

Galleria Rule

MOVING IN & OUT

As a community of people living close to one another, we must be aware of our environment and the effects noisy activities have on our neighbors; above, below, beside us and at the other end of the building.

Moving furniture and personal belongings in or out of your unit must be done with as little disruption and noise to other residents as possible.

The nature of construction of the Galleria with exposed concrete beams, concrete and ceramic tile walkways and stairways, exposed stone atrium floor, extensive glass wall areas, and skylight roof all contribute to the reflection of sound.

The Site Manager must be notified 48 hours in advance of your planned move.

The Site Manager will install insulated pads in the west elevator to protect the interior from damage and provide an elevator key to lock it out, only this elevator will be used for moving.

The hours of moving will be from 8:00 AM to 9:00 PM Monday through Friday. 9:00 AM to 6:00 PM on Saturday, Sunday and statutory holidays.

The north doors leading to a holding area are to be used for moving, not the front entry doors. A second door leading from the holding area to the Atrium must not be open at the same time as the exterior door. The exterior door must not be left open while unattended. Security issues and damage to the Atrium plants in cold weather are major concerns. A wheeled cart is available for use and is stored in the holding area.

Moving small articles from the parkade to the elevator is permitted. The use of one of the trolleys is permitted, not both of them.

Moving personnel must be supervised at all times and they must not wander around the building or parkade.

Clean-up, each day after moving, is required.

History of Rule:

First Drafted:	October 14, 2011
Revised:	April 10, 2012
Revised:	August 24, 2020

Board Approval of Rule:

Board Approved:	September 16, 2020
-----------------	--------------------

Galleria Rule

RENTAL OF UNITS

1. The rental of units in the Galleria shall be governed by Section 53 of the *Condominium Property Act* included in this rule as Appendix A.
2. The Corporation requires an owner who rents out their unit (i.e. dwelling, titled parking stall and/or titled storage locker) to pay to and maintain with the Corporation a non-interest bearing deposit equivalent to one month's rent which shall be refunded subject to provisions of section 53.
3. This rule shall be administered by the property manager retained by the Corporation.
4. Any owner who rents out their unit (i.e. dwelling, titled parking stall and/or titled storage locker) must also ensure their adherence with all relevant bylaws of the Condominium Corporation, and are ultimately responsible for all actions from their tenants. It is acknowledged that the Condominium Corporation's legal relationship is with the unit owner, not a tenant or occupier.

Relevant bylaws relating to rental or other occupation of an owner's unit includes, but are not limited to, sections 2(g), 4(k), 4(l), and 42 (included as Appendix B). Failure to comply with provisions under the Act or the Condominium Corporation's bylaws could result in a warning, fine or other legal consequence as afforded by the authorities of the Board.

Appendix A – Condominium Property Act of Alberta

Section 53 – Rental of Units:

- (1) *An owner of a unit shall not rent the owner's unit until the owner has given written notice to the corporation of the owner's intention to rent the unit, setting out*
 - (a) *the address at which the owner may be served with a notice given by the corporation under section 54 or an application or order referred to in section 55 or 56, and*
 - (b) *the amount of rent to be charged for the unit.*
- (2) *If an owner of a unit rents the owner's unit it is a condition of that tenancy, notwithstanding anything in the tenancy agreement, that any person in possession of that unit shall not*
 - (a) *cause damage to the real or personal property of the corporation or the common property, or*
 - (b) *contravene the bylaws.*
- (3) *The corporation may require an owner who rents the owner's unit to pay to and maintain with the corporation a deposit that the corporation may use for*
 - (a) *the repair or replacement of the real and personal property of the corporation or of the common property, and*
 - (b) *the maintenance or repair of any area of the common property that is subject of a grant to the*

Galleria Rule – Rental of Units

owner of the unit to exercise exclusive possession under section 50(1),

that is damaged, destroyed, lost, or removed, as the case may be, by any person in possession of the rented unit.

- (4) A deposit referred to in subsection (3) shall not exceed the prescribed amount and shall be held and repaid along with interest earned, if any, as prescribed.*
 - (5) The owner of a unit shall give the corporation written notice of the name of the tenant renting the unit within 20 days from the commencement of the tenancy.*
 - (6) Within 20 days after ceasing to rent the owner's unit, the owner shall give the corporation written notice that the owner's unit is no longer rented.*
 - (7) A corporation shall, within 20 days after receiving a written notice under subsection (6),
 - (a) return the deposit and interest earned, if any, to the owner,*
 - (b) if the corporation has made use of the deposit for one or more of the purposes referred to under subsection (3), deliver to the owner
 - (i) a statement of account showing the amount used and interest earned, if any, and*
 - (ii) the balance of the deposit not used, if any and interest earned, if any,***
- or*
- (c) if the corporation is entitled to make use of the deposit but is unable to determine the amount of the deposit that it will use, deliver to the owner an estimated statement of account showing the amount it intends to use and, within 60 days after delivering to the owner the estimated statement of account, deliver to the owner
 - (i) a final statement of account showing the amounts used and interest earned, if any, and*
 - (ii) the balance of the deposit not used, if any and interest earned, if any.**
- (8) If a deposit referred to in subsection (3) is owing by an owner to a corporation, the corporation may, in addition to any rights of recovery that it has in law, recover that amount in accordance with section 39.2 as if it were a contribution.*

Appendix B—Relevant Sections of Bylaws

Section 2(g): Tenants and Occupiers Subject to Bylaws

An Owner shall not lease or grant possession of their Unit to any Tenant or occupier, and no Tenant or occupier shall move into or occupy a Unit:

- (i) until the Owner complies with the deposit requirements of the Corporation and provides the Corporation with an address for service of any notice that may be served pursuant to the Act or the Bylaws, as well as the name and contact details of the Tenant or occupier within twenty (20) days of the commencement of the tenancy;*

Galleria Rule – Rental of Units

- (ii) unless the Tenant or occupier undertakes in writing to be bound by and comply with the Bylaws, with the undertaking being provided to the Corporation within twenty (20) days of the Tenant or occupier taking possession of the Unit;
- (iii) until the Owner(s) gives notice in writing to the Corporation of the tenancy or other occupancy that the lease is more than four-months accompanied by the written undertaking of the Tenant to be bound by the By-laws;
- (iv) unless the Owner maintains a copy of the By-laws in the Unit for the Tenant or occupier's use; and
- (v) for a term of lease not less than four-months in duration.

Section 4(k): Control of Tenants

Do all things which are specified in the Act, with respect to the tenancy of units, including imposing or collecting a deposit from the owner of a unit which is being rented, under Section 44 of the Act, giving notice to a tenant to give up possession of a unit under Section 45 of the Act, and making applications to the Court of Queen's Bench of Alberta for an Order requiring a tenant to give up possession of a unit under Sections 46 and 47 of the Act;

Section 4(l): Deductions from Rent

Require that a tenant on receiving notice from the Corporation that the owner is in default of a payment or contribution or assessment levied by the Corporation or an instalment or instalments thereof deduct from the rent payable to the owner the contribution or assessment levied or the instalment or instalments in arrears and any interest owing thereon and require that the tenant pay the same to the Corporation and the amount so paid shall be deemed to constitute rent paid to the owner by the tenant.

Section 42: One Family Residence

Each unit shall be occupied only as a one-family residence by the owner, their tenants or authorized occupants and their families, for the purpose of the paragraph;

- (a) "One family residence" means a unit occupied or intended to be occupied as a residence by one family alone and contains one kitchen, and in which no roomers or boarders are allowed; and
- (b) "Boarder" means a person to whom room and board is regularly supplied for consideration; and,
- (c) "Roomer" is a person to whom a room is regularly supplied for consideration.

History of Rule:

First Drafted: June 9, 2009
Revisions: February 4, 2021

Board Approval of Rule:

Board Approved: February 10, 2021

Galleria Rule

MAINTENANCE OF UTILITIES, SYSTEMS & SERVICES

Purpose:

Each dwelling unit is provided with access to utilities, systems and services (herein referred to as “amenities”). This policy serves to provide a general description of those amenities and an explanation of how to distinguish if the pipe, wire, cable, duct, conduit, plumbing, sewer, party wall or other facility used in connection with that amenity is Corporation common property or if it is the unit owner’s responsibility to maintain and repair.

Maintenance & Repair:

a) Corporation:

As per Bylaw 3(d) – *Maintenance and Repair*, the Corporation is responsible to maintain and repair (including renewal where reasonably necessary) pipes, wires, cables, ducts, conduits, plumbing, sewers, party walls and other facilities that are either located in common property or used by more than one unit.

Examples include:

- Air ducts located in utility wall spaces.
- Pipes from another unit or from the roof above located behind ceiling bulkheads.

b) Unit Owner:



As per Bylaws 2(c) – *Repair and Maintain*, and 44(a) – *Duty to Repair and Maintain*, an owner is responsible to maintain and repair their unit. This includes all pipes, wires, cables, ducts, conduits, plumbing, sewers, walls and other facilities located within the boundaries of their unit.

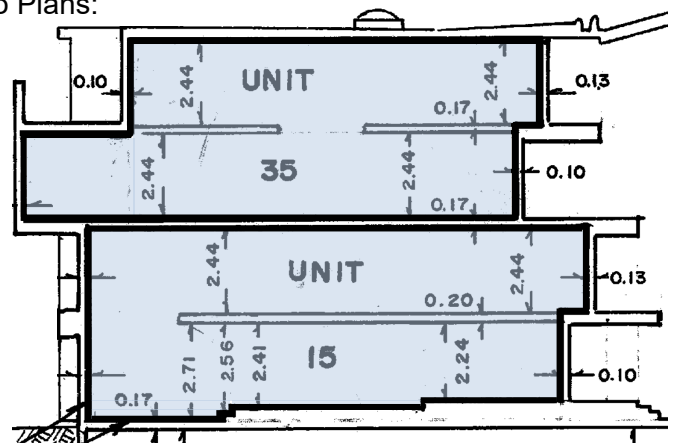
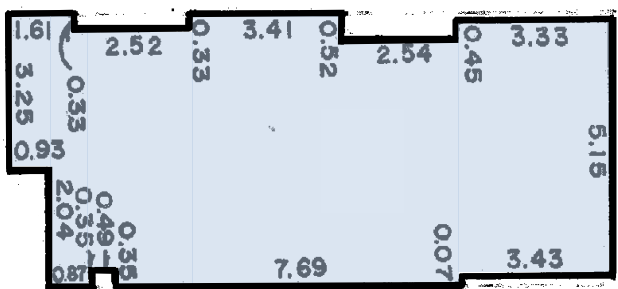
Examples include:

- The unit’s hot water radiant pipe that exists within the boundaries of the unit.
- The drainage pipe of the unit’s upstairs toilet for only that portion of the pipe that exists within the boundaries of the unit.

Boundaries of the Unit:

To determine the boundaries of a unit, please refer to the Condo Plans as filed with the Land Titles Office. All Condo Plans must contain an illustration of all units in the building, including the floor plans and sufficient cross sections that accurately illustrate the units. The unit’s boundaries are shown on the plan in a solid line which has a thicker weight than what is used for other surfaces on the plan. Below is an example of a floor plan and a cross-section, taken from the Galleria’s Condo Plans:

- Unit’s boundaries = 
- Unit’s titled area = 



Galleria Rule – Maintenance

The Galleria's Condo Plans' Legend explains how to accurately measure the unit's titled area and to help account for any discrepancies that may exist between what is documented on the floor plan and/or cross-section and the layout of the unit as it actually exists:

- Section 8: *All distances are in metres and decimals thereof.*
- Section 9: *The boundary of any unit with common property is the undecorated interior surface of the unit floor, wall or ceiling as the [case] may be.*
- Section 10: *Unit dimensions and floor areas of units 1 to 50 inclusive are measured to the undecorated interior surface of the unit at floor level.*

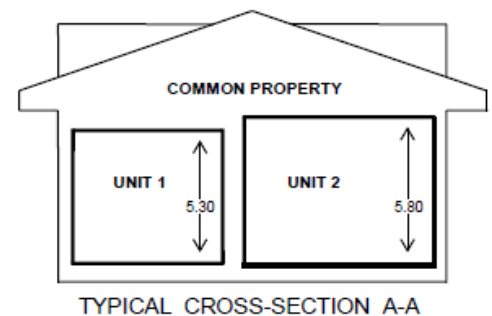
Aside from any discrepancies, the boundaries of the unit were measured from the undecorated interior surface which means:

- a. The floor plans are measured from the drywalled wall to the drywalled wall, and
- b. The cross-section plans are measured from the concrete floor to the concrete ceiling.

