STRATA PLAN BCS 2103
YALETOWN PARK 1 & 2

RULES

YALETOWN PARK 1 & 2
STRATA PLAN BCS 2103

The enclosed Rules and policies have been adopted by your Strata Council to better enable residents to live in harmony using common sense and consideration for others. As a resident, it is extremely important that you read, understand and comply with the Rules and Bylaws of the Strata Corporation. In addition, residents are also responsible for their guests and visitors, and must ensure that they also adhere to the Rules and Bylaws of the Strata Corporation.

DISCLAIMER

- Use of all common areas and amenities implies agreement with the rules governing its usage.
- The Strata Council or building management reserve the right to deny use of the facilities to any individual at any time for non-compliance with these rules.
- The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including legal fees, which may result of use of the amenity rooms and amenities by any reason.

Move In and/or Out, Furniture & Delivery Rules & Procedures

- An appointment for a move in and/or out time must be booked with the Building Manager. Every owner or tenant moving either in or out of the Yaletown Park 1 & 2 buildings must complete and provide a move in/out form to the Building Manager before an appointment can be made. By signing the move in/out form, the individual concerned acknowledges the Rules & Bylaws that apply to moves in and/or out and agrees to comply with the Rules & Bylaws.
- A minimum of 48 hours notice is required to be given to the Building Manager (Tel: 604.683.3461) prior to any move in/out.
- An appointment for delivery of furniture must be booked with the Building Manager so that elevator mats and pads may be installed to protect the elevator when moving any furniture.
- Hours for moves in and moves out and furniture delivery are between 9:00 a.m. and 5:00 p.m. with no booking for moving in and/or out starting later than 1:00 pm. Moves and furniture delivery must be finished by 5:00 p.m.
- Owners must conform and ensure that all tenants conform to the Move in and/or out, Furniture & Delivery Rules & Procedures established by Council from time to time.
- A move in fee of $150.00 must be paid in advance by the Owner to the Strata Corporation before a move in can proceed.

- Suites that do not require elevator or hallway or stairwell access will not be charged a move in fee of $150.00.

- A refundable damage deposit of $200 (made payable by cheque or money order to The Owners, Strata Plan BCS2103) must be paid in advance to the Building Manager before all moves and/or delivery of furniture can proceed. This is regardless of whether or not elevator, hallway, or stairwell access is required.

- Full instructions for the operation of the move will be given by the Building Manager. A resident must ensure that the lobby doors are not left open, ajar, or unattended and that furniture is not left piled in the lobby area.

- The Building Manager will lock out an elevator and make the necessary arrangements for moving in or out of the buildings. Following completion of the move and an inspection of the common areas confirming no damage has occurred, the elevator will be unlocked and the damage deposit will returned.

- Elevator mats and pads must be installed to protect the elevator when moving any furniture. A resident using the elevator during a move must ensure that the Elevator Service Key is used to control the elevator and the doors are not jammed open in any manner.

- Owners will be responsible for any tenant or occupant in their strata lot moving in or out of the buildings as well as furniture delivery and will be responsible for any damage to the common property.

- The Building Manager will require the following documentation before a move in can commence (no exceptions will be made):

    - A completed resident's information form.

    - A copy of a completed Form K if the new resident is a tenant.

    - Receipt of the refundable $200.00 damage deposit.

    - A receipt for the $150 move in fee (if elevator, hallway, or stairwell access is required).

- All moves in and out and/or furniture deliveries for suites that require elevator or hallway access must be through the P1 parking level and elevator access in Tower 1 and through the courtyard lobby level for elevator access in Tower 2. No furniture is to be moved in or out of Tower 1 lobby.

- The Building Manager and the moving party will make a before and after inspection of the area through which the move will take place. Any damage caused to the building during a move in/out will be assessed by the Building Manager and the cost of repairing this damage deducted from the aforementioned damage deposit in addition to the move in fee. Damage in excess of the deposit will be charged to the strata lot account.

- During the move, all entrance doors must remain closed and locked when unattended.

- Any move in or move out beyond the hours allowed for a move, or beyond the pre scheduled time for the move in and/or out will be assessed a fee of $30/hour + applicable taxes for a minimum of 4 hours, which amount will be charged back to the strata lot account.

