

**Orchard
Woods**



*Owner's
Manual*

INDEX

General Information	-	p. 2
Parking	-	p. 3
Gardens	-	p. 3
Maintenance	-	p. 3
Strata Property Management: Owner responsibilities	-	p. 5
Strata Property Maintenance: Strata responsibilities	-	p. 6
Finances	-	p. 7
Q & A	-	p. 8
Resources	-	p. 9
Useful Information/Phone Numbers	-	p. 9
Appendix 1 – Strata Plan	-	p. 10
Appendix 2 – List of Council Members	-	p. 11
Appendix 3 – Alterations/Improvement to Strata Units	-	p. 12
- Application for Undertaking Alterations	-	p. 13
Appendix 4 – Hot Water Tanks	-	p. 14
Appendix 5 – Balconies and Decks	-	p. 15

**** This manual was created as a quick reference for owners. It does not replace the need for owners to become familiar with and follow the official bylaws and rules.***

Original manual prepared by
Norma Quinn
Teresa Husband

Manual updated on: March 24, 2022

GENERAL INFORMATION

Orchard Woods is a complex built in 1997 consisting of 33 strata lots (Units) and "common property." The common property is that part of the land and buildings shown on the Strata plan (Appendix 1) that is not part of owners' Strata lots (e.g. the entrance to the complex, common roads, visitor parking spaces, back yards). The units and common property all belong to the owners.

There is also a covenant area, the result of a legal agreement permanently registered on the property title that requires all the land and vegetation within the covenant area to stay in its natural state. The areas enclosed in red on Appendix 1 are the covenant areas at Orchard Woods. The covenant areas along Wilkinson Road are newly planted and we ask owners not to take a shortcut through them. For further information on covenant areas, see: <https://www.saanich.ca/EN/main/community/natural-environmental-planning/natural-state-covenants.html>

- Our Strata is managed by our Strata Council which is made up of owners elected at the Annual General Meeting. The annual budget is also presented and voted on at the Annual General Meeting which is held in November
- The Strata Council is the hands-on manager of the Strata Corporation. It is responsible for the common property, supervises the expenditure of the budget and enforces the bylaws. We have a Strata Management Company to administer day to day affairs such as collecting and depositing Strata fees, paying bills, contracting for services, and monitoring the condition of the common property.
- Our management company is **Firm Management** – our contact is Alan Dench-Gibson, Phone: 250-544-2300 or alan@firmmanagement.com. (If e-mailing Alan, include Orchard Woods and your unit number in the subject line).
- The Strata operates under the provisions of the British Columbia Strata Property Act (BCSPA) and our bylaws and rules. Please sign up on our website for access to our bylaws and rules, important notices, meeting minutes, financial statements, project reports, the depreciation report and various plans and schedules. There is also a link to the BCSPA and other resources on that website. (<https://www.firmmanagement.com>).
- The Strata Council has regularly scheduled meetings. Owners are welcome to attend as observers. If you want to attend or put an item on the agenda, please advise Firm Management.
- Meeting agendas are sent to all owners in advance of the meetings.
- All Owners will receive minutes of the proceedings at Council meetings within two weeks of each meeting.
- A sample newsletter is attached to this package – these are sent out by Council throughout the year.
- A list of resident's names is attached (Appendix-2)

PARKING (Bylaw #39)

- Residents may park in their driveways for up to two (2) hours for loading/ unloading or washing vehicles.
- Residents with more vehicles than will fit in their garage must park extra vehicles off site. There is parking available on side streets in the neighbourhood.
- Visitor parking spots are located throughout the complex. Our bylaws don't allow residents (owners/occupants and lessees) to use visitor parking without permission from Council. If visitors will be using a visitor parking space for more than seven (7) overnight stays in a 30-day period, a visitor pass is required. To get a visitor pass, contact Alan at Firm with your unit number, vehicle licence number and the dates needed. Council will issue the completed pass.
- Units 1, 17, 18 and 19 have larger driveways and may have visitors park in their driveways provided the common roadway is not blocked.