Understanding the Unit's Boundaries for Two Story Units:

The following was drafted in accordance with the advice provided by both Pivotal Property Management and external legal counsel. As noted on the Condo Plans cross-section, the solid black line with an increased weight that represents the unit's boundaries extends up from the first floor wall, through the concrete slab that divides the two floors, and continues along the second floor wall. The unit's boundaries are not shown to extend horizontally into the middle of the unit, nor do they include the concrete slab that divides the first and second floor contained within a unit. Therefore, the drywalled surface of a drop down ceiling on the first floor is not considered the unit's boundaries and is part of the unit. All pipes, wires, cables, ducts, conduits, plumbing, sewers, walls and other facilities located in those drop down ceiling areas that are not adjacent to the unit's weighted black line are considered within the boundaries of the unit. Unless more than one unit uses that facility, then it is unit owner responsibility to maintain and repair.

As demonstrated here to the right from the Alberta Land Titles Procedures Manual¹, the boundaries cross-section example has used a multi-level condo unit to help explain the unit's boundaries and common property. The flooring that divides the first and second floor is not considered the unit's boundary, the same way that interior walls are not considered walls which define the unit's boundary. For more information, please refer to the *Alberta Condominium Property Act and Regulation*.



Corporation Access to Units for Maintenance, Repair or Inspection:

As explained above, some common property areas or another unit's pipes can only be accessed from within the unit owner's titled area. As per Bylaw 2(a) – *Corporation Access to Units*, an owner shall “*permit the Corporation and its agents, at all reasonable times on notice (except in case of emergency when no notice is required), to enter their unit for the purpose of inspecting the unit and maintaining, repairing and renewing pipes, wires, cables, ducts, conduits, plumbing sewers, party walls and other facilities for the time being existing in the unit and capable of being used in connection with the enjoyment of any other unit or common property, or for the purpose of maintaining, repairing or renewing common property, or for the purpose of ensuring that the bylaws are being observed.*”

Chargebacks for Maintenance and Repair:

Where an aspect of the unit's titled area, which is the responsibility of the unit owner to maintain, is identified as requiring maintenance and/or repair, the Corporation can provide a ten day timeline in which to have the item repaired by the unit owner. Failure to perform the required maintenance, as per Bylaw 44(a) – *Duty to Repair and Maintain*, the Corporation “*may do or cause to be done the maintenance or repair and the owner*

¹ <http://www.servicealberta.ca/pdf/ltmanual/SUR-4.pdf>

Galleria Rule – Maintenance

affected agrees to and shall reimburse the Corporation for all moneys expended for labour, materials, normal overhead and profit and all costs incurred in collection in respect of the doing of such maintenance and/or repairs”.

Galleria Amenities:

The following amenities are enjoyed and/or accessed by unit owners:

1. UTILITIES:

- A. Hot Potable Water
- B. Cold Potable Water
- C. Electrical

2. SYSTEMS:

- A. Heating
- B. Drainage
- C. Venting
- D. Air Supply
- E. Air Exhaust
- F. Fireplace
- G. Sprinklers

3. SERVICES:

- A. Doorbell
- B. Intercom
- C. Telephone, Cable & Internet
- D. Satellite

1. UTILITIES:

A. Hot Potable Water:

Hot potable water is provided from common boilers through a network of piping to each unit. The lines within common property utility walls or that supply another unit but are located in the unit's titled area, are the responsibility of the Corporation. Shut-off valves for the common supply lines are in the parkade, numbered and identified as to the units they supply. These valves are also the responsibility of the Corporation. The piping from the exit point of the unit's titled perimeter supplying sinks, tubs, showers and clothes washing machines are the responsibility of the unit owner. Not all hot water lines exiting the walls within a unit have local shut-off valves; they should be added whenever renovations are undertaken or other practical opportunities.

B. Cold Potable Water:

Cold potable water is provided through a network of piping to each unit usually paralleling the hot water supply routing. The lines within common property utility walls or that supply another unit but are located in the unit's titled area, are the responsibility of the Corporation. Shut-off valves for the common supply lines are in the parkade, numbered and identified as to the unit(s) they supply. These valves are also the responsibility of the Corporation. The piping from the exit point of the unit's titled perimeter wall supplying sinks, tubs, showers, toilets, outside hose bibs, clothes washing machines and dish washing machines are the responsibility of the unit owner. Not all cold water lines exiting the walls within a unit have local shut-off valves; they should be added whenever renovations are undertaken or other practical opportunities.

C. Electrical:

Electrical supply is to an individual unit meter and a 100 amp breaker located in common utility rooms

Galleria Rule – Maintenance

throughout the building. An individual 100 amp service provides power to the unit breaker panel. The meter, the 100 amp breaker and the service line is the responsibility of the Corporation. The breakers within the unit panel are the responsibility of the unit owner. Receptacles, switches, transformers, lighting, appliances and the wiring to these items are the responsibility of the unit owner.

2. SYSTEMS:

A. Heating

Heating to each unit is provided by a common network of piping which supplies, drains and recirculates hot water to radiators within the unit. The water within the radiator is controlled by normally open zone valves which meter the amount of hot water traveling through the radiator. Shut-off valves at each end of the radiator can isolate the radiator and zone valve for repair and maintenance. The piping, radiators, zone valves, shut-off valves, radiator covers, electrical transformer, and fail-safe thermostats located within the unit's titled area are the responsibility of the unit owner. For more information, please refer to the Galleria Heating Policy.

B. Drainage

Drainage system is an assembly of pipes, fittings, traps, clean-outs, fixtures and appurtenances that is used to convey sewage from toilets and clear water waste from sinks, tubs, showers, washing machines to the public sewer system outside of the building. Piping and fittings within common property utility walls or that are within the unit's titled area and used by another unit are the responsibility of the Corporation. Piping and fittings within the unit's titled area and used exclusively by that unit are the responsibility of the unit owner. Cleaning of the vertical stacks within the common property utility walls and the lateral drain lines in the parkade is the responsibility of the Corporation. Access to the stack is through a clean-out within the unit or by removing a trap or toilet. The piping, gaskets and seals from the exit point of the perimeter and/or the common property utility wall or floor and connecting to toilets, sinks, garburators, tubs, showers, clothes washing machines and dish washing machines are the responsibility of the unit owner. Not all drainage piping within a unit has local clean-outs, they should be added whenever renovations are undertaken or other practical opportunities.

Note: If an owner experiences a backup or clog, they must turn off the water source and contact the Corporation's property management company by calling the 24/7 emergency number immediately. Because multiple units may share the same drainage stack, a blocked pipe may cause water damage to other units. The Corporation will arrange to have the blockage cleared by service providers familiar with the building. Where the blockage is determined to be located before the drainage pipe connects to a common stack, it will likely result in a charge back to the unit owner.

C. Venting

Venting system is an assembly of pipes and fittings that connects a drainage system with outside air for circulation of air and the protection of trap seals in the drainage system. Piping and fittings within common property utility walls and within the walls of the unit that vent another unit are the responsibility of the Corporation.

D. AIR SUPPLY

Air supply to the building is a system of forced air heaters, inlet air dampers, filters and ducting providing tempered air to the atrium. Each unit has a grille allowing pressurized air from the atrium into the unit. The Corporation is responsible for the air supply system. The unit owner is responsible to clean the grille within the unit and on their atrium balcony.

E. Air Exhaust

The air exhaust of each unit is done in three locations.

1. Bathroom fans exhaust air to the exterior of the building. The unit owner is responsible for

Galleria Rule – Maintenance

- the repair and maintenance of the ceiling exhaust fan. The corporation is responsible for the building roof vent pipe located in the common property utility wall and sealing it to the roof.
2. Kitchen range exhaust fans exhaust air to the exterior of the building. The unit owner is responsible for the repair and maintenance of the range exhaust fan. The corporation is responsible for the cleaning of the vent pipe, the roof fan and motor and the sealing of the ducting to the roof.
 3. Clothes dryers exhaust air to the exterior of the building. The unit owner is responsible for the cleaning of dryer lint filters and for the ducting connecting the dryer to the vent pipe. The corporation is responsible for the cleaning of the vent pipe, the roof fan and motor and the sealing of the ducting to the roof.

F. Fireplaces

Fireplaces are wood burning appliances that require care when using. The amount of combustion air consumed when in use exceeds the air supply to the unit through the grille from the atrium. When burning wood in the fireplace, open a window to provide make-up air to the unit (but ensure that any nearby hot water radiant pipes do not freeze) and regulate the fire place damper to maximize its efficiency. The fireplace exhaust is a vertical pipe going through the concrete floors within a fire rated wall to the roof. Cleaning of the vertical piping is necessary to prevent chimney fires which could endanger you and your neighbours. The fireplace and vertical piping is the responsibility of the unit owner. The Corporation may assist in coordinating the necessary annual cleaning and issue charge backs to the respective unit owners.

G. Sprinklers

Sprinklers are within each unit and in common areas including maintenance rooms, electrical rooms, storage rooms, garbage chutes, parkades, and the atrium. The system includes a pump and piping network connected to a monitored fire alarm panel all of which is inspected and tested each year. The corporation is responsible for the system. Unit owners are not allowed to tamper or interfere with the functionality of the sprinkler heads in their units.

3. SERVICES:

A. Doorbells:

Doorbells are for the exclusive use of the unit owner. The functionality of the doorbell from the push button at the door to the transformer to the bell itself is the responsibility of the unit owner

B. Intercom System:

Intercom service is provided from the panel inside the two front doors. The outside door is locked from 11:00 PM until 7:00 AM and access to the panel is not available during that time. The intercom number is not the same number as the unit number. The Board will add or change the names in the panel identifying the resident of each unit at the request of the unit resident. The Corporation is responsible for the functionality of the intercom system.

C. Telephone, Cable & Internet:

Telephone, cable and internet service is provided by the service provider of choice by the unit resident. The telephone room in the parkade provides access to the existing lines in the unit. Unit residents/owners are responsible for their telephone, cable and/or internet service and installation costs. Note: Unit residents/owners must accompany the service provider into the telephone room. Any damage done to other lines will be charged back to the unit owner.

D. Satellite:

Satellite service is provided by the service providers who have satellites already mounted on the exterior of the building. When the unit owner terminates their satellite service, they are responsible for the cost to remove the satellite mounted on the exterior of the building. Unit owners are

Galleria Rule – Maintenance

responsible for their satellite service and installation costs.

History of Rule:

First Drafted: August 22, 2009
Approved: July 12, 2011
Amended: August 29, 2012
Amended: July 9, 2020

Board Approval of Rule:

Board Approved: December 10, 2020

Galleria Rule

RENOVATION WITHIN A UNIT

1. Definition of Renovation within a Unit

For purposes of this rule, “renovation within a unit” includes replacement of flooring, kitchen cabinets, bathroom cabinets, toilets, bathtubs, electrical system alteration, alteration of plumbing or heating systems, adding air conditioning, interior wall, floor or ceiling modification.

Upgrading or décor changes such as interior painting, window coverings, fail-safe thermostats, water faucets, replacement of appliances or electrical fixtures, switches and receptacles does not constitute a renovation.

No renovation of any kind is permitted on common property, including interior and exterior common property. Balconies are common property.

2. Objectives of this Renovation Rule

The Corporation is responsible by statute and regulations, through the Board, for the supply and management of certain services in a safe manner to residents. Some of the building systems that supply services are integrated causing the supply of service in one unit to be dependent on the system in another unit.

The Galleria is a premier quality building. The Board has an obligation to sustain that quality and, by so doing, to protect the individual investments of the unit owners.

There are certain special features in the original construction of The Galleria. These may require special consideration during renovations.

As a community of people able to enjoy the atrium environment throughout the seasons there is a need to reasonably balance the occasional noise and unusual dust and dirt inherent with renovations with reasonable expectations of quiet enjoyment of their home by residents.

3. Consent to Renovate by the Board

Written consent from the Board is required before any Renovation is begun. Consent by the Board does not absolve the owner of any responsibility that might otherwise attach to the actions of the owners or agents.

4. Application to the Board for Consent to Renovate

Application must be submitted to the Board for consent for renovation. The application should state the nature of the intended renovations and the intended work schedule. It should indicate the plan to dispose of construction material and proposals to mitigate the spread of dust and dirt. The application must identify any impact the renovation will have on the building envelope and/or building systems. The application must be supported by such drawings, product specifications, name(s) of contractors and service(s), approvals, permits or other documentation as the Board may reasonably request. The owner will be responsible for the cost of any professional or engineering services that the Board may require to evaluate and consider a renovation application.

Galleria Rule – Renovation

5. Conditions of Board Consent

No work is to be performed in the atrium, visitor parking or parking areas.

When the Board grants written consent to renovate such renovation will be subject to any special conditions, which must be observed, as agreed with the owner.

The schedule of work provided to the Board must also be posted on CondoGenie to inform other owners and residents of the activity and the duration of impact the renovation will have on their home and lives. The schedule of work must be kept current.

The owner is responsible for any damage to common area and daily clean-up of unreasonable dirt that is incurred as a result of the renovation.

The Board may require a damage deposit of \$500 to be held in trust before work commences. Repair of damage to common area and clean-up of unreasonable dirt will be paid from the deposit.

6. Requirements Included in Consent

Every consent to renovate is deemed to include the following standard and special renovation requirements as well as cleanliness and waste disposition.

