pertaining to, or for the benefit of, the strata corporation;
 - iv. collect from each owner such owner's share of the dues, fees and special assessments payable by the strata corporation as a member of Woodbine Place Corp., NW 2517 such share to be calculated on the basis of each owner's unit entitlement; and

13. Strata council to perform duties of strata corporation

- a. The powers and duties of the strata corporation must be exercised by the strata council.

14. Insurance

- a. The insurance obtained by the strata corporation must under section 149 (4) of the *Strata Property Act* Regulations:
- b. be on the basis of full replacement value and,
- c. insure against the major perils as well as the following perils:
 - i. fire;
 - ii. lightning;
 - iii. explosion;
 - iv. smoke damage;

- v. windstorm;
- vi. hail;
- vii. water damage;
- viii. earthquake;
- ix. vandalism;
- x. glass breakage; and
- xi. flood.

15. Commencement of Legal Action

- a. The strata corporation will not be required to obtain a resolution passed by a 3/4 vote at an annual or special general meeting in order to commence legal action under the Small Claims Act or through the Civil Resolution Tribunal against an owner or other persons to collect money owing to the strata corporation.

Division 3 -- Strata Council

16. Strata council size

- a. The strata council must have at least 3 and not more than 7 members.

17. Strata council membership

- a. Strata council members must be owners.
- b. No person may stand for the strata council or continue to be on the strata 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 *Strata Property Act*.
- c. If a strata lot is owned by more than one person, only one owner of the strata lot shall be a member of the strata council at any one time.

18. Strata council members' terms

- a. The term of office of a strata council member ends at the end of the annual general meeting at which a replacement is elected.

- b. A person whose term as strata council member is ending is eligible for reelection.

19. Removing strata council member

- a. The strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more strata council members.
- b. After removing a strata council member, the strata corporation must hold an election at the same annual or special general meeting to replace the strata council member for the remainder of the term.

20. Replacing strata council member

- a. If a strata council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the strata council may appoint a replacement strata council member for the remainder of the term.
- b. A replacement strata council member may be appointed by council. That person must be eligible to sit on the strata council.
- c. The strata council may appoint a strata council member under this section even if the absence of the member being replaced leaves the strata council without a quorum.
- d. If all the members of the strata council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new strata council by complying with the provisions of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

21. Officers

- a. At the first meeting of the strata council held after each annual general meeting of the strata corporation, the strata council must elect, from among its members, a president, a vice president, a secretary, and a treasurer who shall hold office until the conclusion of the next annual general meeting of the strata corporation or until their successors are elected or appointed.

- b. A person may hold more than one office at a time, except for the offices of president and vice-president.
- c. The vice-president has the powers and duties of the president:
 - i. while the president is absent or is unwilling or unable to act, or
 - ii. for the remainder of the president's term if the president ceases to hold office.
- d. In the absence of both the president and the vice-president, the members present shall from among themselves, appoint a president for that meeting, who shall, have all duties and powers of the president while so acting.
- e. If an officer other than the president is unwilling or unable to act for a period of 2 or more months the strata council members may appoint a replacement officer from among themselves for the remainder of the term.

22. Calling strata council meetings

- a. Any strata council member may call a strata council meeting by giving the other strata council members at least one (1) week's notice of the meeting, specifying the reason for calling the meeting.
- b. The notice does not have to be in writing.
- c. A strata council meeting may be held on less than one week's notice if:
 - i. all strata council members consent in advance of the meeting, or
 - ii. the meeting is required to deal with an emergency situation, and all strata council members either:
 - 1. consent in advance of the meeting or
 - 2. are unavailable to provide consent after reasonable attempts to contact them.

23. Requisition of strata council hearing

- a. By application in writing, stating the reason for the request, an owner may request a hearing at a strata council meeting.

- b. If a hearing is requested under subsection (a), the strata council must hold a meeting to hear the applicant within 2 weeks of the request.
- c. If the purpose of the hearing is to seek a decision of the strata council, the strata council must give the applicant a written decision within one week of the hearing.

24. Quorum of strata council

- a. A quorum of the strata council is:
 - i. 2, if the strata council consists of 2,3 or 4 members,
 - ii. 3, if the strata council consists of 5 or 6 members,
 - iii. 4, if the strata council consists of 7 members, and
- b. Strata council members must be present in person at a strata council meeting to be counted in establishing a quorum.