GARDENS

- All plantings and garden beds along the driveways, at the entrance to the Strata, in front of each unit, at the sides and outside the back patios are part of the common property. They are planted with shrubs, flowers and trees which are maintained under our Landscape Maintenance Contract. This contract is reviewed annually by the Gardening Liaison and Council and includes bed and plant care, mowing lawns, trimming and edging, weed and moss control, leaf removal and pruning shrubs, hedges and coniferous trees. If you want to plant in beds, please contact Council. For questions about the gardening and landscaping, please contact the Gardening Liaison, (Vanda LeRoux, geevee@shaw.ca)
- From April to October our grounds are watered by an automatic sprinkler system. There are several sprinkler zones that are turned on either Thursday or Sunday. Please inform the Strata President or the Gardening Liaison if you feel that certain areas are receiving either too much or not enough water. Please inform Firm Management if you notice any flooding due to damage to the sprinkler heads or pipes.

MAINTENANCE

- Owner and Strata Responsibilities for Maintenance (See page 5). Owners are responsible for the maintenance and repair of their Strata lots, including those fixtures or assets which form part of the Strata lot, such as flooring, lighting, electrical panels, gas fireplaces, hot water heaters, built-in appliances, plumbing fixtures and original finishings.
- The Strata is responsible for maintenance and repair of common property and anything that has to do with issues that are not inside your Strata Lot. Contact Firm if something needs immediate attention such as a water leak or electrical failure. If it's an internal plumbing problem (like a hot water tank failure, leaky toilet or hose failure on various fixtures or appliances), then call a plumber. The same principle applies for electrical issues.
- Problems with common property or the building envelope (siding, roof, doors,

windows, overflowing gutters) should be reported to Firm Management. For urgent calls after office hours, your call is forwarded to a pager service available for maintenance issues (lighting, sprinkler problems, etc.)

- Firm has a maintenance team on staff to do repairs to common property. However, a call to Firm Maintenance where the work is clearly inside the Strata lot, will get billed to the owner - e.g. leaky toilet (if the owner calls Firm, the maintenance team visits and sees that it's a leaky toilet, then calls a plumber and has to charge for their visit - the owner has to pay for this plus the plumber). On the weekend a Firm Maintenance call is double the hourly rate.
- **Owners planning any renovations, alterations or maintenance to their unit must complete an Indemnity Agreement (Appendix 3) for submission to the Strata Council before work is started.** An Indemnity Agreement form is attached and they are also available from Firm Management.
- Your *original* fixtures such as counters, cabinets or flooring are covered by the Strata insurance policy. Any upgrades or alterations made to the interior of your unit will *not* be covered by the Strata Insurance Policy. Owners are responsible for the cost, maintenance, repairs, and insurance of alteration upgrades and/or additions. We encourage you to discuss this with your homeowner insurance provider.
- Alterations to *common property* require written approval of the Strata Corporation subject to a ¾ approval vote by owners.
- Garbage/recycling bins may be put out the night before collection but should be kept indoors until then. Visit Saanich.ca to obtain days for the garbage schedule and

sign up for reminders; visit CRD.bc.ca for the recycling (blue box) schedule, reminders and a list of materials you can include. The closest bottle drop-off bottle depot is at 4261 Glanford Avenue.

