

**WILLOWBROOK ESTATES - LMS 422  
CONSOLIDATED BYLAWS  
2014**

**DIVISION 1 — DUTIES OF OWNERS, TENANTS, OCCUPANTS AND VISITORS**

**1 PAYMENT OF STRATA FEES**

- 1.1 An Owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- 1.2 If an Owner is late in paying his or her strata fees, the owner must pay to the Strata Corporation interest on the late payment in the amount of 10% per annum, compounded annually, and calculated on a monthly basis commencing from the date the payment was due and continuing until the last day of the month in which it is paid.

**2 REPAIR AND MAINTENANCE OF PROPERTY BY OWNER**

- 2.1 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.
- 2.2 Despite Bylaw 8.1(c), an owner is responsible for the day-to-day maintenance of limited common property designated for the owner's exclusive use (including RV Parking stalls).
- 2.3 The exterior of the homes are the responsibility of the Owners, including but not limited to siding, gutters, downspouts, doors, windows, roofs, and patios.
- 2.4 Backyards shall be reasonably landscaped and maintained to be free of weeds.
- 2.5 Any changes to the landscaping on a strata lot, requires the approval from the strata council.

**3 USE OF PROPERTY**

- 3.1 An Owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that;
  - (a) causes a nuisance or hazard to another person,
  - (b) causes unreasonable noise,
  - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
  - (d) is illegal, or
  - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

- 3.2 An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

### **PETS**

- 3.3 An owner, tenant, occupant 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.
- 3.4 An owner, tenant or occupant must not keep any pets 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 (not to exceed 18 inches in height),
  - (e) two cats.

## **4 INFORM STRATA CORPORATION**

- 4.1 Within 2 weeks of becoming an owner, an owner must inform the Strata Corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- 4.2 On request by the Strata Corporation, a tenant must inform the Strata Corporation of his or her name.

## **5 OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT**

- 5.1 An owner must obtain the written approval of the Strata Corporation before making an alteration to a strata lot that involves any of the following:
- (a) the structure of a building,
  - (b) the exterior of a building (*including paint, siding color or type*),
  - (c) 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, and
  - (g) those parts of the strata lot which the Strata Corporation must insure under section 149 of the Act.

- 5.2 The Strata Corporation must not unreasonably withhold its approval under subsection 5.1, 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.

## **6 DESIGN SCHEME**

*(Added at the Annual General Meeting held on April 28, 2014)*

- 6.1 Roof lines and pitch must remain as originally constructed by the Developer.
- 6.2 Roof coverings must be similar in color as originally installed by the Developer.
- 6.3 Support posts, soffits, gutters and downspouts must be similar in color and form as originally installed by the Developer.
- 6.4 Exterior building coverings, finishing and paint must match original/existing trim and color.

## **7 PERMIT ENTRY TO STRATA LOT**

- 7.1 An owner, tenant, occupant or visitor must allow a person authorized by the Strata Corporation to enter the strata lot:
- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
  - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the Strata Corporation to repair and maintain under these bylaws or insure under section 149 of the Act.
- 7.2 The notice referred to in subsection 7.1(b) must include the date and approximate time of entry, and the reason for entry.

## **DIVISION 2 — POWERS AND DUTIES OF STRATA CORPORATION**

### **8 REPAIR AND MAINTENANCE OF PROPERTY BY STRATA CORPORATION**

- 8.1 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) RV Parking area, and
  - (D) fences, railings and similar structures.

### **DIVISION 3 — COUNCIL**

#### **9 COUNCIL SIZE**

- 9.1 Subject to subsection 9.2, the council must have at least 3 and not more than 7 members.
- 9.2 If the strata plan has fewer than 4 strata lots or the Strata Corporation has fewer than 4 owners, all the owners are on the council.

#### **10 COUNCIL MEMBERS' TERMS**

- 10.1 The term of office of a council member ends at the end of the Annual General Meeting at which the new council is elected.
- 10.2 A person whose term as council member is ending is eligible for re-election.

#### **11 REMOVING COUNCIL MEMBER**

- 11.1 Unless all the owners are on the council, the Strata Corporation may, by a resolution passed by a majority vote at an Annual or Special General Meeting, remove one or more council members.
- 11.2 After removing a council member, the Strata Corporation must hold an election at the same Annual or Special General Meeting to replace the council member for the remainder of the term.

#### **12 REPLACING COUNCIL MEMBER**

- 12.1 If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- 12.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 12.3 The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.