6.1 Standard Renovation

- 6.1.1 The Galleria property manager shall be informed of the names and phone contacts of construction or service personnel.
- 6.1.2 Contractor parking is the responsibility of the unit owner. One space is available next to the emergency exit door at the S.E. corner.
- 6.1.3 A maximum of two parkade visitor parking stalls are available for rent from 8 to 6 Monday to Friday for a fee of \$10 per day payable to the Galleria Social fund.
- 6.1.4 The owner is responsible to provide access to the Galleria for the contractors. If a fob is given to a contractor by an owner, the property manager must be informed. If a lock box is used, the owner must first receive Board approval. The lock box must be placed on the lock box rail located between the front entry doors and must display a contact name and number. A lost fob needs to be reported immediately to The Board and a replacement issued at the Owners expense. A contractor's washroom is available if the extent of the renovation eliminates the washrooms within the unit. A key will be provided by the property manager and if lost, a fine of \$200 will be levied. Owners will supervise or arrange supervision for the work and activities of their contractors.
- 6.1.5 Renovation work is only permitted Monday through Friday, 8:00 AM to 6:00 PM, and Saturday 9:00 AM to 6:00 PM. No renovation work shall be performed on a Sunday, Statutory Holiday or a day in lieu of a Statutory Holiday.
- 6.1.6 A Schedule of Activity, updated as needed, shall be provided to the Galleria's property manager three days in advance of any activity. This will enable the property manager to provide notice of any disruption of service to other residents and also to book the service elevator and enable the property manager to install protective tarps. The owner will also be required to create a forum message on CondoGenie, the Galleria's virtual bulletin board, titled "Renovation Updates for Unit #". The owner of the unit will be required to post updates in this message thread, specifically related to noise and renovation timelines. This will keep fellow neighbours informed of the renovation.

Galleria Rule – Renovation

- 6.1.7** Contractors may not store tools, equipment or materials in the common area.
- 6.1.8** The north loading doors holding area, adjacent the garbage bin, are to be used for transporting material in and out of the building. The holding area must be used as an air lock, with only one door open at a time. The south front entrance doors are NEVER to be used to move material in and out of the building.
- 6.1.9** Ground floor units should use their patio doors for moving materials in and out of the unit as much as possible throughout the renovation. For 3rd and 5th floor units, emergency stairwells may be used.
- 6.1.10** If using an elevator, only the west elevator is permitted for moving materials. Upon notice, the property manager will place insulated pads in the west elevator to protect the interior from damage. Requests to sign out the elevator door key to stop the elevator doors from closing must be made by contacting the property manager. A \$200 key deposit is required.
- 6.1.11** Unit owners are responsible for any breach of the Galleria Rules, specifically the Renovation and Moving In & Out rules, by their contractor or sub-contractors. These rules must be reviewed prior to the commencement of a renovation. A breach of the rules will result in a \$150 fine issued to the unit owner.
- 6.1.12** Photographs of electrical, plumbing and HVAC work completed must be provided electronically to the Board prior to closing walls or drywall.
- 6.1.13** Renovations must be done such that the building's original electrical, plumbing and structural systems and capabilities are not exceeded.
- 6.1.14** It is recommended that the unit owner inform their insurance provider of the ongoing renovation.

6.2 Special Renovation Considerations

- 6.2.1** The Galleria is designed and built with non-combustible material. Approved steel studs are to be utilized, not wood studs. Water lines should be copper piping, not plastic.
- 6.2.2** Floor Renovations to a common floor having another unit below must include a resilient underlayment. Ceramic tile or slate with underlayment over the 8" poured concrete floor must have a minimum impact sound rating of IIC 56. Hardwood, including engineered hardwood, laminate, cork or vinyl flooring must have a minimum impact sound rating of IIC 60. The flooring must not touch the perimeter walls of the unit and if a baseboard is to be installed it must not touch the floor finish.
- 6.2.3** Renovations to plumbing fixtures, toilets, bath tubs, sinks, washing machine and/or dishwasher must include the installation of a local shut-off ball valve for each water supply.
- 6.2.4** If possible, hot and cold water supply lines to the entire kitchen or bathroom(s) are to incorporate an area shut-off to isolate the areas from adjacent units and allow ease of fixture replacement and vacation isolation. Most units have 2 or 3 water supply sources and each are shared with 4 to 6 other units.
- 6.2.5** If, during the renovation, plumbing clean-outs are exposed, they must not be covered over. An access door or removable panel is recommended.

Galleria Rule – Renovation

- 6.2.6 Coring of holes through floors and ceilings require non-destructive testing to ensure embedded lines are not penetrated.
- 6.2.7 If, during the renovation, access holes through concrete walls, floors, utility chases, and fireplaces are exposed they must be sealed with a 2 hour fire rated material (fire rated spray foam is acceptable).
- 6.2.8 When exposing the laundry area wall ensure the dryer vent is clean. The Galleria will contribute to cleaning the common area of ducting.
- 6.2.9 Water supply piping and drainage piping exposed during construction is to be evaluated by the contractor and verified by the Board for replacement and/or cleaning at the expense of the Galleria.
- 6.2.10 Kitchen garburators and low flow flush toilets are not permitted because of the impact on the Galleria drainage system. Dual flush toilets are recommended.
- 6.2.11 Braided stainless steel tubing and a tee must be used if connecting a water line to a fridge or appliance, a metal saddle clamp is not permitted.

6.3 Cleanliness & Waste Disposition

- 6.3.1 Owners and contractors shall take reasonable steps to keep common area floors, stairways and elevators clean at all times.
- 6.3.2 Waste material including dirt, debris, building material, flooring, fixtures, old cabinets, appliances or other materials being disposed of shall not be deposited in common areas, receptacles or a garbage bin belonging to The Galleria. All such materials are to be taken off site.
- 6.3.3 Disposal of drywall mud, tile mortar, glue or grout as well as paint are to be taken off site. Sink and toilet drains are not to be used.
- 6.3.4 Cleaning of tools used for drywall taping, mortar, glue or grout as well as paint brushes and rollers are to be cleaned in a pail of water and the pail and water to be taken off site for disposal.
- 6.3.5 Dust control is necessary especially with drywall installation. Special controls may include high efficiency vacuum and unit entry wet boot tray.

History of Rule:

First Drafted:	May 5, 2009
First Approved:	June 9, 2009
Amended:	July 30, 2012
Amended:	June 19, 2017
Amended:	July 10, 2019

Board Approval of Rule:

Board Approved:	February 10, 2021
-----------------	-------------------

Galleria Rule

HEATING

Purpose:

The purpose of the Galleria Heating Rule is to explain how the building's heating system operates and to clarify what is Condo Corporation responsibility and what is unit owner/resident responsibility in order to prevent water damage incidents related to frozen pipes.

Understanding the Galleria's Heating System:

The Galleria's heating system is a hot water register system. Each unit's heat registers are unique in their layout and location; however, most are located along the exterior walls on each floor of the unit and in the master bedroom on the atrium side of the unit. Each unit is fitted with one, two or three thermostat controls that allow the unit owner the capability to adjust the overall unit temperature to their individual comfort level. Each thermostat controls a Honeywell 24-volt zone valve, located at one end of the hot water register. The zone valve controls the flow of the hot water through the pipe. When the water is flowing, the register is heating the unit; when it is closed, it is restricting the hot water, thereby providing no heat and allowing the unit to cool.

Zone Valves: Owner Responsibility

The default set position of the building's zone valves is open. This means that when the set/desired temperature is registered by the unit's thermostat, it sends power to the zone valve to activate the motor to keep the zone valve closed. If heat is called for by the thermostat, no power is sent to the zone valve, thereby having the zone valve go back to its default open set position and allowing hot water to flow through the pipe.

If the building experiences a power failure, the zone valves will lose power, and the zone valves will go back to their default open set position or will stay open if already open. The building's emergency generator will automatically activate and continue to power the main pumps for the building's boilers. This ensures that all units will continue to receive heat throughout a power outage and will prevent our pipes from freezing.

Thermostats: Owner Responsibility

As previously noted, each thermostat controls a Honeywell 24-volt zone valve. When heat is required, the thermostat will stop sending power so the zone valve will open. This functionality is opposite to most other heating systems and is why thermostats that are designed for a forced-air system will not operate on our hot water heating system.

When replacing the original analog thermostats or upgrading to digital programmable thermostats it is important that the correct type of thermostat is installed to ensure the correct functioning of the heating system.

Transformer: Owner Responsibility

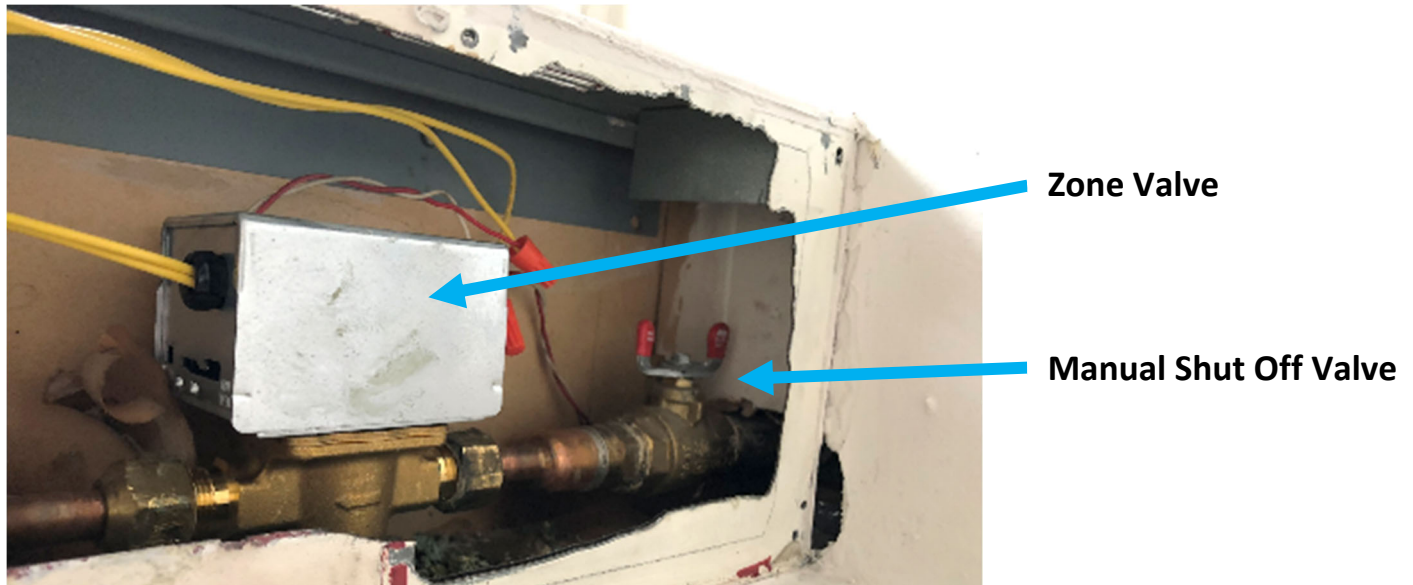
The thermostats are powered by a 24-volt transformer installed in each unit, usually located in the storage space under the stairs of each unit. These transformers rarely fail and are easily tested. Constant heat from the registers may be an indication of a failed transformer. Note: transformers are the responsibility of the unit owner.

Hydronic Baseboard and Fins: Owner Responsibility

The hydronic baseboard, the metal cover that hides the hot water radiant pipe, helps protect the pipe and promotes good air circulation for effective convection heating. The metal fins that are situated along the pipe, increase the hot surface area, thereby increasing the efficiency of the heating system.

Manual Shut Off Valves: Owner Responsibility

Each hot water radiant pipe section has two manual shut off valves located at either end of the pipe. In order to access the manual shut off valves, you must first remove the hydronic baseboard cover. In the event of a water leak, the owner/resident must immediately close both manual shut off valves to prevent the flow of water.



Manual and Automatic Air Release Valves: Owner Responsibility to inspect for leaks Corporation Responsibility if maintenance is required

Some units in the building are equipped with air release valves, also known as venting valves or bleeding valves. Some of the valves are automatic and some are manual. They are installed at the highest points in the network of pipes. The automatic air release valves release trapped air from a heating system automatically, whereas manual valves, must be done by the professional technician. As the valves are for the benefit of more than one unit, the Corporation is responsible for maintaining and servicing the air release valves. It is the owner's responsibility to perform an annual visual inspection of the condition of the air release valve and to notify the Corporation if they are experiencing any issue or leaking. Under no circumstance, should an owner adjust or replace the air release valve.

Preventing Frozen Pipes is Unit Owner Responsibility:

Despite living in a beautiful concrete building, concrete is not a particularly good insulator. As owners are aware, the coldest sections of the unit are along the exterior walls and the sections of the floor that overhang the floor below. These unique features create added complexity when it comes to heating the Galleria and your unit.