- There are three Electrical Rooms which have the Telus and Shaw panels, master switches for the various outdoor lights and the sprinkler system. Items available in these rooms for owners' use are ice melt, a wheelbarrow, spade, snow shovel, power washers, moving dolly, push broom and a leaf blower. Each Strata Council member has been issued a key to the electrical room. If an owner wants to access the electrical room, they should be accompanied by a Strata Council member.
- Locations of the Electrical Rooms are as follows:
 - Unit #12: The Electrical Room is situated on the side of the building facing Unit #9 (power washer, push broom, wheelbarrow, snow shovel, moving dolly, ice melt)
 - Unit #27: This Electrical Room is next to the garage for unit #27 (leaf blower, power washer, ice melt).
 - Unit #33: The door to the Electrical Room is at the bottom of the steps as one walks towards the front entrance of the unit (shovel, ice melt).
- Strata Maintenance Schedule
 - Spring - roof moss inspection, exterior building and roof inspection, power washing.
 - Summer – window cleaning, dryer vent cleaning, biennial garage door servicing
 - Fall/Winter – balcony inspection, fire alarm inspection, gutter cleaning
 - Throughout year – garden and landscape maintenance, pest control

NOTE: For maintenance issues – Contact: Firm Management and Copy Strata Council President

STRATA PROPERTY MAINTENANCE – RESPONSIBILITIES OF OWNER(S)

Water and gas shutoffs	Familiarize yourself with where they are. If away for extended period, shut off water to your unit.
Outside water taps	Shut off water to outside taps in winter, place Styrofoam cover over tap.
Gas fireplace	Arrange for inspection every 2 years (beginning 09/20) and supply proof of inspection to Council.
Snow	Shovel your own sidewalk and driveway. Salt is provided by the mailboxes for owners to use on their sidewalks/driveways.
Dryer Vents	Ensure the lint trap of dryer is cleaned before each use.
Garage Door Openers	You are responsible for maintenance and servicing of garage door openers. (Strata arranges servicing and inspection of garage doors periodically).
Range Hood and Bathroom Fans	Use regularly to reduce condensation problems - set humidity dial between 45 and 50 degrees.
Toilets, tubs, sinks	Watch for leaks or dampness and ensure caulking is adequate.
Washing Machine Hoses	Check for leaks. If replacing, use hoses strengthened with metal mesh.
Hot Water Tanks	Arrange for an inspection every two years. Replace before manufacturer's expiry date. It is helpful to write the date of the hot water tank replacement on the tank with a felt marker (See Appendix 4).
Decks /Balconies	See Appendix 5.
Patios	You are responsible for cleaning, repair and maintenance of patios. (keep clean and clear of moss and weeds)
Window clips	If need replacements, contact Firm Management.
Crawlspace Fans	If your unit has a fan, turn/set humidity level at 55% for the summer and 45% for the winter.
Carbon Monoxide Alarm	Alarms are recommended and should be checked monthly.
Fire Extinguisher	In unit extinguisher(s) are recommended.
Mail key and lock	Owner responsibility if lost/broken. If key sticks, spray with WD40.
Rodents/Insects	Do not leave food outside or on recycled items – it attracts rats.

Submitted by: Troy Petersen
Ordered by: Troy Petersen

STRATA PROPERTY MAINTENANCE – RESPONSIBILITIES OF STRATA

Snow	Strata will arrange for snow clearing of driveway and lanes.
Dryer Vents	Workmen hired by Strata clean dryer vents annually.
Smoke Alarms	Strata checks annually (Strata expense if need servicing). They are electronically connected. Changed every 10 years (changed – 2022).
Doors	Repair and replace as necessary.
Garage Doors	Strata will arrange for servicing of garage doors periodically. Garage door openers are your responsibility.
Decks/Balconies	See Appendix 5.
Windows	Strata arranges window cleaning once a year - you are responsible for removing window screens when cleaning is scheduled. Contact Firm Management if you need replacement window clips.
Roofs	Roof leaks repaired as necessary
Gutters and Downspouts	Cleared of refuse annually and additionally, if needed.
Lighting	Repair and maintain exterior lights as required.
Windows & Skylights	Repair or replace broken glass, seals, leaks as required.
Rodents/Insects	Strata will arrange pest control services as required. Contact Firm Management if needed.

