

BYLAWS OF THE OWNERS, STRATA PLAN VIS864
Harrington House
1745 Leighton Road
Victoria, British Columbia

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

1 Payment of strata fees and assessments

(1) An owner must pay strata fees including any special levy on or before the first day of the month to which the strata fees or levy relates. Fines must be paid on or before the date stated on the fine notice.

(2) Payment of strata fees and where applicable any special levy, must be made by post-dated cheques for a year in advance.

2 Interest on late payment

(1) The strata corporation may charge interest at the rate of TEN (10%) PER CENT per annum, compounded annually, not in advance, on all late assessments.

(2) The strata corporation may charge interest at the rate of TEN (10%) PER CENT per annum, compounded annually, not in advance, on all late special levies.

3 Bylaws and Rules

(1) An owner, tenant, occupant, agent or visitor must comply with these bylaws, as amended from time to time and as filed in the Victoria land title office, and with such rules as may be adopted from time to time by the strata corporation pursuant to these bylaws.

(2) An owner is responsible for ensuring his or her tenant, occupant, visitor or agent complies with subsection (1).

4 Repair and maintenance of property by owner

(1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance which is the responsibility of the strata corporation under these bylaws.

(2) An owner must carry out all work ordered by any competent public or local authority in respect of his or her strata lot other than work for the benefit of the strata corporation generally, and pay all rates, taxes, charges, and assessments which may be payable in respect of his or her strata lot.

(3) An owner who has the use of limited common property must repair and maintain the limited common property, except for repair and maintenance which is the responsibility of the strata corporation under these bylaws.

5 Use of property

(1) An owner, tenant, occupant or visitor must not:

(a) use a strata lot, the common property, limited common property, or common assets in a way that

(i) causes a nuisance or hazard to another person,

(ii) causes unreasonable noise, which includes but is not limited to TV, stereo, radio, loud voices, slamming doors and video games,

(iii) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,

(iv) is illegal, or

(v) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

(b) Cause damage, other than reasonable wear and tear, to the common property, limited common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Strata Property Act, Stats BC 1998, c. 43 as amended (the "Act").

(c) Perform or cause to be performed by anyone any repair or service of vehicle exceeding four (4) hours on any common property, or limited common property, of the strata corporation, such repair to be carried out exclusively within the assigned parking spot.

(d) Smoke on any common property of the strata corporation.

(e) Keep anything other than licensed and insured passenger vehicles, and unlicensed motorcycles and bicycles in the garage area of the strata corporation

(f) Keep any pet on a strata lot with the exception of a guide dog for the hearing, vision or mobility impaired.

(g) Use a barbeque in a strata lot, on a balcony or patio, on common property except common property designated by the council from time to time, or limited common property of the strata corporation.

- (h) Use a fireplace to cook, burn paper or rubbish.
- (i) Permit anything to be done in or about any strata lot or the common property which will unreasonably increase the risk of fire and the possibility of increasing the cost of fire insurance.
- (j) Hang drapes, blinds or other window coverings which are visible from the exterior of the building other than those of a neutral off-white colour, or reflective silver.
- (k) Replace or paint the exterior door to a strata lot in the strata corporation without the prior written consent of the council, which consent must include approval of the style and type of door or colour of paint and all fittings.
- (l) Leave water running in a strata lot or on common property or limited common property except when in actual use.
- (m) Make unreasonable noises that are readily heard in other suites between the hours of 10pm and 8am, Harrington House quiet hours.
- (n) Encourage the presence of birds or wild animals by feeding them from the surfaces of balconies and patios.
- (o) Store items in storage lockers that protrude above the locker walls within eighteen (18) inches of the ceiling, to permit proper operation of the sprinkler system.
- (p) Install window-mounted air conditioning units.
- (q) Notwithstanding 5(1)(e), keep anything other than a vehicle and one set of spare tires and/or a collapsible shopping buggy in their parking stall.

(2) An owner will be held liable for any loss or damage to other strata lots, common property or limited common property of the strata corporation, or to personal property of the strata corporation or other owners in the strata corporation resulting from an act of neglect or improper workmanship by an owner, his or her tenant, guest, visitor or agent, including but not limited to an overflowing toilet, sink, bathtub, basin, dishwasher, refrigerator, washing machine or water filled furniture.