Just because the air temperature in a unit might feel sufficiently warm, that does not mean that the temperature next to the unit's radiant pipes is above freezing. The unit's radiant pipes are located in the coldest parts of the condo (i.e. along the exterior sides and directly below the windows and doors). That is why when the outside temperature drops below freezing, there is a risk of freezing pipes in your unit.

To avoid frozen cracked pipes and zone valves that result in costly service calls and water damage to you and the Galleria Corporation, it is the responsibility of all unit owners/residents to follow these directions:

Galleria Rule – Heating

- Check to ensure that your unit's zone valves and thermostats are working properly.
- All windows must be fully closed and locked when there's a chance of freezing.
- All exterior side doors, windows, and electrical outlets must be checked for cold air drafts.
- Set all your thermostats sufficiently high so that the heat is continuously coming on to all the hot water radiant pipes in your unit. For really cold evenings, set the thermostat to "always on" (i.e. turned all the way up on the thermostat, so the hot water never stops flowing).
- If you have a section of your hot water radiant pipe in your closet/cabinet, leave the closet/cabinet door open in order to allow the warmer air to flow around the pipe.
- If your unit has two floors with an open to below cutout section, ensure that your upstairs thermostat is set higher than your downstairs thermostat so that your upper heating is also continuously coming on.
- If a unit is using their fireplace or space heater to heat their condo, the thermostats must be set to "always-on". The coldest parts of the condo are by the exterior walls, where the pipes are located. Fireplaces and space heater prevent the radiant pipes from coming on - which increases the risk of frozen pipes.
- If you plan to go away, be sure to leave your heat to "always-on" while you're away.
- If you have any heating issues or have found cold air drafts in your unit, you must contact Pivotal immediately to have these resolved.
- Avoid any other behaviour, modification, etc., even if not expressly noted above, that could result in frozen or cracked pipes or zone valves.

All of the points above are based on actual water damage incidents that have occurred at the Galleria. These water damage incidents have resulted in thousands of dollars of damage, negatively impacted neighbours who live below, and have led to a significant increase to our annual insurance premium. That is why failure to follow these directions will be considered negligence and will result in the cost of the service call and resulting damage being charged back to the unit owner.

In November 2020, glycol was added to the hot water that flows through our heating system. The addition of glycol helps reduce the risk of frozen pipes; however, the glycol-water solution is still capable of freezing under very cold temperatures. That is why the above rules on owner responsibility in preventing frozen pipes are still required.

Adding or Removing Radiant Pipes and Thermostats:

Over the years, some unit owners have made modifications to the layout and to the number of hot water radiant pipes in their unit – as they have either wanted to increase their unit's temperature, or have wanted to remove unwanted heat. These changes were performed by the Galleria's contracted heating technicians at the unit owner's expense, after obtaining Board approval.

If you have any questions on the Heating Rule or your responsibility as a unit owner/resident, please contact the Galleria's property management company.

History of Rule:

First Drafted:	March 1, 2020
First Approved:	April 6, 2020
Amended	January 12, 2021

Board Approval of Rule:

Board Approved:	February 10, 2021
-----------------	-------------------

Galleria Rule – Exclusive Possession Common Property

The Galleria Condo Corp 802 2630
11220 99 Avenue, Suite 300
Edmonton, Alberta, T5K 2K6

Galleria Rule

EXCLUSIVE POSSESSION COMMON PROPERTY

Purpose:

The purpose of the Exclusive Possession Common Property Rule is to outline expectations on the use and enjoyment of exclusive possession common property and to clarify what is Galleria Corporation responsibility and what is unit owner responsibility. This policy was drafted based on advice from the Galleria's property management company and legal counsel.

Exclusive Possession Common Property Areas:

Exclusive possession areas are common property or a condo corporation's real property that an owner has a right to occupy.

The following areas are all delineated in the Condo Plans (see Appendix A) as Exclusive Possession Common Property areas:

1. [Parking Stalls](#)
2. [Storage Lockers](#)
3. [Atrium Balconies](#)
4. [Non-Rooftop Exterior Balconies](#)
5. [Rooftop Exterior Balconies](#)
6. [Ground Floor Patios](#)

In addition to the six identified types, as per Bylaw 4(f) – *Exclusive Use*, the Corporation may grant an owner the right to exclusive use and enjoyment of common property, or special privileges in respect thereof, as per the agreed upon terms. An example is the lease agreement of common property in the parkade for motorcycle parking.

Lastly, the Corporation may grant an owner the right to exclusive use and enjoyment of its real property, as per the agreed upon terms. An example is the allocation of bike stalls in Parking Stall 76, which is a titled parking stall owned by the Corporation.

Use of Exclusive Possession Common Property Areas:

As stated in Bylaw 3(k) – *Privacy Areas*, the allocated exclusive possession common property area shall be for the sole use and enjoyment of the unit owner, their family, guests, tenants and occupants of the unit and the owner shall be granted the irrevocable right of that area.

As with all common property and stated in Bylaw 2(d) – *Use of Common Property*, the area must be used and enjoyed in such a manner as to not unreasonably interfere with other owners or their families or visitors. As stated in Bylaws 41(a)(ii) – *Owner's Usage* and 59 – *Noise*, an owner is not permitted to make undue noise or nuisance in or about any unit or common property, including exclusive possession common property areas.

Duty to Maintain:

Unless specifically directed under a bylaw, lease, license or other instrument, the Corporation is responsible for maintaining all common property, including exclusive possession common property areas. This duty on the Corporation is documented in Bylaws 3(b) – *Maintain Common Property*, 3(e) – *Maintenance & Repair*, 3(h) – *Maintain Common Property*, and 3(k) – *Privacy Areas*.

Galleria Rule – Exclusive Possession Common Property

As stated in Bylaw 45 – *Structural Alterations*, unless outlined in a bylaw, lease, license or other instrument, an owner is not permitted to make any structural alterations to exclusive possession common property areas, nor maintain, decorate, alter or repair those areas without the consent of the Board. Where an owner is responsible to maintain or repair an exclusive possession common property area as directed under a bylaw, lease, license or other instrument, the Corporation can carry out the necessary maintenance or repairs, and issue a chargeback to recover the costs.

Liability:

As per the Alberta *Condominium Property Regulation*, the condo corporation can recover the cost of the Corporation's insurance deductible (up to \$50,000) from an owner where the damage and resulting insurance claim originated in their unit or exclusive possession common property area.

The following applies to all exclusive possession common property areas:

Bylaw 44. Duty to Repair and Maintain

(b) Each owner shall be responsible for damage caused to common property or other property maintained by the Corporation where such damage is caused by the wanton or negligent acts of themselves, members of their family, their invitees, contractors or licencees and should any owner fail to repair in a manner satisfactory to the Board or its representatives, those items so damaged as aforesaid after ten (10) days' written notice to do so given by the Board or its representative, then the Board, or its representative may do or cause to be done such repair and the owner affected agrees to and shall reimburse the Corporation for all moneys expended for labour materials and overhead and profits and all costs incurred in collection in respect of the doing of such repairs and the Board or its representative may use all or any of the remedies open to it as hereinafter set out to recover such moneys for the Corporation and such moneys shall be a charge upon his unit to the same extent as they would be if they were common expenses assessed upon his unit.

Bylaw 73. Liability for Damage

The Corporation will not be responsible for any damage or loss whatsoever caused by or to any property of any kind or nature whatsoever in the parking areas provided in the common property or in any part of the common property designated for the exclusive use and enjoyment of any unit owner, nor will it be responsible for any loss or damage from any cause whatsoever to any contents in any unit. The insuring of any contents within the unit is the sole responsibility of the individual unit owner.

Parking Stalls – Non-titled:

Non-titled parking stalls are exclusive possession common property and are identified in the Galleria parkade with the prefix "P", followed by the legal unit number on title. There are 48 non-titled parking stalls.

Note: The Galleria parkade also contains titled parking stalls which are numbered 51 to 89. These are legal units filed with the Land Titles Office with assigned unit factors. The one important difference is that unlike non-titled parking stalls, titled parking may be rented out to non-residents or sold.

All vehicles must be operable, which means that they must be properly maintained and legally registered as a private passenger vehicle class. The size limitation is determined based on the height restriction of the parkade, the dimensions of the parking stall and the vehicle's payload capacity, which is a maximum of one (1) ton (1,000 kg or 2,205 lbs.). Only one vehicle may be parked in a parking stall at any one time. All vehicles must be registered with the Galleria's property management company.

To ensure that the parkade is kept clean and tidy, no item or article may be stored or placed within the parking stall area. Nor is any activity other than parking a vehicle permitted in the parking stall area, including making repairs to a vehicle. Furthermore, to assist in regular parkade cleaning or other required activities, all vehicles must be removed from the parkade when proper notice is given by the Board. When a vehicle is not moved outside the parkade, the cleaners are unable to clean the stall, including the parking stalls on either side of

Galleria Rule – Exclusive Possession Common Property

the unmoved vehicle. As such, the Corporation may tow the vehicle or issue a fine to the owner, as well as require the owner to clean the impacted area at their own expense. Lastly, unit owners are responsible for any damage caused to their respective parking stall, which includes the cost of cleaning oil spills.

The following Bylaws are applicable to parking stalls:

- 3(j) – *Parking Use*
- 64 – *Private Vehicles*
- 65 – *Use of Parking Areas*
- 66 – *Parking Areas*
- 73 – *Liability for Damage*

Storage Lockers – Non-titled:

Non-titled storage lockers are exclusive possession common property and are identified in the Galleria parkade with the prefix “S”, followed by the legal unit number on title for the residential unit. There are 51 non-titled storage lockers.

Note: The Galleria parkade also contains titled storage lockers that were originally titled parking stalls that were converted to storage lockers with Board approval. These titled storage lockers are legal units filed with the Land Titles Office with assigned unit factors. The one important difference is that unlike non-titled storage lockers, titled storage lockers may be rented out to non-residents or sold.

Common sense should be applied to what items can be kept in the storage locker; however, as a general rule, any item that is perishable, illegal, hazardous, combustible or plugged in to an electrical outlet may not be stored.

Each storage locker contains a light switch and single light fixture; the Corporation is responsible for maintaining both items. If your light bulb is burnt out, please contact the Board for a replacement light bulb. Changes to the electrical wiring within the storage locker are not permitted, nor are devices that divert power out of the light fixture. Due to safety, liability and cost considerations, electrical outlets are not permitted inside the storage lockers and any modifications that have been made to the electrical wiring will be corrected. The cost to repair corrections will be charged back to the corresponding residential unit owner. Given the cost of electricity, the light must be turned off when no person is present in the storage locker.

As the storage lockers are located in the lowest parts of the building, they are at an increased risk of water damage. It is recommended that all contents be placed a few inches off the floor on metal or plastic shelving.

The door is the responsibility of the Corporation to maintain; however, the locking mechanism is the responsibility of the unit owner. A spare key or access code to the storage locker should be provided to the Corporation in the event that access to the area is required during an emergency. Note: All storage lockers will be inspected on an annual basis with proper notice.

The following Bylaw is applicable to storage lockers:

- 3(j) – *Parking Use*
- 50 – *Combustible Materials*
- 52 – *Emergency*
- 73 – *Liability for Damage*

Galleria Rule – Exclusive Possession Common Property

Atrium Balconies:

Atrium balconies are exclusive possession common property. There are 37 atrium balconies.

The atrium door and railing are the responsibility of the Corporation to maintain; however, the doorknob and locking mechanism is the responsibility of the unit owner.

Flooring:

The original flooring is sealed concrete which is the responsibility of the Corporation to maintain. Unit owners may request permission to the Board to make alterations to their exclusive possession flooring area at their own cost. Where the request has been accepted by the Board, in accordance with any safety or aesthetic guidelines, the unit owner and Corporation shall enter into a signed agreement outlining that the unit owner agrees to maintain the flooring betterment. If the flooring betterment is removed by the unit owner or by the Corporation, this action terminates the agreement and the Corporation resumes its responsibility to maintain the sealed concrete flooring.

Appearance and Contents:

As atrium balconies are highly visible to all guests and residents, please do your part and adhere to the following rules:

- Owners/residents are responsible for keeping their atrium balcony area tidy, clean, and dust free.
- Furniture and items on display should be aesthetically pleasing and kept to a minimum.
- Bookshelves, filing cabinets, privacy screens or other items that are higher than the balcony railing height, must not extend beyond the concrete walls and obstruct the line of sight within the atrium.
- Desks, chairs or other items which are lower than the balcony railing height may be located beyond the concrete walls, but must not create a walled in effect, whereby the item(s) obstruct the line of sight through the metal railings.
- Specific items that are not permitted on the atrium balconies include: bicycles, clothing, recreational equipment, signs/advertising, boxes, electronics, appliances, and dusty artificial plants. Please keep those and similar items in your unit.

Plants:

To help prevent the spread of disease and pests in our beautiful atrium, all new plants must be carefully inspected for any pests or disease before being placed on the unit's atrium balcony. If you are unsure, please contact the Board who will have the Corporation's plant caretaker inspect the plant. For more information, please refer to Bylaw 61.1 – *Private Plants* and the *Plants in the Atrium Policy*.