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FINANCES

STRATA FEES

Owners contribute Strata fees based on the approved Annual Budget and according to their “unit entitlement” (which is usually determined by the habitable area of a Strata unit). Following approval of the Budget, owners are requested to provide 12 post-dated cheques, or an automatic debit.

BUDGET:

- The Budget is the owners’ authorization for Council to pay expenditures as presented and approved by a majority vote at an Annual General Meeting. Our financial year is from 1st December to 30th November
- The Budget consists of two separate accounts:

(a) Operating revenue and expenditures

(b) Contingency Reserve Fund revenue

The Operating fund is used for common expenses that occur once a year or more often. It is accounted for separately from the Contingency Reserve Fund. (expenditures require a majority vote at the Annual General Meeting).

The Contingency Reserve Fund (CRF) is accounted for separately from the Operating Fund. It is used for capital projects including issues related to common property or building structures OR common expenses that occur less often than once a year or that do not usually occur. (expenditures require a ¾ majority vote).

Part of the CRF budget is based on the Depreciation Report commissioned by the Strata Corporation.

- Strata Corporations in BC are required under the Strata Property Act to obtain a Depreciation Report. The **Depreciation Report** tells strata lot owners how much repair and replacement work are required, when these costs are likely to occur and the anticipated approximate costs. It thus helps in annual and long-term planning, allowing Council to identify whether or not an increase in the budget or a special levy is necessary. Orchard Woods’ most recent Depreciation Report is available on the Firm Management website.
- The Strata Corporation may raise monies from the Owners by means of a special levy. A special levy must be approved by a ¾ vote at an Annual or Special General Meeting. However, Strata Corporation approval is not required for a special levy to cover an insurance deductible to replace or repair damaged property. Special levies are normally based on unit entitlement. However, Section 108 of the BCSPA allows special levies to be collected on some other basis if they are approved by a unanimous vote.
- Special General Meetings can also be called if unforeseen maintenance issues arise that cannot be deferred to the regular AGM and additional funding withdrawals from the CRF are required. Note that if replacement or repair is required immediately to ensure safety or to prevent significant loss or damage, Council may make that decision.

Q & A

Do I own my balcony (patio)?

- Your balcony and patio are part of your strata lot.

Can I barbeque?

- Electric, propane and natural gas barbeques are allowed on your own patio or balcony as long as there is a 2-foot clearance from the overhang of your unit.

Can I have pets?

- Bylaw 36 allows up to two caged birds, two pets, either dogs or indoor cats. Please keep dogs on a leash while on Strata property. See the bylaw for details.

Is my Strata unit covered by the Strata insurance? Are my contents covered?

- Strata insurance is paid for from Strata fees. The Strata's property insurance covers the common property, your Strata unit and original fixtures such as counters and floor covering installed by the developer. It does not cover your personal property such as furniture, clothing, movable appliances, nor does it cover unit upgrades and additions such as new kitchen counters and hardwood flooring installed after owners took ownership. You should take the Strata insurance policy with you to your agent to ensure you have adequate coverage to cover Strata deductibles.

Can I rent out my unit?

- An owner cannot lease or rent out a Strata lot. This does not apply to original owner(s) of units, who have the right, as related in the Disclosure Statement of the Developer for our complex, to lease or rent their property. Second or subsequent owners do not have this privilege and are bound by

the bylaw. All owners may rent to immediate family members as set out in Section 142 of the BCSPA.

Can I walk across the backyard of my neighbour's unit?

- The backyard grass area is common property and Strata owners can walk there. Please respect other owners' privacy if you do.

Can I turn left onto Wilkinson Road when leaving the Strata?

- It's not a legal turn but some owners do it - may be an insurance issue if you had an accident.

Can my children play or ride their bicycles/scooters around the complex?

- Yes, but bicycles are not allowed on common lawn areas. Adults must monitor their children playing in a common roadway (See Bylaw #37).

Are there any restrictions on noise? music? smoking?