- 12.4 If all the members of the 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 council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

### **13 OFFICERS**

- 13.1 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.
- 13.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 13.3 The vice president has the powers and duties of the president:
- (a) while the president is absent or is unwilling or unable to act, or
  - (b) for the remainder of the president's term if the president ceases to hold office.
- 13.4 If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

### **14 CALLING COUNCIL MEETINGS**

- 14.1 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.
- 14.2 The notice does not have to be in writing.
- 14.3 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.
- 14.4 The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

**15**     **REQUISITION OF COUNCIL HEARING**

- 15.1     By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- 15.2     If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
- 15.3     If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

**16**     **QUORUM OF COUNCIL**

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

**17**     **COUNCIL MEETINGS**

- 17.1     At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- 17.2     If a council meeting is held by electronic means, council members are deemed to be present in person.
- 17.3     Owners may attend council meetings as observers.
- 17.4     Despite subsection 17.3, no observers may attend those portions of council meetings that deal with any of the following:
  - (a)     bylaw contravention hearings under section 135 of the Act,
  - (b)     rental restriction bylaw exemption hearings under section 144 of the Act, and
  - (c)     any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

**18**     **VOTING AT COUNCIL MEETINGS**

- 18.1 At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- 18.2 Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- 18.3 The results of all votes at a council meeting must be recorded in the council meeting minutes.

**19 COUNCIL TO INFORM OWNERS OF MINUTES**

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

**20 DELEGATION OF COUNCIL'S POWERS AND DUTIES**

- 20.1 Subject to subsections 20.2 to 20.4, 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.
- 20.2 The council may delegate its spending powers or duties, but only by a resolution that:
  - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
  - (b) delegates the general authority to make expenditures in accordance with subsection 20.3.
- 20.3 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.
- 20.4 The council may not delegate its powers to determine, based on the facts of a particular case:
  - (a) whether a person has contravened a bylaw or rule,
  - (b) whether a person should be fined, and the amount of the fine, or
  - (c) whether a person should be denied access to a recreational facility.

**21 SPENDING RESTRICTIONS**

- 21.1 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.
- 21.2 Despite subsection 21.1, a 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.

**22 LIMITATION ON LIABILITY OF COUNCIL MEMBER**

- 22.1 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.
- 22.2 Subsection 22.1 does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

**DIVISION 4 — ENFORCEMENT OF BYLAWS AND RULES**

**23 MAXIMUM FINE**

- 23.1 The Strata Corporation may fine an owner or tenant a maximum of:
  - (a) \$50 for each contravention of a bylaw, and
  - (b) \$10 for each contravention of a rule.

**24 CONTINUING CONTRAVENTION**

- 24.1 If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

**DIVISION 5 — ANNUAL AND SPECIAL GENERAL MEETINGS**

**25 PERSON TO CHAIR MEETING**

- 25.1 Annual and Special General Meetings must be chaired by the president of the council.
- 25.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- 25.3 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 who are present at the meeting.

**26 PARTICIPATION BY OTHER THAN ELIGIBLE VOTERS**

- 26.1 Tenants and occupants may attend Annual and Special General Meetings, whether or not they are eligible to vote.
- 26.2 Persons who are not eligible to vote, including tenants and occupants may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- 26.3 Persons who are not eligible to vote, including tenants and occupants must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.



## 27 VOTING

- 27.1 At an Annual or Special General Meeting, voting cards must be issued to eligible voters.
- 27.2 At an Annual or Special General Meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- 27.3 If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- 27.4 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.
- 27.5 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.
- 27.6 Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

## 28 ORDER OF BUSINESS

- 28.1 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, and
- (n) terminate the meeting.

#### **DIVISION 6 — VOLUNTARY DISPUTE RESOLUTION**

### **29 VOLUNTARY DISPUTE RESOLUTION**

- 29.1 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.
- 29.2 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.
- 29.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

#### **DIVISION 7 — INSURANCE**

### **30 INSURANCE**

*(Amended at the Annual General Meeting held on April 19, 2011)*

- 30.1 The Strata Corporation must obtain and maintain property insurance as required by Section 149 of the Strata Property Act.
- 30.2 The Strata Corporation must obtain and maintain liability insurance and errors and omissions insurance as set out in Sections 150 and 151 of the Strata Property Act.
- 30.3 On the written request of an Owner, the Corporation shall produce to him a copy of the insurance policy or policies and verification of the premium.
- 30.4 In the event that loss or damage occurs to Common Property or Limited Common Property or Common Facilities and gives rise to a valid claim under the Strata Corporation's insurance policy, it is agreed and understood that, if the origination of the loss is within the interior confines of an individual Strata Lot for which the owner is responsible, the Strata

Corporation may sue the strata lot owner for the deductible of the Strata Corporation's policy relative to the loss, and such deductible shall be paid by the individual Strata Lot Owner in whose lot the cause of the damage originated.