- Any resident contravening the Move in and/or out, Furniture & Delivery Rules & Procedures shall be subject to a fine of up to $200.00.

- All contractors must enter through the P1 level of Tower 1 and courtyard entrance of Tower 2 with their equipment and must contact the Concierge or Building Manager prior to use of the elevators as padding will be required.

- Any movement of furniture, boxes, renovation materials or other large items through the building either inward or outward must be confirmed by the Concierge or Building Manager so that appropriate measures can be taken in order to properly pad the elevator and ensure there is no damage occurring to common areas.

Commercial Use of Amenity Rooms Rules

Owners, tenants, residents and guests or occupants may not use any of the amenity rooms or common areas for any commercial venture, charity event or similar event or for profit.

Rules of the 4th Floor Hospitality Room & Common Roof Garden Area

- Hours of operation: 8:00 am to 12:00 midnight.

- Use of the 4th Floor Hospitality Room and adjacent Common Roof Garden Area is for residents of Yaletown Park 1 & 2 and is not to be used for functions, commercial use or private parties.

- No pets are allowed in the Hospitality Room.

- Alcohol is not permitted.

- Report any damages to the Building Manager immediately.

- Residents are not permitted to remove furniture from the 4th floor hospitality room and common garden area.

Rules of the Tower 1 Main Floor Lounge

- Hours of operation: 8:00 am to 12:00 midnight. The Main Floor Lounge must be cleaned and vacated by the end of the booking time.

- Use of the Main Floor Lounge is for residents of Yaletown Park, and a maximum of fifty (50) guests, by reservation only with the Building Manager. Guests of residents using the Main Floor Lounge must at all times be accompanied by the resident.

- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 pm and 7:00 am Monday to Saturday and 10:00 pm to 10:00 am Sundays and holidays.

- The Main Floor Lounge must be booked with the Building Manager, a booking form must be completed and a fee of $100 (payable by cheque or money order) must be paid in advance within 24 hours of booking for rental of the Main Floor Lounge. If payment is not received by the Building Manager within 24hrs of booking the room will not be guaranteed for rental and will be available on a first come first serve basis to another resident. A refundable deposit of $250.00 must be provided, to be paid by cheque or money order. The resident must return the key to the Building Manager (no later than 8:00 am the following morning if renting in the evening after 5:00 pm, and immediately after the Main Floor Lounge has been vacated if renting during the day between 8:00 am and 5:00 pm and must accompany the Building Manager who will inspect for damage or required cleaning. Upon inspection and confirmation by the Building Manager and resident of Yaletown Park that there is no damage and the Main Floor Lounge has been vacuumed and cleaned and is in satisfactory condition, the deposit will be returned. In the event of any damage or cleaning that is required, all costs related to the clean up and/or repair of the Main Floor Lounge will be deducted from the $250 deposit and all costs in excess of the $250.00 deposit will be billed directly to the Owner or resident's strata lot.

- The Main Floor Lounge can be booked in a six (6) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.

- The Main Floor Lounge is not available for rent on New Years Eve.

- The Main Floor Lounge is not available for any commercial venture, charity event or similar event or for profit.

- No pets are allowed in the Main Floor Lounge.

- Alcohol is permitted subject to proper liquor license being obtained prior to commencement of function.

- Food preparation is not permitted.

- Candles and sparklers are not permitted and balloons and other items are not to be attached with tape to walls or furniture. Balloons may be tied with string to chairs.

- If a resident and guests who have booked the Main Floor Lounge for the evening have not vacated the Main Floor Lounge by the closing time of 12:00 pm, the deposit will be forfeited.

- The emergency exit must be used only for emergencies and residents and guests are not to exit to the courtyard unless in case of emergency.

- Report immediately to the Building Manager of any damage occurring to the Main Floor Lounge.