- Bylaw 4 outlines restrictions on the use of your property and states you mustn't use your strata lot or common property in a way that causes a nuisance or hazard to others or interferes with the rights of others to use and enjoy the property. See the bylaw for further details.
- Consideration for other owners means no unreasonable noise, particularly from 10 p.m. to 8 a.m.
- If a complaint cannot be resolved by a discussion between the parties, advise Firm Management and copy Council (See Bylaw #35).

RESOURCES

Contact Information for our Property Manager,

Alan Dench-Gibson at Firm Management:
Phone: 250-544-2300, Fax: 250-544-0550
Email: alan@firmmanagement.com
After Hours/Emergencies: 250 544-2300 (follow prompts)
Website: www.firmmanagement.com

Condominium Home Owners Association (CHOA) www.choa.bc.ca

Our Strata is a member of CHOA. CHOA is a consumer based non-profit association that

promotes the understanding of Strata property living and the interests of Strata property owners. CHOA provides professional advisory services based on individual Strata needs, including education, publications resources and support for members. CHOA actively assists members, and the Strata industry, to help make Strata living a positive experience. We encourage you to visit the website www.choa.bc.ca

Vancouver Island Strata Owners Association (VISOA) www.visoa.bc.ca

USEFUL TELEPHONE NUMBERS AND INFORMATION

BC HYDRO customer service and power outage: 1-800-224-9376. If there is no outage in your area, contact Firm Management at 250-544-230 and contact the pager number provided for assistance.

FORTIS GAS customer service: 1-888-224-2710. If you smell gas, exit the premises and contact Fortis BC IMMEDIATELY 1-800-663-9911. You should also contact Firm Management main line at 250-544-2300, and contact the pager number provided for assistance.

EMERGENCY To report fires or crimes in progress that require immediate action to render assistance or apprehend suspects, call 911. Leave an email or message at Firm Management.

Roof leak/flooding: Contact the Firm Management pager number: 250-544-2300 (follow prompts)

NON-EMERGENCY CRIME. To report any suspected or actual illegal activity that is not critical but needs to be followed up by police 250-475-4321.

EARTHQUAKE RESOURCES – Google Victoria emergency preparedness

HEALTHLINK BC – 24-hour Health Information and advice - 811

TELUS 1-888 811-2323

SHAW 1-888 472-2222

BROADMEAD SHOPPING CENTRE (other side of Hwy 17) – Thrifty’s grocery store, Pharmasave with post office, Canadian Tire, CIBC & Royal Bank, TD bank (just past shopping centre at Chatterton), retail outlets

ROYAL OAK SHOPPING CENTRE – turn R. at West Saanich Rd. – Country Grocer, Shoppers Drug Mart with post office, Bank of Montreal, Life Labs, retail outlets