- 30.5 The foregoing shall also apply if the careless, negligent or inattentive acts of a Strata Lot Owner or Occupant causes damage outside the Strata Lot and the origination of the loss is anywhere on the premises.
- 30.6 In the event that an Owner or Occupant or any member of their family or their guests, servants or agents causes damage to Common Property, Limited Common Property or Common Facilities, and the damage so caused gives rise to a valid claim under the Strata Corporation's insurance policy, the deductible of the Strata Corporation's policy relative to the loss shall be paid by the individual Strata Lot Owner.
- 30.7 In the event that an Owner or Occupant or any member of their family or their guests, servants or agents causes damage to Common Property, Limited Common Property or Common Facilities and the damage so caused is not covered under the insurance in place, the Strata Lot Owner shall be held responsible for such loss and promptly reimburse the Strata Corporation for the full costs of repair or replacement.
- 30.8 The only exception to the foregoing is where loss originates from the rupture or malfunction of a permanent public facility, supply line or sewer system that extends from Common Property into an individual unit, in which case the deductible of the Strata Corporation's insurance policy shall be the responsibility of the Strata Corporation. It is further agreed and understood that when any loss or damage originates from "Common Property" as defined in the Act and is not the responsibility of the Strata Lot Owner as previously defined, the deductible of the Strata Corporation's insurance policy shall then be the responsibility of the Strata Corporation.
- 30.9 Damage to personal property of a Strata Lot Owner or Occupant, or their guests, servants or agents, or damage together with any upgrading, substituting, improvements or betterment to the unit that have been made or acquired by the present Owner from those originally installed shall be the responsibility of the Strata Lot Owner.

## **31 INSURANCE CLAIMS**

*(Added at the Annual General Meeting held on April 19, 2011)*

- 31.1 An owner of a strata lot shall be deemed to be responsible for any loss or damage, however caused, to a strata lot, or to common property or assets, or to limited common property, which arises totally from within his/her strata lot, up to the amount of the insurance deductible on the insurance policy maintained by the strata corporation, and shall reimburse the Strata Corporation for the cost of repairing or remedying the loss or damage up to the amount of the deductible.
- 31.2 For the purpose of this Bylaw, any costs for which a strata lot owner is responsible shall be considered as an expense chargeable to the owner and shall be added to and become a part of the assessment of that owner for the month next following the date on which the expense was

incurred and shall become due and payable on the date of payment of the monthly assessment.

- 31.3 An owner who fails to pay the cost of repair or remedying the loss or damage when due shall reimburse the Strata Corporation and save it harmless against any and all costs and expenses required to collect such reimbursement, whether by court action or other means and including council member or management costs associated with lost time from employment, strata management costs and legal costs, comprised of legal fees, taxes, disbursements and other related expenses, as between a solicitor and his own client or on a full indemnity basis.

## **DIVISION 8 — PARKING**

### **32 VEHICLE INSURANCE**

- 32.1 All parked vehicles must be covered by public liability insurance.

### **33 VEHICLE MAINTENANCE**

- 33.1 Vehicles that leak oil must be parked off the property of the Strata Corporation. Owners of these vehicles will be given 24 hours notice to remove the vehicle; other wise it will be towed away at the owners' expense. Owners are responsible for the clean up of all leaks from their vehicles.

## **DIVISION 9 — ADDITIONAL BYLAWS**

### **34 DISTRIBUTION OF CORRESPONDENCE**

- 34.1 No Owner, occupant or tenant shall distribute correspondence, news letters, flyers, opinions, or brochures of any type to residents of LMS 422 without first receiving written authorization from Strata Council to do so. *(Added at the Annual General Meeting held on April 16, 2013)*

### **35 AGE RESTRICTION**

- 35.1 The exclusive use, occupation and enjoyment of the strata lots are restricted to persons over the age of 55 years except spouses. No person under 55 years of age is permitted to reside in or occupy or visit any strata lot for a period of time greater than thirty (30) days maximum in each calendar year unless specific approval in writing has been given by the council; any such approval shall not be deemed to be setting a precedent. Council will consider each request and approval individually on its own merits. *(added at the Annual General meeting held on April 28, 2009) (Amended at the Annual General Meeting held on April 16, 2013)*

**END OF BYLAWS**