(3) An owner or tenant must not allow his or her strata lot to be occupied by more than two (2) unrelated persons in a one bedroom suite and four (4) unrelated persons in a two bedroom suite for more than fourteen (14) days.

(4) Upon application, the council may with discretion approve an exemption to subsection (3).

(5) Despite 5 (1) (g), an owner or tenant of a strata lot on the ground floor of the building may use a barbeque on his or her strata lot provided the barbeque is placed on the patio of the strata lot as far as possible from the building and the use of a barbeque does not unreasonably disturb another owner or occupant in the strata corporation or cause damage to the common property of the strata corporation that is beyond reasonable wear and tear.

(6) The installation or use of in suite laundry appliances is not permitted within Harrington House (Strata 864 - 1745 Leighton Road).

(7) Owners, tenants and occupants may use strata balconies for drying clothes as long as drying racks and clothes are not placed higher than balcony rails and are not draped over rails.

(8) Owners, tenants, and occupants must ensure that all floor coverings on the second floor and above are sufficient to minimize the transference of noise.

(9) Owners, tenants and occupants must ensure that building doors are securely closed after entrance and exit and not left propped open.

(10) Owners or tenants must not damage, either by neglect or malice, the railing or balcony floor. Examples of forbidden alterations include, but are not limited to, painting, attaching objects to either the balcony floor or railing such as planter boxes, screens, film on the glass, the addition of tiles to the balcony floor, resting heavy objects on the balcony floor, or doing anything beyond what may be considered normal wear and tear.

(11) Owners, tenants, occupants and visitors must ensure that visiting children are supervised at all times in the common areas and not permit them to play in the stairways, halls, elevators or parkade.

(12) Owners, tenants, or occupants must immediately report the presence or suspected presence of or observes a harmful pest or animal inside the building or any strata lot. Example pests whose presence must be reported include but are not limited to: mice, rats, bed bugs, cockroaches, snakes, and raccoons. Upon confirmation of the presence of a pest animal that it is judged to be in the Strata's best interest to be eradicated, the strata, rather than any individual owner, may affect the eradication by the most appropriate means decided by the council and building manager

(13) The minimum period an owner may rent their unit is 30 days. The short-term rental of strata lots, either whole, or in part, is forbidden.

6 Inform strata corporation

(1) Within two (2) weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number, primary email address, current phone number, and mailing address outside the strata plan, if any.

(2) On request by the council, a tenant must inform the council of his or her name.

(3) If an owner rents his or her strata lot, the owner must, before allowing the tenant possession of his or her strata lot, provide the council with a Form K, signed by his or her tenant.

(4) For security and insurance protection of both the resident and the strata corporation, residents who intend to leave their units unoccupied for more than fourteen (14) consecutive days must inform the council through the building manager of their proposed absence and provide the name of the person or persons who will be responsible for checking the unit or reacting in an emergency, and how to contact them.

7 Obtain approval before altering a strata lot

(1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

- (a) the structure of the building;
- (b) the exterior of the building;
- (c) chimneys, stairs, balconies or other things attached to the exterior of the building;
- (d) doors or windows on the exterior of the building, or that front the common property
- (e) fences, railings or similar structures that enclose a patio, balcony or yard;
- (f) common property located within the boundaries of a strata lot;
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
- (h) electrical and plumbing plan.

(2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

(3) Once the work is approved by the council, the following general conditions shall apply:

- (a) The owner must advise the council in writing 72 hours in advance of intended construction project start date, so that appropriate notices can be published if required.

- (b) The owner is responsible to ensure that all contractors and workers are carrying out their work in accordance with the strata corporation's bylaws.
- (c) Workers must park their vehicles only in spaces designated by the council.
- (d) Drivers of vehicles delivering materials for the project must park only in areas designated by the council to deliver their materials and in all cases must comply strictly with all traffic regulations regarding speed, directions, and the limitation of vehicle size.
- (e) All work must be conducted between 8:00 a.m. and 5:00 p.m. Machines must be turned off and disconnected after 5:00 p.m. or when the workers have left for the day, whichever is earlier. On weekends and public holidays all work must be completed between 10:00 a.m. and 5 p.m.
- (f) All debris outside the strata lot must be removed and the common property areas cleaned by the end of each day. Notwithstanding the bylaws generally or this bylaw specifically, the owner may be charged for cleaning the common property should the contractor's efforts be deemed inadequate by the council.