25. Strata council meetings

- a. At the option of the strata council, strata council meetings may be held by electronic means, so long as all strata council members and other participants can communicate with each other.
- b. If a strata council meeting is held by electronic means, strata council members are deemed to be present in person.
- e. Owners who are not elected to council may attend strata council meetings as observers only.
 - i. Observers may not attend portions of council meetings that deal with:
 - 1. Bylaw contravention hearing under section 135 of the Strata Act
 - 2. Rental restriction bylaw exemptions under section 144 of the Strata Act
 - 3. Any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy

26. Voting at strata council meetings

- a. At strata council meetings, decisions must be made by a majority of strata council members present in person at the meeting.
- b. If there is a tie vote at a strata council meeting, the president may break the tie by casting a second, deciding vote.
- c. The results of all votes at a strata council meeting must be recorded in the strata council meeting minutes, along with the name of the strata council members moving and seconding any resolutions, and the names of any dissenting or abstaining strata council members.

27. Strata council to inform owners of minutes

- a. The strata council must inform owners of the minutes of all strata council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.
- b. The strata council shall keep, in one location, or in the possession of one person, and shall make available on request to an owner or a person authorized by him or her, minutes of all general meetings and strata council meetings.

28. Delegation of strata council's powers and duties

- a. Subject to subsections (b) to (d), the strata council may delegate some or all of its powers and duties to one or more strata council members, persons or companies who are not members of the strata council, and may revoke the delegation.
- b. The strata council may delegate its spending powers or duties, but only by a resolution that:
 - i. delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - ii. delegates the general authority to make expenditures in accordance with subsection (c).
- c. A delegation of a general authority to make expenditures must:
 - i. set a maximum amount that may be spent, and
 - ii. indicate the purposes for which, or the conditions under which, the money may be spent.

- d. The strata council may not delegate its powers to determine, based on the facts of a particular case, the following:
 - i. whether a person has contravened a bylaw or rule,
 - ii. whether a person should be fined, and the amount of the fine.

29. Spending restrictions

- a. A person or company may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- b. Despite subsection (a), a strata council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
- c. Before acquiring or disposing of strata property which has a market value of \$1,000.00 the strata corporation must obtain prior approval by a resolution passed by a $\frac{3}{4}$ vote at an annual or special general meeting.
- d. If a proposed expenditure has not been put forward for approval in the budget or at an annual or special general meeting, the strata corporation may only make the expenditure out of the operating fund if the expenditure, together with all other unapproved expenditures made under this bylaw in the same fiscal year, is less than \$4,000.00.

30. Limitation on liability of strata council member

- a. A strata 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 of the performance or intended performance of any duty of the strata council.
- b. Subsection (a) does not affect a strata council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 -- Enforcement of Bylaws and Rules

31. Fines

- a. The strata corporation may fine an owner the maximum amounts set out below:

| Bylaw | 1st Offense | 2nd Offense |
|---|-------------------------------|-------------------------------|
| Pet Violation (Sec. 4 [a. - e.]) | \$100.00 | \$200.00 |
| Noise & Nuisance Violation (Sec. 3) | \$100.00 | \$200.00 |
| Unlicensed/Uninsured Vehicles (Sec. 42. [d.]) | \$100.00 | \$200.00 |
| Other parked/Vehicles Violations (S. 42) | \$100.00 | \$200.00 |
| Common Property Violations (Sec. 2) | \$100.00 plus repair cost | \$200.00 plus repair cost |
| Other Violations of these Bylaws or Rules | \$25.00 | \$50.00 |
| Late Payment of Maintenance Fees (Sec. 1) | \$20.00 | \$20.00 |
| Long Term Rental Violation (Sec. 3[p.(i.)]) | \$500 | \$500 |
| Short Term Rental Violation (Sec. 3[q.(i.)]) | \$1000 | \$1000 |

32. Due Date

- a. Fines are due within 7 days from the date of notice of fine.

33. Continuing Contraventions

- a. 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.

Division 5 -- Annual and Special General Meetings

34. Notice

- a. The Strata Corporation must give at least 14 day's written notice of an annual or special general meeting.
- b. Notice of annual or special general meeting is deemed to have been given 4 days after it is left with an adult, put under the door of a unit, put in the mailbox of a unit, emailed, or faxed to a unit.

35. Person to chair meeting

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

36. Participation by other than eligible voters

- a. Occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- b. Persons who are ineligible to vote, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- c. Persons 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.