Note: The Galleria's plant caretaker has permission to access the series of adjacent fourth floor atrium balconies for residential units 310, 311, 312, 313, 314, 315, 316 and 317 on a regular basis, in order to water and care for the plants in the planter beds. The planter beds themselves are situated outside the exclusive possession area and are the responsibility of the Corporation to maintain.

Emergency Corridor:

The series of adjacent fourth floor atrium balconies for residential units 310, 311, 312, 313, 314, 315, 316 and 317 are designated as a fire corridor, whereby a one (1) meter clearance must be kept along the entire length in order to access the two emergency exits at either end. To ensure compliance, atrium balconies will be inspected on a regular basis with proper notice. In the event that the fire department issues a fine for not ensuring the appropriate clearance, the fine will be charged back to the respective unit owner.

The following Bylaws are applicable to atrium balconies:

- 3(k) – *Privacy Areas*
- 47 – *Decorating*
- 54 – *Laundry*
- 55 – *Awnings*
- 56 – *Appearance of Unit*

Galleria Rule – Exclusive Possession Common Property

- 58 – *Ice and Snow Removal and Maintenance*
- 59 – *Noise*
- 60 – *Privacy*
- 61 – *Obstructions*
- 61.1 – *Private Plants*
- 62 – *Personal Belongings*
- 73 – *Liability for Damage*

Non-Rooftop Exterior Balconies:

Non-rooftop exterior balconies are exclusive possession common property. There are 9 non-rooftop exterior balconies. The critical distinction from rooftop exterior balconies is that non-rooftop exterior balconies are not situated directly on top of the roof membrane with an interior space below.

Flooring:

The original flooring is sealed concrete which is the responsibility of the Corporation to maintain. Unit owners may request permission to the Board to make alterations to their exclusive possession flooring area at their own cost. Where the request has been accepted by the Board, in accordance with any safety or aesthetic guidelines, the unit owner and Corporation shall enter into a signed agreement outlining that the unit owner agrees to maintain the flooring betterment. If the flooring betterment is removed by the unit owner or by the Corporation, the Corporation resumes its responsibility to maintain the sealed concrete flooring.

Use of Non-Rooftop Exterior Balcony:

The rooftop exterior balconies are to be used and enjoyed, with many unit owners keeping beautiful pots of plants and flowers. To ensure the safety and courtesy to fellow neighbours, unit owners must ensure that the planters cannot be knocked over creating a safety risk to the neighbours below. As well, the unit owner is responsible for ensuring that water and soil cannot escape the planters and drip onto the patio below.

Emergency Corridor:

The series of adjacent third floor non-rooftop exterior balconies for residential units 310, 311, 312, 313, 314, 315, 316 and 317 are designated as a fire corridor, whereby a one (1) meter clearance must be kept along the entire length in order to access the two emergency exits. To ensure compliance, exterior balconies will be inspected with proper notice. In the event that the fire department issues a fine for not ensuring the appropriate clearance, the fine will be charged back to the respective unit owner.

The following Bylaws are applicable to non-rooftop exterior balconies:

- 3(k) – *Privacy Areas*
- 53 – *Antennas*
- 54 – *Laundry*
- 55 – *Awnings*
- 56 – *Appearance of Unit*
- 58 – *Ice and Snow Removal and Maintenance*
- 59 – *Noise*
- 60 – *Privacy*
- 61 – *Obstructions*
- 62 – *Personal Belongings*
- 73 – *Liability for Damage*

Rooftop Exterior Balconies:

Rooftop exterior balconies are exclusive possession common property. There are 28 rooftop exterior balconies. The critical distinction from non-rooftop exterior balconies is that rooftop exterior balconies are

Galleria Rule – Exclusive Possession Common Property

situated directly on top of the roof membrane with an interior space below. The Corporation has a duty to maintain the roof membrane as part of the building envelope.

Flooring:

The standard insurance unit description (SIUD) flooring is wood decking which is the responsibility of the Corporation to maintain. Note: some sections have been replaced by the Corporation with a composite material. The Corporation is not required to maintain these sections with a composite material and may choose to revert back to SIUD flooring or another product in the future.

At any time, unit owners may request permission to the Board to make betterment alterations to their exclusive possession flooring area at their own cost. Where the request has been accepted by the Board, in accordance with any safety or aesthetic guidelines, the unit owner and Corporation shall enter into a signed agreement outlining that the unit owner agrees to maintain the flooring betterment. Note: If the flooring betterment is removed by the Corporation (e.g. to replace the membrane), the Corporation is only responsible for restoring the flooring to the SIUD flooring.

Use of Rooftop Exterior Balcony:

The rooftop exterior balconies are to be used and enjoyed, with many unit owners keeping beautiful pots of plants and flowers. To ensure the safety to your fellow neighbours, unit owners must ensure that the planter pots cannot be knocked over creating a safety risk to the neighbours below. As well, the unit owner is responsible for ensuring that water and soil cannot escape the planter and drip onto the roof membrane below the decking or the patio below. Unit owners must avoid actions that cause damage to the wood decking, such as having pots, soil or feces sitting directly on top of the wood causing it to rot. Such actions that reduce the life expectancy of the decking, will result in a charge back to the unit owner.

Emergency Corridor:

The series of adjacent rooftop exterior balconies for residential units:

Fourth Floor: 301, 302, 303, 304, 305, 306, 307, 308 and 309

Sixth Floor: 502, 503, 504, 505, 506, 507, 508 and 509

are designated as a fire corridor, whereby a one (1) meter clearance must be kept along the entire length in order to access the two emergency exits. To ensure compliance, exterior balconies will be inspected with proper notice. In the event that the fire department issues a fine for not ensuring the appropriate clearance, the fine will be charged back to the respective unit owner.

The following Bylaws are applicable to rooftop exterior balconies:

- 3(k) – *Privacy Areas*
- 53 – *Antennas*
- 54 – *Laundry*
- 55 – *Awnings*
- 56 – *Appearance of Unit*
- 58 – *Ice and Snow Removal and Maintenance*
- 59 – *Noise*
- 60 – *Privacy*
- 61 – *Obstructions*
- 62 – *Personal Belongings*
- 73 – *Liability for Damage*

Ground Floor Patios:

Ground floor patios (also referred to as yards) are exclusive possession common property areas. There are 19 ground floor patios. Each patio consists of at least one light fixture, electrical outlet, walls, gate and water

Galleria Rule – Exclusive Possession Common Property

tap, these are the responsibility of the Corporation to maintain. Note: The light fixture and electrical outlet are on the unit's electrical panel and the power consumption is the responsibility of the unit owner.

Flooring:

The SIUD flooring is concrete paving stones which is the responsibility of the Corporation to maintain. At any time, unit owners may request permission to the Board to make betterment alterations to their exclusive possession flooring area at their own cost. Where the request has been accepted by the Board, in accordance with any safety or aesthetic guidelines, the unit owner and Corporation shall enter into a signed agreement outlining that the unit owner agrees to maintain the flooring betterment. If the flooring betterment is removed by the Corporation, the Corporation is responsible for restoring the flooring to the SIUD flooring product.

Patio Water Taps:

Each ground floor patio has an outside water tap that is maintained by the Corporation. Unless the outside water taps are properly drained and shut off every fall, the water lines will freeze and split during the winter. The Corporation is responsible for manually shutting off the water and draining the pipes every fall, and for turning on the water in the spring. Respective owners will be contacted to provide access to their patios.

The following Bylaws are applicable to ground floor patios:

- *3(k) – Privacy Areas*
- *53 – Antennas*
- *54 – Laundry*
- *55 – Awnings*
- *56 – Appearance of Unit*
- *58 – Ice and Snow Removal and Maintenance*
- *59 – Noise*
- *60 – Privacy*
- *61 – Obstructions*
- *62 – Personal Belongings*
- *73 – Liability for Damage*

History of Policy:

First Drafted: June 26, 2020


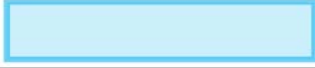



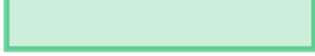
Board Approval of Policy:

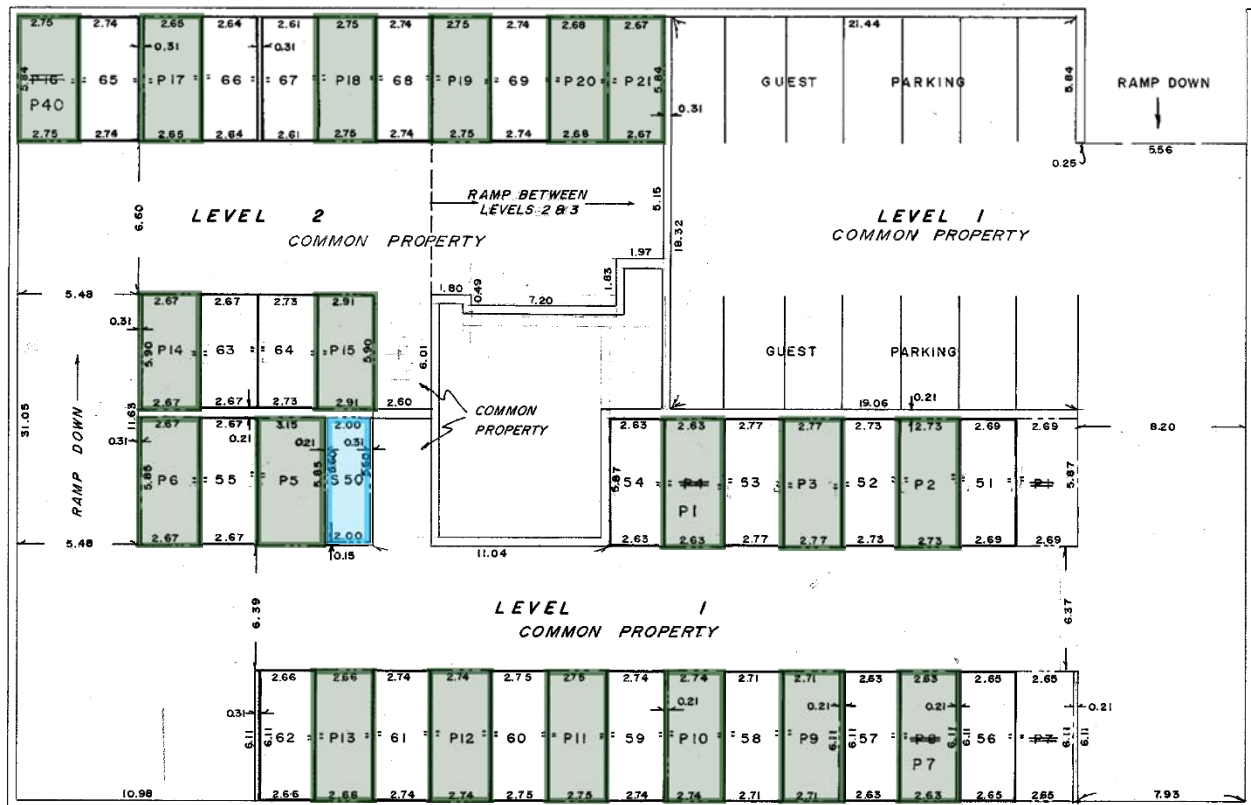
Board Approved: September 16, 2020

APPENDIX A

Galleria Condo Plans Exclusive Possession Common Property Areas

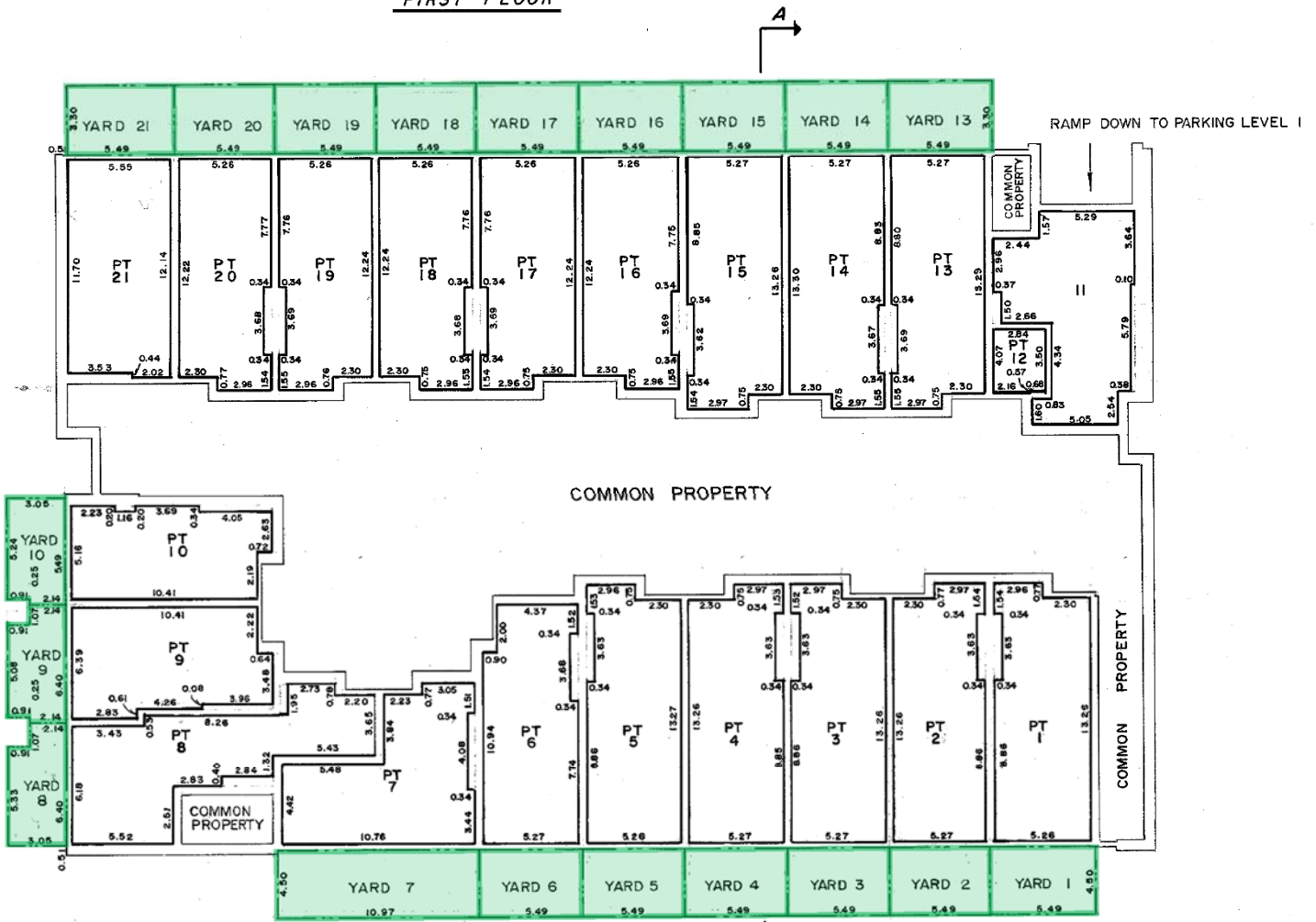
The following areas are all delineated in the Condo Plans as Exclusive Possession Common Property (with the exception of S11 which has been relocated):

Category:	Total Number:	Colour:
Parking Stalls – Non-titled	48	
Storage Lockers – Non-titled	51	
Atrium Balconies	37	
Non-Rooftop Exterior Balconies	9	
Rooftop Exterior Balconies	28	
Ground Floor Patios	19	

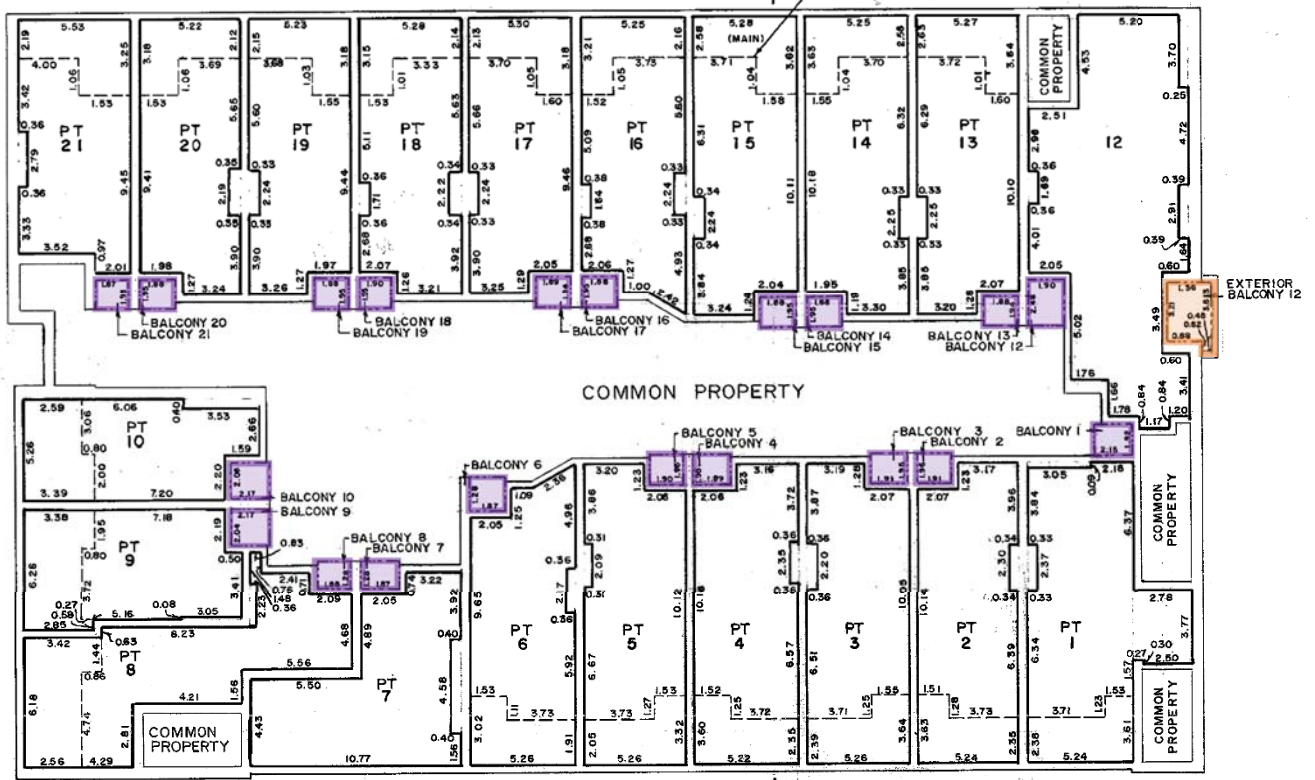


PARKING LEVELS 1 & 2

FIRST FLOOR

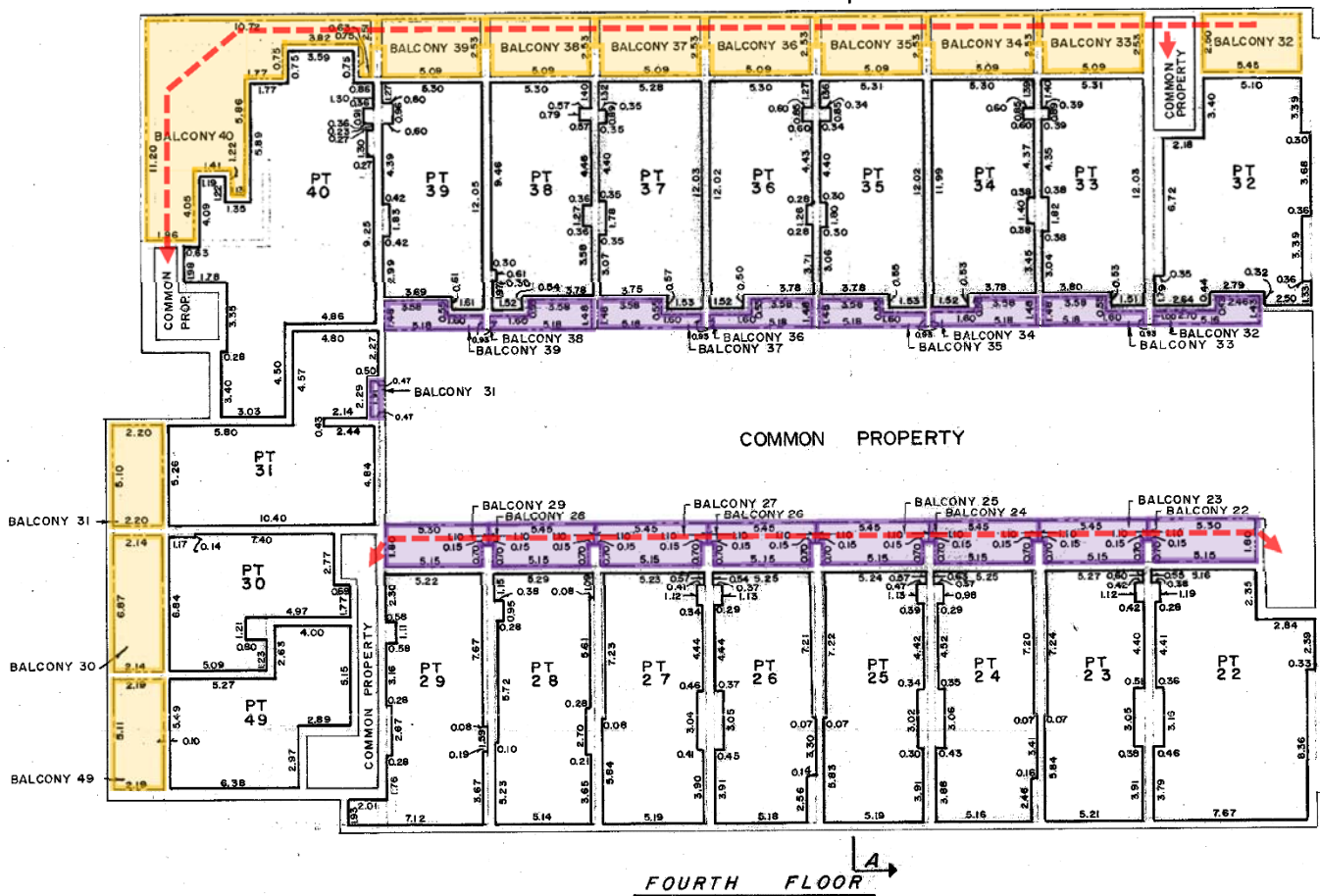
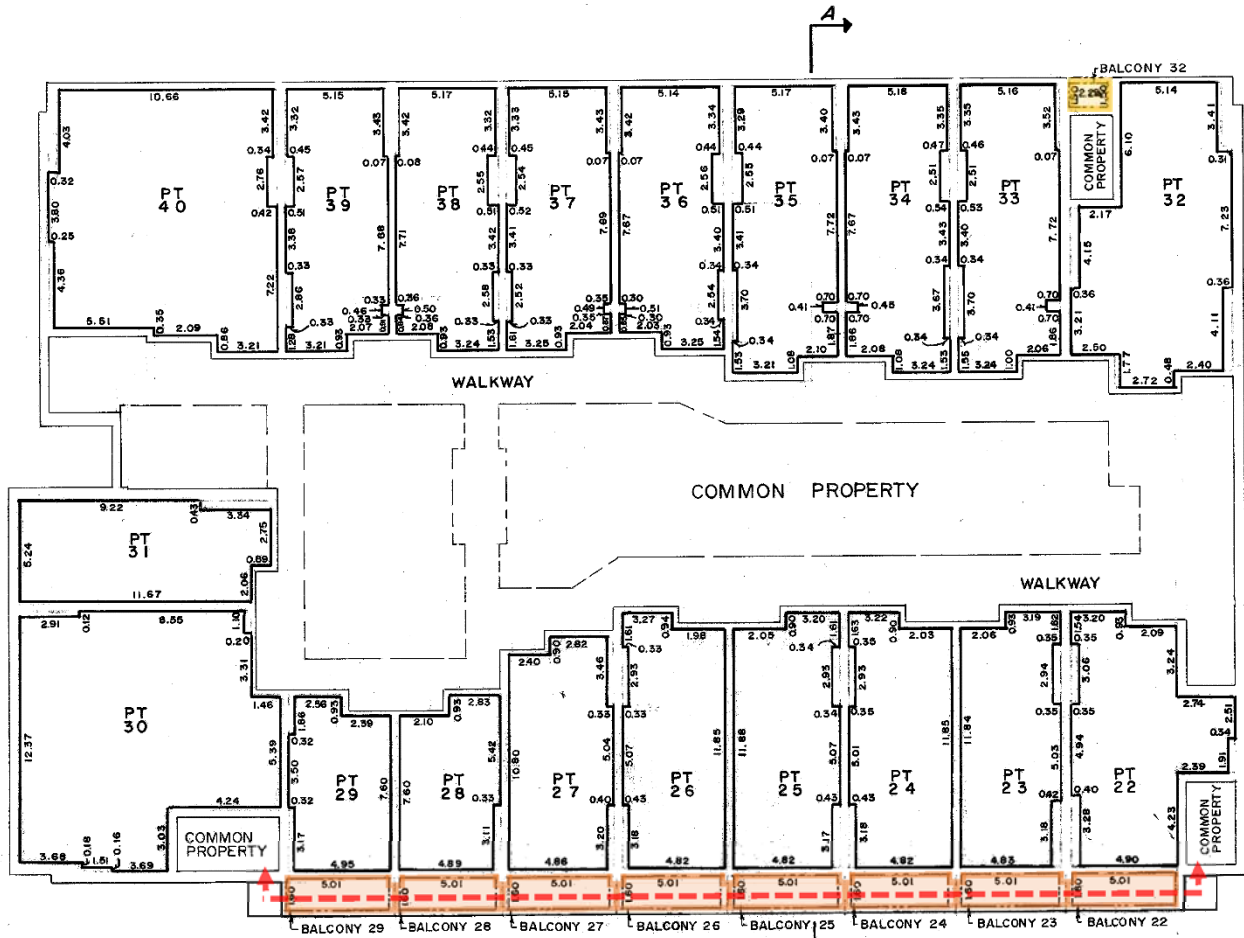