(4) Bylaw 7 does not apply to minor repairs, for example: replacing shower heads, taps, and light fixtures.

8 Obtain approval before altering common property

- (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

9 Permit entry to strata lot

- (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation (authorized person includes the manager, assistant manager, or, in their absence, the first available council member) to enter the strata lot
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice
 - (i) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act, or

(ii) to ensure compliance with the Act and the bylaws.

(2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.

(3) An owner must provide the council with a key to his or her strata lot and a key to any key type chain lock.

(4) If the strata corporation is forced to enter a strata lot because of an emergency and was not provided with a key, the owner is responsible for any repair to the door of the strata lot.

(5) At no time will an owner, tenant or occupant change the locks and keys to a strata lot without first notifying the council in writing.

Division 2 -Powers and Duties of Strata Corporation

Repair and maintenance of property by Strata Corporation

9 (1) The strata corporation must repair and maintain all of the following:

(a) common assets of the strata corporation;

(b) common property that has not be designated as limited common property;

(c) limited common property, but the duty to repair and maintain it is restricted to:

(i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and

(ii) the following, no matter how often the repair or maintenance ordinarily occurs:

(A) the structure of the building;

(B) the exterior of the building, including balconies or patios;

(C) stairs, and other things attached to the exterior of the building;

(D) fences, railings and similar structures that enclose patios, balconies and yards, but not including owner added balcony enclosures;

(d) a strata lot, but the duty to repair and maintain it is restricted to:

(i) the structure of the building;

(ii) the exterior of the building, including balconies or patios;

(iii) stairs, and other things attached to the exterior of the building;

(iv) fences, railings and similar structures that enclose patios, balconies and yards, but not including owner added balcony enclosures.

(2) The strata corporation is not responsible for the repair and maintenance of chimneys, doors or windows of a strata lot.

(3) The strata corporation must comply with notices or orders by an appropriate public or local authority requiring repair or work to be done in respect of any strata lot, the land included in the strata plan or the building, common property, common facilities, or other assets of the strata corporation.

Division 3 - Council

Powers and Duties

10 (1) The powers and duties of the strata corporation must, subject to any restriction imposed or direction given at a general meeting or a special general meeting, be exercised and performed by the council of the strata corporation.

(2) The council may employ such agents including employees as it thinks proper for the control, management and administration of the common property, common facilities or other assets of the strata corporation, and the exercise and performance of the powers and duties of the strata corporation.

Council membership

11 (1) The council must be elected by and from among the owners and must consist of no less than 5 and not more than 7 members.

(2) Where a strata lot is owned by more than one person, only one person may be a member of the council at anyone time.

Council members' terms

12 (1) The term of office of a council member ends at the end of the annual general meeting at which a replacement is elected.

(2) A person whose term as council member is ending is eligible for re-election.

Removing Council member

13 (1) The strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.

(2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

Replacing council member

14 (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

(2) A replacement council member may be appointed from any person eligible to sit on the council.

(3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.

(4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

Officers

15 (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.

(2) A person may hold more than one office at a time, other than the offices of president and vice president.

(3) The vice president has the powers and duties of the president

(a) while the president is absent or is unwilling or unable to act, or

(b) for the remainder of the president's term if the president ceases to hold office.

(4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

Calling council meetings

16 (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

(2) The notice does not have to be in writing.

(3) A council meeting may be held on less than one week's notice if

(a) all council members consent in advance of the meeting, or

(b) the member is required to deal with an emergency situation, and all council members either

(i) consent in advance of the meeting, or

(ii) are unavailable to provide consent after reasonable attempts to contact them.

(4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

Requisition of council hearing

17 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.

(2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within 2 weeks of the request.

(3) If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

Quorum of council

18 (1) A quorum of the council is

(a) 3, if the council consists of 5 or 6 members, and

(b) 4, if the council consists of 7 members.

Council meetings

19 (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

(2) If a council meeting is held by electronic means, council members are deemed to be present in person.