Rules of the Fitness Areas – Tower 1 & Tower 2

- Hours of operation: Tower 1 - 6:00 am to 11:00 pm and Tower 2 – 6:00 am to 12:00 midnight.
- Free weights must not be dropped on the floor as sound travels through the building and disturbs residents especially early in the morning and late in the evening.
- The fitness areas are for use of residents of Yaletown Park, and a maximum of one (1) guest, only. Guests of residents using the fitness areas must at all times be accompanied by the resident.
- Residents are not permitted to use the fitness areas for commercial purposes and in doing so may be subject to a fine.
- No persons under the age of fourteen (14) are permitted in the fitness areas, unless accompanied by an adult nineteen (19) years or older. For safety reasons, no children under the age of ten (10) are allowed on the gym equipment.
- No animals are allowed in the fitness areas.
- Proper footwear must be worn at all times.
- Wipe down and return equipment to its proper location after use.
- No equipment may be removed from the fitness areas.
- Personal audio devices only. No stereos permitted.
- Alcohol is not permitted.
- Food is not permitted.
- Report any fitness equipment malfunctions and/or damage to the Building Manager immediately.

Rules of the Media Room – 3rd Floor in Tower 1

- Hours of operation: 9:00 am to 12:00 midnight. The 3rd Floor Media Room must be cleaned and vacated by the end of the booking time.
- Use of the Media Room is for residents of Yaletown Park, and a maximum of eighteen (18) guests, by reservation only with the Building Manager 48 hours in advance. Guests of residents using the Media Room must at all times be accompanied by the resident. This room is for media related functions only.
- Refundable deposit of $250.00, payable by cheque or money order, must be paid in advance, within 24 hrs of booking. Upon inspection and confirmation by the Building Manager and the resident of Yaletown Park that there is no damage and the area is clean and in satisfactory condition, the deposit will be returned. In the event of any damage or cleaning that is required, all costs related to the clean up and/or repair of the

Media Room will be deducted from the $250 deposit and all costs in excess of the $250.00 deposit, will be billed directly to the Owner or resident's strata lot. The media room can be booked for a six (6) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.

- The Resident must return the key and/or fob to the Building Manager (no later than 8:00 am the following morning if renting in the evening after 5:00 pm, and immediately after the Media Room has been vacated if renting during the day between 8:00 am and 5:00 pm and the resident must accompany the Building Manager who will inspect for damage or required cleaning.

- No pets are allowed in the Media Room.

- Alcohol is not permitted.

- Food preparation is not permitted.

- Candles and Sparklers are not permitted and balloons and other items are not to be attached to walls or furniture.

- Report any damage to the Building Manager immediately.

Rules of the 3rd Floor Library Room – Tower 1 (New)

Note this is a new rule. There is no previous rule in place governing usage of this area

- Hours of operation: 7:00 am to 12:00 midnight.

- Use of the 3rd Floor Library and adjacent Patio is for residents of Yaletown Park 1 & 2 and is not to be used for functions, commercial use or private parties.

- No pets are allowed in the 3rd Floor Library Room.

- Alcohol is not permitted.

- Report any damages to the Building Manager immediately.

- Residents are not permitted to remove the furniture from the 3rd floor library room, Tower 1.

Rules of the Garbage & Recycling Rooms

- Hours of operation: 24 hours

- Use of the disposal area is for residents of Yaletown Park and their personal waste only.

- Only materials designated as "recyclable" are to be deposited in the recycling bins. Please ensure that all materials are sorted properly.

- Garbage for disposal in the compactor must be securely bagged.

- No construction materials are allowed to be placed within the compactor.
- Cardboard boxes are to be flattened and put in the containers marked for their disposal.
- **The garbage & recycling room will be monitored and any resident who has left items in this room, such as personal and household articles and furniture, etc. may be subject to a fine.**
- Please contact the Building Manager for alternate means of disposal of these items.
- Report any compactor malfunctions and/or damage to the Building Manager immediately.

Rules of the Storage Locker Rooms

- Hours of Operation: 7:00 am to 12:00 midnight.
- Between the hours of 12:00 midnight - 7:00 am, residents in need of access to storage lockers can gain entry by contacting Security/Concierge.
- Fire regulations prohibit the storage of items on top of your lockers.
- Do not store perishable, volatile, or valuable items in your locker.
- All items must be stored within your storage locker. Any items found stored outside of the enclosed storage locker will be removed and disposed of immediately.
- Report any theft and/or suspicious activity to the Police, or damage to the Building Manager immediately.