EDGE OF SECOND FLOOR OPENING TO MAIN FLOOR (TYP)



SECOND FLOOR

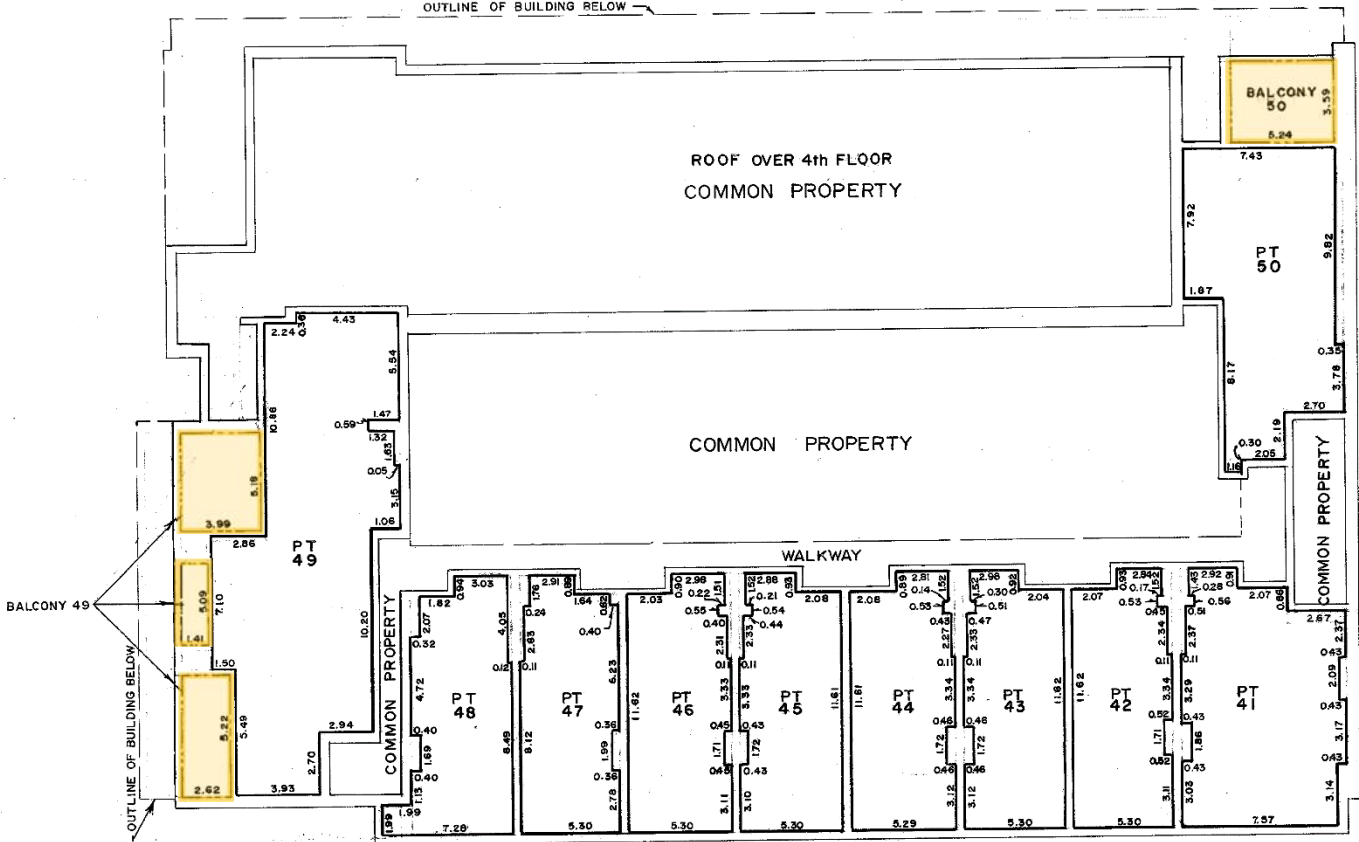
THIRD FLOOR



FIFTH FLOOR

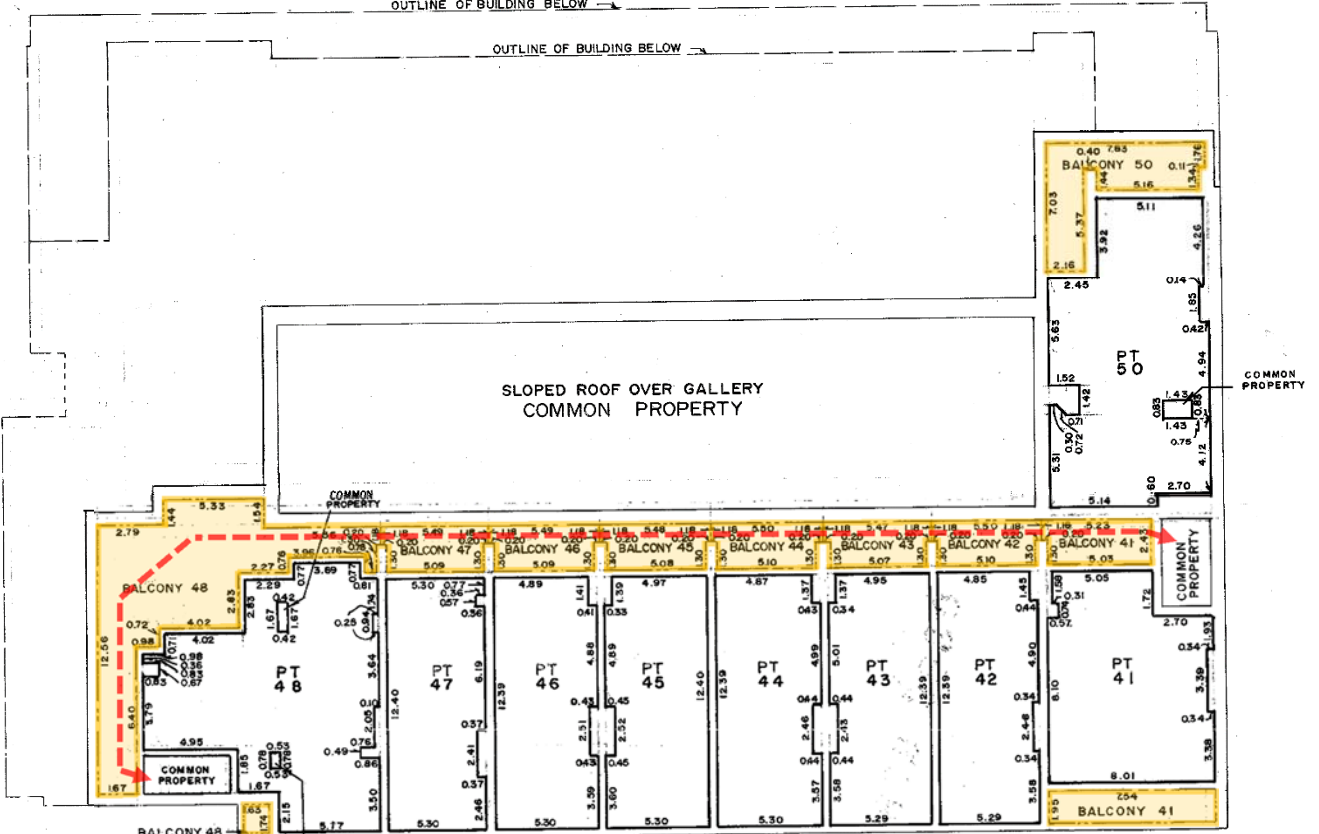


OUTLINE OF BUILDING BELOW



OUTLINE OF BUILDING BELOW

OUTLINE OF BUILDING BELOW



SIXTH FLOOR



Galleria Rule

VISITOR PARKING

The Galleria has set aside several parking spaces for the use of visitors of the building. However, residents are asked to be aware of the bylaw regarding the use of the Guest Parking area and ensure it is not abused.

Bylaw 65 refers specifically to the use of the Visitor Parking area:

- (a) *[...] nor shall any owner, tenant or occupier park any motor vehicle in any parking stall designated from time to time by the Board as being for visitor parking.*
- (b) *The designated visitor parking area is for the temporary and irregular use by guests of owners, and for other purposes as defined by the Board, and is not to be used on a regular basis by an owner or their guest. The Board, in its sole discretion, can define what it considers appropriate use of the visitor parking area by policy and levy a penalty to an owner should they or their guest not follow the said policy, without prior approval from the Board.*

In this regard, the Galleria Condominium Corporation rule is that:

- (i) The visitor parking area on Level 1 is reserved for the use of short-term visitors of Galleria residents.
- (ii) All guests sign in daily or for the duration of their stay when using the visitor parking and may use visitor parking for a maximum of seven (7) cumulative days in a month, unless the owner has received Board approval for an extended duration.
- (iii) No propane powered vehicles are allowed in the parkade at any time.

The visitor parking area will be inspected periodically and the Bylaws enforced.

Residents abusing these provisions may be levied a charge to their owners condominium account as provided in the Bylaws.

History of Rule:

First Drafted: November 14, 2012
First Approved: March 13, 2013
Revised: February 4, 2021

Board Approval of Rule:

Board Approved: February 10, 2021

Galleria Rule

KEY CONTROL KEYLESS FOB SECURITY SYSTEM

In January 2021, the Galleria installed a keyless fob security system for modern building safety and security. This keyless fob security system rule replaces the previous Medeco key system rule.

EXTERIOR & PARKADE ENTRYWAYS

There are two forms of exterior entryways:

1. Keyless Fob Security Entryway:

These doorways are controlled by the keyless fob security system, and accessible to all Owners and Residents through their issued keyless fob device. These doorways largely include:

- a. Main south building entryway;
- b. North building entryway;
- c. SW & NE stairwells;
- d. Parkade overhead doors (exterior parkade overhead door and Resident overhead door);
- e. Entryways from the parkade into the main building; and
- f. Catacomb storage areas.

2. Keyed Entryways:

These doorways are controlled by a separate keyed system, exclusively managed by the Board and Galleria's Property Manager. These are areas not required to be regularly accessed by Owners and Residents for their normal movement throughout the Galleria.

- a. Should an Owner or Resident require access to these keyed entryways, they are able to contact the Board and Property Manager via CondoGenie to request access to the appropriate key. These keys are available for a prescribed period of time and will require sign out in a recorded log. Should the key be lost, all rekeying costs will be charged back to the Unit responsible for losing the key, along with a \$200 administrative charge.

KEYLESS FOB DEVICES

Keyless fob devices are issued to Owners and Residents of the Galleria for their use on Keyless Fob Security Entryways.

Each keyless fob device is uniquely identified. A record of keyless fob device holders and the assigned keyless fob device number(s) is maintained by the Board.

As a security feature of the keyless fob system, the system is able to record each time a keyless fob device is used for entry using the proximity fob reader (i.e. the unique identifier code of each device is recorded, along with the date and time). This record can be pulled should there be a security breach to determine who used the entryway and when.

At the time of system implementation in January 2021, Owners and Residents were able to exchange their existing Medeco keys on a one-to-one exchange for a keyless fob device. Additional keyless fob devices are available for purchase from the Galleria for \$200 each through a designated Board member(s). The Board member(s) will maintain quality records that indicate the name, unit number, keyless fob device ID, date, and collect payment for deposit through the Galleria's Property Manager. Payment is preferred to be a cheque or money order made payable to "Condominium Corporation 802 2630". Owners and Residents wishing to purchase an additional keyless fob device should contact the Board by creating a "Task" on CondoGenie. The designated Board member(s) will then follow-up accordingly.

Galleria Rule – Key Control

A keyless fob device is issued to the Property Manager and to the Site Manager at no charge. Keyless fob devices are issued to approved Service Providers and Contractors at no charge on an as needed basis. A sign-in/out record must be maintained and kept in Room 300 for contractor keyless fob devices and all other emergency keys. The Site Manager can facilitate contractor sign-in/out, but must maintain quality records.

WIRELESS TRANSMITTER REMOTES

As an added convenience for Owners and Residents, there is the option to purchase a wireless transmitter remote to open both parkade overhead doors without needing to swipe their keyless fob device on the overhead door proximity readers. Similar to a garage door opener remote, the wireless transmitter remote has buttons that can be pushed to open the parkade overhead doors.

The wireless transmitter remotes are also uniquely identified and integrated into the fob security system so that entry is recorded in the same manner as if a keyless fob device were used.

The wireless transmitter remotes only function for the parkade overhead doors and otherwise do not have functionality for the remainder of the keyless fob system.