(3) Owners may attend council meetings as observers

(4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:

(a) bylaw contravention hearings under section 135 of the Act;

(b) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

Voting at council meetings

20 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.

(2) If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

(3) The results of all votes at a council meeting must be recorded in the council meeting minutes, along with the names of the council members moving and seconding any resolutions, and the names of any dissenting or abstaining council members.

Council to inform owners of minutes

21 (1) The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

22 (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.

(2) The council may delegate its spending powers or duties, but only by a resolution that:

(a) delegates the authority to make an expenditure of a specific amount for a specific purpose, and

(b) delegates the general authority to make expenditures in accordance with subsection (3).

(3) A delegation of a general authority to make expenditures must:

(a) set a maximum amount that may be spent, and

(b) indicate the purposes for which, or the conditions under which, the money may be spent.

(4) The council may not delegate its powers to determine, based on the facts of a particular case:

(a) whether a person has contravened a bylaw or rule,

(b) whether a person should be fined, and the amount of the fine, or

(c) whether a person should be denied access to a recreational facility

Spending restrictions

23(1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.

(2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

(3) Subject to subsection (2), no council or a member of the council may spend more than \$5,000.00 for any one matter or service, and not more than \$10,000.00 in total which was not authorized or otherwise set out in an annual budget approved by the strata corporation.

Limitation on liability of council member

24(1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.

(2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 - Enforcement of Bylaws and Rules

Maximum fine

25 The strata corporation may fine an owner or tenant a maximum of

(a) up to \$200.00 for each contravention of a bylaw, and

(b) up to \$50.00 for each contravention of a rule

Continuing contravention

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

Division 5- Annual and Special General Meetings

Person to chair meeting

27 (1) Annual and special general meetings must be chaired by the president of the council.

(2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.

(3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

Eligible Voters

28 (1) Each strata lot is allocated one vote.

(2) A vote for a strata lot may not be exercised, except on matters requiring a unanimous vote, if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Act.

Proxies

29 (1) Any eligible voter may hold and vote a proxy

(2) Employees of the strata corporation may not hold a proxy, even if they are an owner.

Participation by other than eligible voters

30 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.

(2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.

(3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

31 (1) At an annual or special general meeting, voting cards must be issued to eligible voters.

(2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.

(3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.

(4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is required, must be announced by the chair and recorded in the minutes of the meeting.

(5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.

(6) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

Order of business

32 (1) The order of business at annual and special general meetings is as follows:

(a) certify proxies and corporate representatives and issue voting cards;

(b) determine that there is a quorum;

(c) elect a person to chair the meeting, if necessary;

(d) present to the meeting proof of notice of meeting or waiver of notice;

(e) approve the agenda;

(f) approve minutes from the last annual or special general meeting

(g) deal with unfinished business;

(h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;

(i) ratify any new rules made by the strata corporation;

(j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;

(k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;

(l) deal with new business, including matters about which notice has been given under section 45 of the Act;

(m) elect a council, if the meeting is an annual general meeting;

(n) terminate the meeting

Division 6 - Voluntary Dispute Resolution

Voluntary dispute resolution

33 (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if:

- (a) all the parties to the dispute consent, and
- (b) the dispute involves the Act, the regulations, the bylaws or the rules

(2) A dispute resolution committee consists of:

(a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties; or

(b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

(3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 - Marketing, Renting and Sales Activities by Owner

Display Signage

34 (1) An owner may carry on sales functions that relate to the sale of his or her strata lot, including the posting of one sign of a specified size as may be determined by the council from time to time on the common property of the strata corporation in a designated area as may be determined by the council from time to time while an open house is in progress.

(2) An owner may not post any additional signs indicating his or her strata lot is for sale on the common property, limited common property of the strata corporation or the owner's strata lot.

Division 8- Move In or Out Expenses

Move In or Out Expenses

35 (l) An owner, tenant or occupant must:

(a) provide the building manager with 48 hours notice prior to moving furniture and effects in or out of the building;

(b) pay the building manager 48 hours in advance such non-refundable fee as may be determined by the council from time to time;

(c) arrange for an elevator key one (1) week in advance of any move, if required;

(d) move or remove household furniture and effects from the building only between 8:00 a.m. and 10:00 p.m. and all furniture must be moved through the west or east entrance

(e) make arrangements for use of the freight elevator and moving pads to be installed and removed to prevent damage to the elevator and minimize inconvenience to other occupants; and

(f) place an "In Use" sign on the elevator on the ground floor and parkade of the building to notify the other occupants that the elevator is temporarily out of service.