Use of Pool Table and Games Room – Tower 2

- Hours of operation: 8:00 am – 12:00 midnight.
- Room bookings are for two (4) hour time blocks.
- Booking of the room is conditional upon a $250.00 damage deposit payable in advance by cheque or money order to the Building Manager. The damage deposit will be refunded following inspection of the room and return of key fob to the Building Manager.
- Signing out of the key fob is conditional to the resident presenting picture ID and verification of address confirming residency in Yaletown Park 1 & 2 buildings.
- Those residents booking the room for the last two (4) hours of the day, will have possession of the key fob and must return it to the Building Manager by 8:00 am the next morning.
- No food, alcohol or drinks are allowed in this room.

Security

- Do not let strangers into Yaletown Park 1 & 2 buildings, including the parkade.
- Residents must use their own fob when entering or exiting the parkade.
- Pause after entering or exiting the parkade until the gate closes fully.
- Lost keys and/or fobs must be reported to the Building Manager immediately.
- Suspicious activities should be reported to the Police and/or Building Manager immediately.
- Residents who let strangers into the Yaletown Park 1 & 2 buildings who are not residents of Yaletown Park 1 & 2 may be subject to a fine.

Access Fobs

- Replacement fobs are available at a cost **of $50 per small fob** and **$80.00 per 3 button remote fob**.
- The number of fobs assigned to individual units is limited to a **maximum of** three (3) fobs for studio units and one-bedroom units, four (4) fobs for two-bedroom units and five (5) fobs for three-bedroom units.

Smoking

- Smoking is not permitted on any limited common property balcony and/or patio or in any common area of Towers 1 & 2, including Tower 1 Main Floor Lounge, 3rd Floor Media Room and Library, 4th Floor Hospitality Room and Garden Area, Towers 1 & 2 - Fitness Rooms, Tower 1 Guest Suite, Tower 2 Pool Table & Games Room, Parkade, Garbage Rooms, lobby entrance areas and all common hallways and stairwells.

General

- Appliances, such as dishwashers, washers and dryers, vacuum cleaners and/or garberators, shall be used at reasonable hours, so as not to disturb other Strata unit owners.
- **Television and stereo noise is to be kept to a reasonable noise level.**
- Appliances must not be left running when residents are not at home.
- No mats, **umbrellas** or other items are to be placed or left in common area hallways.

City of Vancouver Noise Bylaw

- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. and 10:00 a.m. Sundays and holidays.

- Call 911 for Police for violations. Strata Bylaw fines apply for violations to the City of Vancouver Noise Bylaw.

Insurance Rule

An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guest, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy.

In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner.

Garden Patios – 4th Floor Tower 1 and Lobby Level – Tower 1

- Hours of access: 8:00 am to 12:00 midnight
- No animals are allowed on the garden patios
- No alcohol is permitted

Holiday Decorations

- Cut Christmas trees are not permitted in the building whatsoever.
- Holiday lights in windows and/or on balconies, decorations and/or wreaths on common area doors of suites, are permitted only between December 1 and January 15, and must not detract from the overall aesthetics of the building. All lights, decorations and/or wreaths must be removed no later than January 15.

Parking Garage Gates – Stop and Wait

Garage Gates - Stop and Wait

Residents, visitors, occupants and guests are required to stop and wait for the gate to completely shut when entering or exiting the parkade.

Any resident who does not stop and wait for the gate to completely shut when entering or exiting the parkade may be subject to a fine.

Parking Garage – Speed Limit

Residents are required to observe a speed limit of a maximum of 10k per hour in the parking garage. Any resident exceeding the speed limit of 10k per hour may be subject to a fine.

Oil Leaks and Repairs

Owners and residents are responsible for all oil leaks and exhaust pollution stains from vehicles and owners and residents shall clean up such leaks and stains from the owner's or resident's parking stall(s). Residents and owners of vehicles causing oil leaks and staining shall immediately upon notification from the strata corporation clean up all dripping and oil leaks, and upon failure to do so within seven (7) days notice, the strata corporation will have the stain cleaned up and a minimum clean up charge of $50.00 will be assessed to the strata lot.

No repairs to motor vehicles shall be carried out on common property.

Visitor Parking

Visitor parking, as designated in BSC 2103 Strata Corporation parking area shall be on a first come, first served basis for visitors of Yaletown Park 1 & 2.