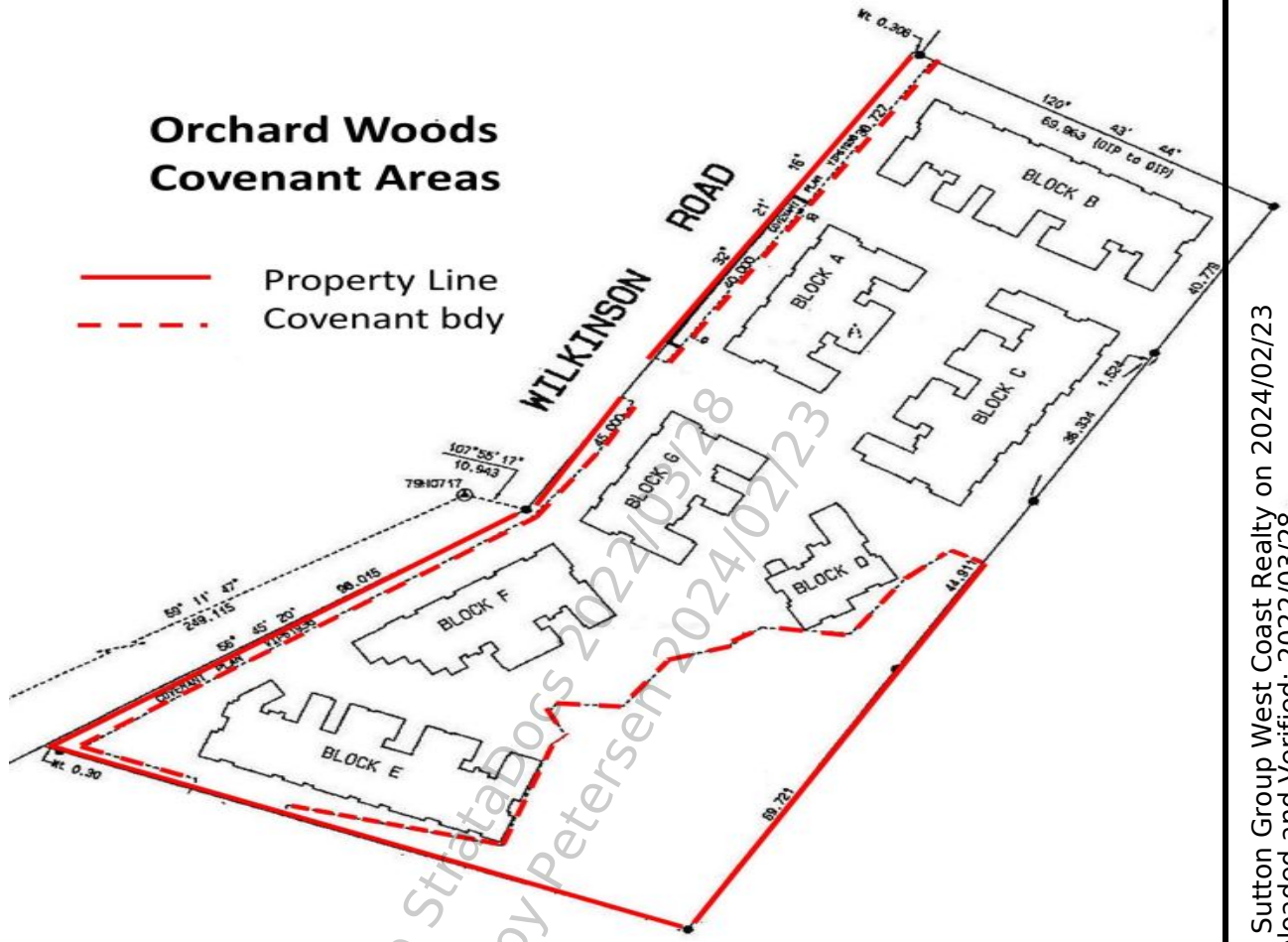
SAANICH COMMONWEALTH PLACE –Olympic size swimming pool, recreation centre and Bruce Hutchison library branch at 4636 Elk Lake Drive

It is recommended you print out this page

Appendix 1

Orchard Woods Covenant Areas

— Property Line
- - - Covenant bdy



- Block A – units 1-4
- Block B – units 5-11
- Block C – units 12-17
- Block D – units 18-19
- Block E – units 20-26
- Block F – units 27-30
- Block G - units 31-33

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Appendix 2

LIST OF COUNCIL MEMBERS

CONFIDENTIAL: Only for use for Strata Corporation Members. Not for distribution.

(Effective 15 November 2021)

	NAME	E-MAIL
17	Corrine Beaupre (Council President)	cbeaupre58@gmail.com
32	Norma Quinn (Vice President)	nquinn14@gmail.com
10	Steve Koning (Treasurer)	steve.koning@live.ca
20	Cosmin Filipescu	cosmin.filipescu@gmail.com
13	Monika Rose (Secretary)	rose.monika@gmail.com

The above personal information is provided in accordance with PIPA Act of BC.