Wireless transmitter remotes are strictly optional and available for purchase by Owners and Residents for \$50 each. The remotes are available through the Galleria's Property Manager.

SECURITY OF KEYLESS FOB DEVICES

Owners and Residents are responsible for ensuring the appropriate use and safekeeping of their keyless fob devices and wireless transmitter remotes (for simplicity, referred below as "keyless fob devices") at all times. On the sale of the unit, the Owner is responsible to transfer the keyless fob devices to the new Owner or return them to the Property Manager.

A change to the name of a keyless fob device holder must be reported to Board and Property Manager via CondoGenie. The change may be temporary or permanent by loan, rental tenant or by sale.

Loss or theft of a keyless fob device must be **immediately** reported to the Galleria Board and Property Manager via CondoGenie.

A feature of the keyless fob system allows the Board to cancel the access of specific keyless fob devices according to its unique identifier. This ability to cancel only specific keyless fobs enhances the Galleria's security, as the Board is immediately able to disable access of a compromised keyless fob device. It's for this reason that loss or theft must be reported immediately.

Cancellation of a specific keyless fob device will be completed at no charge to an Owner or Resident; however, replacement keyless fob devices will be at a cost of \$200.00 each.

Failure to immediately report loss or theft of a keyless fob device could be considered negligence, which could result in a fine being levied against a Unit according to the Corporation's bylaws.

Keyless fob devices to our building are very important to all of us. A single keyless fob device in the hands of a criminal could result in vandalism and theft to our vehicles and possessions. The first level of security to our Units could be compromised and our personal safety could be at risk.

FRONT ENTRANCE LOCKBOX RAIL

The only location that owners are permitted to mount a lockbox is on the Galleria lockbox rail, located at the south entrance between the two front doors, directly beside the fire panel. Owners may request permission

Galleria Rule – Key Control

to mount a lockbox on the rail so long as they obtain permission from the Board in advance, indicate the length of time that the lockbox will be mounted, the lockbox is identifiable with a name and phone number, and that the owner agrees that the Corporation is not responsible for any loss or damage to the lockbox. Any lockbox that is mounted without approval, will be removed by the Corporation.

History of Rule:

First Drafted:	December 5, 2008
First Approved:	July 20, 2010
Amended:	January 11, 2011
Amended:	May 8, 2012
Amended:	December 5, 2020

Board Approval of Rule:

Board Approval:	December 10, 2020
-----------------	-------------------

Galleria Rule – Emergency Access

The Galleria Condo Corp 802 2630
11220 99 Avenue, Suite 300
Edmonton, Alberta, T5K 2K6

Galleria Rule

EMERGENCY ACCESS

Keys are required to access individual suites in the event of an emergency; including fire, flood, and resident assistance. Other keys required are for ground floor patio gate locks, keys for hose bib inspection, and seasonal off and on, as well as for storage lockers.

Use of the Emergency Suite Access Key shall be restricted to Current Board Members, Property Manager, and the Site Manager.

Suite door keys are identified and stored in a locked area requiring a sequence of unlocking three other areas to access the Suite door keys.

A logbook is utilized to record the date and time and reason for each use of the Suite door key.

If an emergency is suspected, including fire, leaking water, and broken windows, the Suite access key may be used to confirm the problem, resolve the issue or reduce the impact of the emergency on the building, common area, and neighboring suites. In such cases, a Notice of Entry form will be left in the unit noting the time and reason for access and the names of persons entering the Suite.

History of Rule:

First Drafted:	December 5, 2008
First Approved:	December 16, 2008
Revised:	October 28, 2009
Revised:	January 12, 2021

Board Approval of Rule:

Board Approved:	February 10, 2021
-----------------	-------------------

Galleria Rule

PLANTS IN THE ATRIUM

1. Objectives of this Plants Rule:

Our atrium, and its presentation, is the special and unique feature of our condominium. Our Board is responsible to sustain this feature as a key determinant of our premium quality building. Plants require regular specialized horticultural care to maintain a healthy and vigorous appearance and to suppress disease and insects.

2. The Galleria Corporation shall:

- Engage a professional horticultural to oversee the wellbeing of the plants.
- Assure all plants are selected by the horticulturalist for suitability to the unique conditions of the atrium.
- Arrange for plants to be planted and tended according to directions of the horticulturalist.
- Cause the removal of any diseased or infected plant, if that plant is the responsibility of an owner, tenant or occupier per section 61.1 of the Bylaws of the Corporation.
- Cause owners, tenants and occupiers to indemnify the Corporation for any damage to or loss attributed to their plant(s) per Section 61.1 of the Bylaws.

3. Owners, Tenants, and Occupiers of a Unit shall not:

- Allow any diseased or infected plants on their indoor balconies, English gardens or near their unit.
- Introduce or leave any natural or artificial plants, or decorative rocks or artifacts, into the atrium or into planters in the atrium.
- Add water, fertilizer or any other substance to plants in the atrium nor shall they prune, remove or otherwise damage such plants. Maintenance of the plants in the atrium is the responsibility of the board and any concerns regarding maintenance should be directed to the board by the usual processes.

4. Owners, Tenants, and Occupiers shall:

- Be responsible for the selection and maintenance of plants within their units (balconies, English gardens, residence)
- Promptly take such actions to eradicate or mitigate the potential transmission of disease or insect pests as may be recommended by the Galleria's horticulturalist acting reasonably.
- Provide access to indoor balconies and English gardens for plant inspection following reasonable notice, per Section 61.1 and 2(a) by-laws – Corporation Access to Units.
- Immediately remove all plants found to be diseased or infected.
- Shall be assessed damages equal to the cost of professional decontamination of the atrium if their indoor balcony or English garden plant is contaminated and if similar contamination is found to have spread to plants in the atrium per section 44(b) of the Bylaws, in addition to damages, a penalty may also be assessed in the event of more than one such instance, as per section 4(h).

History of Rule:

First Drafted: April 23, 2009
Revised: July 12, 2011

Board Approval of Rule:

Board Approved: September 16, 2020

Galleria Rule

BIKE STALLS

Purpose:

To encourage the use and enjoyment of cycling, the Board has installed bike racks in some common area spaces in the parkade that would otherwise not be used. The Board has developed this rule to provide clarity on the registration process and the responsibilities of individual unit owners who wish to utilize this building amenity:

- Bike stalls are individually numbered and assigned. There are approximately 42 stalls.
- Bike stall registration occurs annually, with bike stalls assigned for a period of one year, commencing April 1 and ending March 31.
- Priority will be given to unit owners who reside in the Galleria and who regularly use their bikes. Bike stalls are not intended to be used for storage (other than the winter months).
- Bike stalls which have been assigned but either sit empty or if the bike is not used for an extended period may be re-assigned.
- To assist with parkade cleaning, bike owners agree to temporarily move their bikes into storage on those posted dates.
- Bikes are parked at the bike owner's risk and responsibility. Unfortunately, there have been multiple bike thefts in the parkade over the past few years. All bikes must be locked.
- Owners must register their bikes at <https://bikeindex.org>
- If a bike has been stolen from the parkade, or if a resident sees suspicious activity in the parkade, please report it to the police immediately. Be sure to alert a stolen bike to the Bike Index community as well as notify and forward the police report to the Galleria Board.

History of Rule:

First Drafted: November 12, 2018
First Approved: November 14, 2018

Board Approval of Rule:

Board Approved: September 16, 2020

Galleria Rule

BOARD MANDATE & OFFICER FUNCTION DESCRIPTION

1. Mandate of the Board:

The legal provision for the Board of Directors is found in Section 28 in the Condominium Property Act. Section 32 specifies that the bylaws shall regulate the corporation. The Board is responsible for leadership of the Corporation; duties and responsibilities include:

- Appointing officers and committees
- Engage necessary staff and services
- Setting Board policy, strategic direction and planning for the Corporation
- Approve budgets and plans
- Monitor progress to achieve strategies and objectives
- Conduct itself, and ensure Corporation business is conducted, in compliance with laws and regulations
- Ensure the conduct and actions of Owners and Tenants conform with the bylaws.

2. President Function Description:

The President is responsible to chair Board meetings in an efficient, effective and focused manner. The President assists the Secretary, with input received from Board members and the Building Manager, to prepare the agenda and information materials for Board meetings. The President ensures that management and Board members, if they have assignments, are prepared to report to Board meetings as expected.

The President provides leadership of the Board to enable it to achieve governance, understanding and oversight of the Corporation's affairs, business/operations and obligations. The President is responsible to ensure that the Board establishes clear goals, strategic directions and policies then monitors diligently to track achievement.

The President is responsible to assure the Board builds and maintains appropriate relationships with owners, tenants, management/staff and service providers. Unless the Board delegates otherwise the President signs all contracts and is the spokesperson for the Board.

3. Vice-President Function Description:

In the absence of the President, the Vice-President shall assume the functions assigned to the President.

4. Treasurer Function Description:

The Treasurer is responsible to provide, to the Board, leadership and oversight of the financial affairs of the Corporation. This responsibility includes the annual and long-term financial strategy. It also includes recommendations for effective and efficient processes and controls in cooperation with management. It involves necessary monitoring of management reports to assure that the Board is well informed on a timely basis and that expenditures are properly authorized and approved and paid in a timely manner.

5. Secretary Function Description:

The Secretary is responsible to support the Board by assuring necessary information and records are properly kept and available to the Board to sustain policy and governance matters independent of service

Galleria Rule – Condo Board

providers, if need be, and to satisfy regulatory and legal requirements. The Secretary may obtain volunteer or contracted services and depends on the co-operation of Board members and contracted services as sources of required information. The Board shall provide secure storage for these purposes.

Selected information and records include: agendas, minutes, other corporate records (including key contracts but not including financial records except as tabled with the Board), correspondence, appropriate telephone and email contacts, corporate seal, land titles, by-laws, owners list, licenses, contracts, and policies and procedures.

History of Rule:

First Drafted:	January 29, 2009
First Approved:	February 4, 2009
Revised:	November 10, 2009
Revised:	August 27, 2020

Board Approval of Rule:

Board Approved:	September 16, 2020
-----------------	--------------------

Galleria Rule

PURCHASE OF GOODS AND SERVICES PROCESS

1. Expenditure Pre-approval Process:

To enable control, verification of value and bookkeeping, all purchases of services or supplies require pre-approval by the Board where not included within the Annual Budget. Decisions to change providers or discontinue a service require Board decision to approve a new contract. Contracts or agreements must specify scope, term, invoice directions and specifications for the expenditure.

2. Scope and/or Specifications:

Scope and/or specifications are required for all services required by the Corporation. Some of these are very simple and be written directly on the agreement or contract. Others may be complex and should be an attachment. The specification may be the product of a Quotation Request or a Proposal initiated with preliminary specifications resulting in amendments to form a final scope and/or specification.

In addition to the description of services to be provided, scope and/or specifications must include any constraints such as hours of work, communication required with the Project Manager, commencement and completion date, disposition of excess materials and warranty. The Project Manager must approve the completed work.

3. Invoice Approval:

The contract and/or agreement, including the scope and/or specifications shall be in such detail to allow accounting services to track and authorize payment for an invoice. The Project Manager may be required to track the provision of services, verify the service is satisfactory and authorize the invoice. Items not within approved budget will require Board approval.

4. Committee Discretion for Expenditure:

Committees of the Board or those authorized to act on their behalf may spend up to \$1,000 for services in keeping with their assignments but are expected to follow the expenditure pre-approval process and to report to the Board during regular Meetings. If the item is not within approved budget the, committee shall request approval of the Board for the expenditure.

5. Out-of-Pocket Purchases by Board Members:

The only exception to the requirement for contract and/or agreement and scope and/or specifications is for minor items of a petty cash variety that may be the consequence of a Board Member's assignment. The Board Member will provide the Treasurer with the expense rationale and the original receipt of expenditure. The Treasurer shall bring this promptly to a Board Meeting for approval by specific motion.

History of Rule:

First Drafted: January 29, 2009
First Approved: February 4, 2009

Board Approval of Rule:

Board Approved: February 10, 2021

Galleria Rule

FINANCIAL MANAGEMENT & INVESTMENTS

This investment rule applies to all cash and investments, excluding real property, owned by the Galleria Corporation 802 2630 and expresses the investment principles appropriate to the needs of the Corporation. The Board is responsible to monitor the management of investments and to follow [Condominium Property Regulation AR 168/2000](#) under Schedule 2, which outlines:

- 2 Authorized corporation investments (p. 101-104); and,
- 3 Restrictions on Investments (p. 104-105).

The underlying principle is that cash and investments shall be managed to avoid risk of permanent impairment of capital and shall also satisfy the applicable laws and regulations. Avoidance of risk and preservation of capital shall be paramount.

Cash and investments shall be managed such that there is a reasonable expectation of a fair return given the nature of the financial markets and opportunities available. Although desirable, generation of income shall be secondary.

History of Rule:

First Approved: January 13, 2009
Revised: January 12, 2021

Board Approval of Rule:

Board Approved: February 10, 2021