37. Voting

- a. At an annual or special general meeting, voting cards must be issued to eligible voters.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Despite anything in this section, an election of strata councilor any other vote must be held by secret ballot, if a secret ballot is requested by an eligible voter.

- g. The vote for a strata lot may not be exercised, except on matter requiring a unanimous vote, if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the *Strata Property Act*.

38. Quorum

- a. A quorum for an annual or special general meeting is eligible voters holding 1/3 of the strata corporation's votes, present in person or by proxy.
- ~~b.~~ If within 1/2 hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time but, if on the day to which the meeting is adjourned a quorum is not present within 1/2 hour from the time appointed for the meeting, the eligible voters present in person or by proxy constitute a quorum.

39. Order of business

- a. The order of business at annual and special general meetings is as follows:
- b. certify proxies and corporate representatives and issue voting cards;
- c. determine that there is a quorum;
- d. elect a person to chair the meeting, if necessary;
- e. present to the meeting proof of notice of meeting or waiver of notice;
- f. approve the agenda;
- g. approve minutes from the last annual or special general meeting;
- h. deal with unfinished business;
- i. receive reports of strata council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- j. ratify any new rules made by the strata corporation under section 125 of the *Strata Property Act*;
- k. report on insurance coverage in accordance with section 154 of the *Strata Property Act*, if the meeting is an annual general meeting.
- l. approve the budget for the coming year in accordance with section 103 of the *Strata Property Act*, if the meeting is an annual general meeting.

- m. deal with new business, including any matters about which notice has been given under section 45 of the *Strata Property Act*;
- n. elect a strata council, if the meeting is an annual general meeting; and
- o. terminate the meeting.

Division 6-- Voluntary Dispute Resolution

40. Voluntary dispute resolution

- a. A dispute among owners, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if:
 - i. all the parties to the dispute consent, and
 - ii. the dispute involves the *Strata Property Act*, the regulations, the bylaws or the rules.
- b. A dispute resolution committee consists of:
 - i. one owner of the strata corporation nominated by each of the disputing parties and one owner chosen to chair the committee by the persons nominated by the disputing parties, or
 - ii. any number of persons consented to or chosen by a method that is consented to, by all the disputing parties.
- c. The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.
- d. Owners may make a request under the Civil Resolution Tribunal Act asking the civil resolution tribunal to resolve a dispute concerning any strata property matter over which the civil resolution tribunal has jurisdiction. Such a request must meet the requirements outlined in the *Strata Property Act*.

Division 7-- Marketing Activities by Owners

41. Display lot

- a. An owner who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.

- b. An owner who is selling a strata lot may not post a sign on a strata lot, or on common or limited common property except for that area of common property designated by Strata Council for the posting of such signs.

Division 8-- Parking

42. Parking

- a. The parking stalls, other than garages, of this strata corporation are common property.
- b. Between the hours of 6:00 AM and midnight, an owner, tenant or occupant, or his or her visitor may park a vehicle on the space immediately in front of his or her garage for up to three hours, provided that vehicle is parked in a manner that does not interfere with other vehicles or constitute a safety risk and does not impede other owners, tenants or occupants from accessing their garages.
- c. Two parking spots on the North end of the property and two parking spots near the entrance gate are designated for visitor parking only and are for the exclusive use of visitors. An owner, tenant or occupant shall only permit his or her visitor or visitors to park in designated visitors parking areas.
- d. The storage of unlicensed and uninsured vehicles is not permitted on outdoor common property.
- e. Boats, trailers and recreational vehicles are not permitted to be parked on the strata corporation property at any time, with the exception of loading and unloading as may be necessary. A special application for extenuating circumstances may be made to the strata corporation.
- f. All vehicles on common property must be covered by Public Liability and Property Damage insurance. This includes vehicles parked in garages.
- g. Vehicles that leak oil or coolant are not allowed to be parked on outdoor common property. Owners, tenants or occupants are responsible for the cleaning up of all leaks from their vehicles or leaks from their visitors' vehicles.
- h. The strata council shall provide written notice of any violation of this bylaw to the owner or tenant and if the infraction is not corrected

within 24 hours from the date of delivery of such notice, strata Council, in addition to any other rights which it may have, shall have the right to tow any vehicle which violates this bylaw.

- i. Written notice of a further contravention of this bylaw is not required prior to towing in the event of a second or subsequent infraction of this bylaw.