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Appendix 3

PROCESS – RENOVATIONS/IMPROVEMENTS TO STRATA UNITS

- Bylaw #6 requires owners to obtain approval for alterations or improvements to their strata lot. This does not include appliances.
- Approval must be granted and a signed indemnity form given to Council before any work is begun.
- Any upgrade alterations made to the interior of your unit (such as new counter tops, cabinets, or new flooring) will not be covered by the Strata Insurance Policy. Owners are responsible for the cost, future maintenance, repairs, and insurance of alteration upgrades and/or additions.

PROCESS

- Determine the nature and scope of your alteration. Phone suppliers, contact contractors, create a rough plan.
- Contact the Property Manager and describe your plans. Fill out the form below and submit it to Strata Council for approval. Describe your intended work in as much detail as possible.
- Council may ask for further clarification and if structural work is possible, an engineer may be required to sign off on the work.
- After review and inspection of intended work plans and details, the Council will issue approval or define the conditions you will need to meet for approval.
- The Indemnity Agreement Form **MUST** be completed and provided to council **BEFORE** any work will be approved.
- Once work is approved begin engaging contractors to execute your work plan.
- Keep the approved copy of the alteration(s) for future reference for yourself or in the event that you sell your home. The indemnity Agreement will be attached to Form B when you sell your unit.

Fill out the Form on the next page.

STRATA PLAN VIS 4334, ORCHARD WOOD
APPLICATION FOR UNDERTAKING ALTERATIONS TO STRATA LOT
This application must be approved by Council before work can begin

Part A – Owner Application

Date _____ Unit No.: _____

Owner(s) _____

Work to be Undertaken:

Expected date of completion of the alterations ____ / ____ / ____ (yyyy/mm/dd)

Name of Contractor, Business or Person(s) _____

Contractor carries liability insurance Yes No

Contractor has WorkSafeBC (WCB) Coverage Yes No

Are permits required? Yes No

I understand and agree that I am/we are financially responsible for the installation and subsequent maintenance and repairs required by the above alteration/ addition and am/are responsible for adequate personal insurance coverage.

Owner: _____ Owner: _____

Part B – Approved by Council Yes No

Council Signatures: _____ Date: _____

_____ Date: _____

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Appendix 4

Hot Water Tank Warranty Check

Most hot water tanks manufactured before 2003 have a 6 year warranty against leakage, and most hot water tanks manufactured after 2003 have an 8 year warrant against leakage. If you have extended warranty documentation, then your tank may have a longer warranty. If you have the original invoice for your water heater installation, then the start date of your warranty may be from the date of installation rather than the date of manufacture.

Note that the major manufacturers usually only include a 1-2 year warranty on other parts. If a tank is still covered under warranty, you will still have to pay labour and possibly warranty processing fees as well (unless the company who installed your tank included a labour warranty).

How to tell how old your tank is

If your tank is manufactured by one of the three most common brands (Bradford White, John Wood, or Rheem) then see the guide below.

Bradford White

Bradford white tanks have a serial number that consists of 2 letters followed by 7 numbers. The letters refer to the date of manufacture. The first letter refers to the year. A = 2004, B = 2005, C = 2006, D = 2007, E =2008, F = 2009, G = 2010, H =2011, J = 1992, K = 1993, L = 1994, M = 1995, N = 1996, P = 1997, S = 1998, T = 1999, W = 2000, X = 2001, Y = 2002, and Z = 2003. The second letter refers to the month. A = January, B = February, C = March, D = April, E = May, F = June, G = July, H = August, J = September, K = October, L = November, and M = December.

For example, if your serial number is NB3093251, this would mean your tank was manufactured in February 1996 (because N = 1996 and B = February).

John Wood/ GSW

John Wood hot water tanks start with a letter that reveals how long the warranty against leakage is. P = 3 years, R = 5 years, S = 6 years, T = 7 years, U = 8 years, V = 9 years, W = 10 years, and Y = 12 years.