Residents must register visitor's vehicles with the Concierge and/or Security who will assign a parking stall to the visitor and upon the visitor leaving the parking stall, the resident must inform the Concierge and/or Security that the visitor is leaving the premises.

Parking permits issued by the Strata Corporation must be placed on the dashboard of the visiting motor vehicle with the pass number visible.

A maximum of one visitor parking permit will be issued to each strata lot.

Lost or stolen parking passes must be reported immediately to the Concierge and a charge of $50.00 per parking pass will be levied for a replacement of the lost or stolen parking pass. Any vehicle found in a visitor parking stall without a parking pass will be towed.

Visitor parking spaces are intended for the exclusive use of individuals who are visiting a resident of BCS 2103 Yaletown Park 1 and 2 or by trades who are providing a service to a resident or the Strata Corporation.

A resident's vehicle must not be parked in the visitor parking stalls for any reason at any time. Any vehicle which belongs to a resident and is found parked in a visitor parking stall will be towed.

Visitor parking shall be limited to a maximum duration of 24 hours. No resident may make use of visitor parking for more than seven (7) days or portion thereof in a calendar month. The definition of a resident for this bylaw is "a resident that lives either full time or part time in Yaletown Park 1 & 2".

Residents who abuse their visitor parking privileges will have these privileges revoked for a period of 90 days on first offence and for a period of 1 year for each subsequent offence.

Vehicles not permitted to be parked in the visitor parking stalls will be towed at the owner's expense.

No in and out privileges for visitor parking be permitted.

Pet Rules

An owner of a pet shall not permit the pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property or limited common property, the owner shall immediately and completely remove all of the pet's waste and dispose of it in a waste container or by some other sanitary means.

An owner of a pet shall not permit the pet to create a nuisance.

A pet registration form must be filed with the strata corporation within 2 weeks of the acquisition of a pet.

All pets shall be licensed, where applicable, and maintained in accordance with the City of Vancouver's bylaws.

The strata corporation may require removal by an owner, tenant or occupant of any pet or other animal by such owner, tenant or occupant if such pet or animal, in the opinion of the corporation, is a nuisance or annoyance to any other owner, tenant or occupant of a strata lot, or the strata corporation.

An owner must comply strictly with these rules, and all other bylaws of the strata corporation, and with the rules and regulations adopted from time to time.

- A resident, owner, tenant, occupant or visitor must ensure that all pets are leashed or otherwise secured when on the common property or on land that is a common asset.

- A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner. **Pets are not allowed on any grass or garden area adjacent to the buildings or sidewalks.**

- A strata lot owner must assume all liability for all actions by a pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.

- A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

Guest Suite Rentals

Rental of the guest suite is $50.00 per night payable in advance, by cheque or money order, within 24 hours of booking, together with a $250.00 refundable damage deposit. Residents may rent the guest suite for a maximum of seven (7) days in any one calendar month. Residents must book the guest suite with the Building Manager. In the event the guest suite is not rented at the end of the seven (7) day period, the reservation may be extended upon confirmation with the Building Manager, and upon receipt of payment for the extra night(s) at the time of reserving, the booking will be guaranteed. Reservations are on a first come first serve basis. If after 24 hours of booking the Guest Suite, the full payment for rental, together with the $250

refundable damage deposit has not been received by the Building Manager, the reservation will not be held and will be available for another resident on a first come, first serve basis. Residents will be required to provide their own linens for their guests. Residents may only book the guest suite 12 months in advance.

The Owner or Resident must return the guest suite key to the Building Manager no later than 11:00 am the following morning and must accompany the Building Manager who will inspect the guest suite for damage or required cleaning. Upon inspection and confirmation by the Building Manager and resident of Yaletown Park 1 & 2 that there is no damage to the guest suite, the deposit will be returned. In the event of any damage or cleaning that is required, all costs related to cleaning and/or repair of the guest suite will be deducted from the $250 deposit and all costs in excess of the $250.00 deposit will be billed directly to the Owner or resident's strata lot.

Car Washing

1. Care must be taken to maintain the spray hose in proper storing position and no excessive use of water is permitted when washing cars.

2. Car wash area must be kept clean and free of garbage or debris.

3. Car wash may only be used for a maximum of 30 minutes at a time.

4. No abrasive chemicals may be used.