(2) If the common property of the strata corporation is damaged as a result of moving in or out of the building, the council may do what it determines in its discretion reasonably necessary to repair such damage (the "contravention"), and the owner who may be fined by the council for the contravention will be required to pay the reasonable costs of remedying the contravention, including payment of legal costs incurred by the council on a solicitor and own client basis.

Division 9 - Legal Costs

Legal Costs

36 (1) An owner or a tenant who contravenes any bylaw is responsible for the legal costs incurred by the strata corporation in enforcing the bylaws of the strata corporation on a solicitor-and-own-client basis.

RULES OF STRATA 864 Harrington House

These rules are for the benefit of all residents of Harrington House. They are based upon consideration for our neighbours and a shared responsibility in the maintenance and security of the building.

These rules get their authority from the Strata Property Act and the registered bylaws of Harrington House. An owner or tenant may be fined for contravention of these rules.

GENERAL

There is to be no skateboarding in or on Strata 864 property.

KEYS

Only owners and tenants may be issued and have permanent possession of building keys and underground parkade door remote controls.

Owners/tenants are required to advise the manager if they intend to loan their building keys to someone to check their suite while they are away. People with building keys that are not owners or tenants may be asked to explain their possession of a building key.

DOORS AND CHAIN LOCKS

Suite doors must be kept closed when you are at home and locked when you are out. Peepholes in doors are encouraged; it remains part of the door and cannot be removed when you leave.

BALCONIES

Signs, items hanging over the railing, refrigerators, freezers, storage containers, and furniture in storage, are not permitted on balconies. Please do not communicate to other levels from the balcony.

The throwing of cigarette butts and other items off the balconies is expressly forbidden.

VEHICLES AND PARKING

Owners, residents and guests shall park only in those spaces designated to them.

Should you find another vehicle in your parking space, report this to the manager and it will be removed at the offending vehicle owner's expense.

ENTERPHONE

You are responsible for people you let into the building. If you do not know who has called you on the enterphone ask them to contact the manager or go down and

investigate. To maintain building security, please do not let people in if you do not know them.

LAUNDRY ROOMS

The laundry rooms are open from 8:00 am to 10:00 p.m. daily. Please be more aware of noise levels if you are washing early or late. Clean out the lint trap and washers after use and turn off the lights when not in use. Promptly remove your articles from the machines when they are finished so others may access them.

GARBAGE AND RECYCLING FACILITIES

If you have large items check with the manager - do not leave them in the garbage room. In order to reduce smell and noise, garbage must be in waterproof bags and tied before depositing in the garbage chute. Ashes from fireplaces are not to be disposed of in garbage chutes.

As a noise consideration, glass and heavier objects should not be placed in the garbage chutes.

Recycling containers are available on the west side of the building. As the strata corporation is charged by the bin load, corrugated cardboard and paper boxes must be flattened before being placed into the bin.

Sort your recyclables with care. There are separate areas for paper, cardboard and plastics/glass/cans. Note that many items like plastic bags cannot be recycled in the blue boxes.

All recyclables must be cleaned properly before disposal to prevent smell. This is especially important in warm months.

All CFL style light bulbs must be disposed of in a manner safe and appropriate. They are not allowed in regular garbage or recycling.

STORAGE LOCKERS

Be sure lights are turned off and the door is securely locked when leaving the locker room. Do not leave items in the storage area aisles.

ENTRANCE AREA

Several suites are located near the entrance area. Idling vehicles and noisy entrances and departures late at night or early in the morning must be avoided in consideration of these tenants.

BICYCLE STORAGE

Bicycles kept on strata common property such as the underground parkade, and the North and South parking areas are required to bear a numbered identification decal, issued by the Strata. Owners and residents (who have completed a form K) may request a decal from the building manager.

Bicycles in common areas not bearing a numbered identification decal will be removed, stored, and disposed of, following a warning period.