Following the first letter will be four numbers that refer to the date of manufacture. The first two numbers refer to the year of manufacture. 95 would be 1995, 98 would be 1998, 02 would be 2002, 08 would be 2008, and so on.

For tanks made before 2007, the next two numbers refer to the month of manufacture. 01 = January, 02 = February, 03 = March, and so on. For tanks made in 2008 or later, the next two numbers refer to the week of manufacture. 01 = first week of the year, 02 = second week, and so on. Serial numbers on John Wood tanks made in 2007 or earlier consist of a letter followed by 10 numbers. For example, a serial number of U0508482157 would mean the tank was made 2005 (the first two numbers are 05), in the month of August (the next two numbers are 08), and includes an 8 year warranty against leakage (the first letter is U).

Serial numbers on John Wood tanks made 2008 and later consist of a letter followed by 4 numbers followed by another letter and 6 more numbers. For example, a serial number of U0923C239421 would mean the tank includes an 8 year warranty against leakage (the first letter is U) and was made in 2009 (the first two numbers are 09) in the 23rd week (the next two numbers are 23) of that year.

Rheem/ Ruud Hot Water Tanks

The first two numbers refer to the month of manufacture (01 = January, 02 = February, and so on) and the next two numbers refer to the year (97 = 1997, 05 = 2005, and so on). This is followed by a letter and 5 more numbers. For example, serial number 0307B94210 would mean the tank was made in March (the first two numbers are 03) of 2007 (the next two numbers are 07).

Appendix 5

ORCHARD WOODS STRATA – BALCONIES AND DECKS

Orchard Woods Strata is basically a wood frame construction complex comprised of both single story units and two story units. There are a variety of balconies and decks in the units which are defined as part of the individual strata units, attached to the structure of the units or forming part of the building structure. There are four categories of balconies and decks.

1. Second story roof top balconies (rear)

These balconies are built into the structure of the rear of the unit. They are protecting the living space below and have torched on membrane applied. Owners are responsible for installing, maintaining, cleaning and repairing deck covering materials subject to the specifications in Bylaw 3(2). Strata is responsible for the repair and maintenance of the balcony including the torch on membrane. However, any damage to the membrane that is the result of actions of the owner is the responsibility of the owner. There can be a charge back to the owner for damage to the membrane. Inspection of the membrane is done periodically and owners are responsible to lift/remove any coverings that have been installed. They occur in units 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 21, 22, 23, 24, 25, 28, 29.

2. Second story roof top Juliette balconies (front)

These balconies occur on the front of the units. They have a torch on membrane that protects the garage space below the balconies. Owners are responsible for installing, maintaining, cleaning and repairing deck covering materials subject to the specifications in Bylaw 3(2). Strata is responsible for the repair and maintenance of the balcony including the torch on membrane. However, any damage to the membrane that is the result of actions of the owner is the responsibility of the owner. As with the rear balconies, there may be a charge back to the owner for any damages to the membrane. Inspection of the membrane is done periodically and owners are responsible to lift/remove any coverings that have been installed. They occur in units 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 19, 21, 22, 23, 24, 25, 28, 29.

3. Side Deck/Balconies – wood frame construction – 2x4 board construction

These are decks/balconies that are at the side/rear of units that are defined as part of the strata lot, attached to the structure of the unit. The structure is wood frame construction and the surface is comprised of 2x4 wood boards, painted. Strata is responsible for the repair and maintenance of the balcony; owners are responsible for cleaning the deck covering. They occur in units 12 and 26.

4. Side Deck/Balconies – wood frame construction – vinyl covering

These decks/balconies are on the side/rear of units. The surface is vinyl. Strata is responsible for the repair and maintenance of the balcony; owners are responsible for cleaning the deck coverings. They occur in units 17, 19, 27, 28, 29, 30(2), 31(2), 32, 33(2).