

## COHO EPS 965

### Rules

#### 1. Parking

Where an owner has a vehicle which is in good repair but wishes to have the vehicle unlicensed and off the road for a period of time up to SIX (6) months, the owner may do so upon application and by providing written proof of storage insurance to the Strata Council.

#### 2. Guest Suite Booking

The Coho Guest Suite is available for Owners and Tenants to book for the use of invited guests to The Coho. Only owners may book the suite to a maximum of **7 days per booking**. Requests in excess of this number will be considered one week prior to booking providing the suite is vacant at the requested time. Exception: December 15<sup>th</sup> to January 7<sup>th</sup> where there is a **4 day maximum per booking**.

**Please ensure that your booking dates are correct and if needed, cancel no less than 1 full week in advance.**

**All owners booking the guest suite are responsible for any damages caused by themselves or their guests while using the guest Suite. The owner of a tenanted suite where the tenant books the guest suite is responsible for any damages caused by their tenant or their guests while using the guest suite. Owners or tenants booking the guest suite must be present in the building when the guest suite is being used.**

**A nightly user fee of \$20.00 is charged to the booking resident. This fee is refundable for cancellations up to one week prior to the booking date. This is payable to EPS965, Care of Proline Management, at the time of booking.**

There is a **one-time cleaning charge of \$35.00** added to each booking. This is payable to **EPS965, Care of Proline Management, at the time of booking**. This charge will ensure quality and consistency.

**A damage deposit of \$200.00 is required for each booking. If damage is excessive or non-repairable, the owner will be charged for replacement of the item.**

The maximum number of guests allowed in the guest suite at any one time is **TWO (2)**.

Please note that all deposits and payments can **only be made by cash or cheque** at the Proline Management Westshore Office located at 888 Attree Avenue.

Please note the following:

- a. Reservations for the guest suite must be made through the Proline Operations Coordinator for The Coho at 250-475-6440.
- b. **To be ratified at 2023 AGM** Bookings will only be accepted if they are made at least 2 business days prior to the reservation date.
- c. Once availability is confirmed, your request will be booked and an email confirmation will be sent to the owner. Please expect a call or message from a council member to schedule a walk about if this is your first time booking the guest suite.
- d. The owner or tenant must complete the sections of the booking confirmation form.

Owners must sign the agreement regarding responsibility for damages to, and/or loss of property from, the guest suite for both their own booking or a booking by their tenant. All owners are responsible for damages caused by their tenants or the guests using the guest suite.

- e. The Owner or tenant who made the booking must pick up the guest suite key from the Proline office at 888 Attree Avenue between the hours of **11:00am and 2:00pm on the day of the booking**, prior to the **2:00pm check-in time**. **Check-out time is 11:00am, with the keys required back at the Proline office by 12:00pm on the day of check-out**. Deposit will be held for 48 hours pending inspection of the suite by a council member or cleaners.
  - f. **A \$50.00 refundable deposit is required for the keys**. One guest suite key and one building fob are supplied and they will grant access to the front lobby doors. **If either of these items is lost, it must be reported IMMEDIATELY to Proline Management at 250-475-6440**.
  - g. The owner or tenant who makes the reservation must reside in the building for the duration of the booking.
  - h. Pets are not permitted in the guest suite at any time.
3. **Realtor Signage** [repealed April 20, 2023]
4. **Change of Occupancy**
- a. **Moving Procedures and Related Deposits and Fees**
    - i. An appointment for a moving in/out time must be made with Proline Operations. Every owner or tenant moving either in to, or out of, the building must complete a move in/out form available from Proline before an appointment can be made. By signing this form, the individual concerned acknowledges the rules that apply to move ins/outs and agrees to comply with these rules and moving procedures.
    - ii. A Change of Occupancy fee of \$100.00 is payable prior to the move in/out.
    - iii. A minimum of one (1) weeks' notice is required to be given to Proline Operations prior to any move in/out.
    - iv. Moves will be restricted to a maximum of four hours and will be booked between the hours of 9:00 a.m. to 1:00 p.m. or 1:00 p.m. to 5:00 p.m.
    - v. Full instructions for the move will be provided by the Proline Operations.
    - vi. Owners will be responsible for any tenant or occupant of their home moving in or out of the building and will be responsible for any damage to the common property.
    - vii. Any damage caused to the building during a move in/out will be assessed by Council and the cost of repairing this damage will be considered the owner's responsibility.
    - viii. Elevator wall protection must be installed to protect elevator interiors. On notification of a move Council will mount the elevator pads.
    - ix. Trucks in excess of 5 tons are not permitted onto the property.
    - x. During the move, all doors must remain closed and locked when unattended.

Devices such as wedges to hold doors open may not be put in place.

- xii. In the event of an unauthorized move, a fine will be assessed in addition to costs for any damages as determined by the Strata Council.
- xiii. Efforts are to be made to minimize elevator disruption time by offloading as much as possible into the elevator lobby and then utilizing the elevator.

## 5. **Bike Storage Room**

### **Use:**

- 1. Use of the strata bicycle locker room is assigned on a first come, first served basis.
- 2. A wait list will be compiled in the event that all spaces are filled.
- 3. Each unit is permitted, space allowing, to keep one bicycle per unit in the bicycle locker room.
- 4. Residents found using more than one bicycle spot without permission will have all rentals cancelled and their name added to the bottom of the wait list for future rental.
- 5. If space is available, a unit may rent a second spot at the normal monthly rental rate; however should it be necessary, the strata reserves the right to cancel secondary bicycle storage with no less than 5 business days' notice, at which time the resident is to have removed the second bicycle from the storage room without delay.
- 6. Tenants wishing to rent a spot in the bicycle locker room are to do so through their owner or landlord only.
- 7. **Use of the bike room is at your own risk and neither the Strata Corporation or Proline Management Ltd are responsible for damage or theft of bicycles from the bike storage room.**

### **Fees and payment:**

- 8. A monthly rental fee of **\$10.00** per month will be required for every bicycle stored, due on the 1<sup>st</sup> of the month with strata fee payments.
- 9. Payment of the monthly bicycle rental fee is to be made either by 12 post-dated cheques deposited with the Property Manager upon assignment, or by Pre-Authorized Debit added to monthly strata fee payment.
- 10. Bicycle locker room rental fees more than 2 months in arrears are subject to cancellation of the rental with notification. If the bicycle has not been removed within 5 business days after notification it will be removed at the owner's expense and placed outside of the bike storage room for pick up by the owner.

**The Strata Corporation and Proline Management Ltd. are not responsible for any bicycles removed from the bike storage room due to non-payment of the rental fee**

### **Miscellaneous:**

- 11. Make, model and serial number of all bicycles being kept in the bicycle locker room are to be registered with the Strata Corporation at start of rental.

12. One high security key or fob to access the bicycle room will be distributed per bicycle/rental with a \$50.00 refundable deposit; The deposit will be refunded once the key or fob has been returned to the strata.
  13. Lost or stolen keys/fobs are to be reported to the strata immediately. Deposit for lost or stolen keys/fobs will not be returned.
6. **Amenity Room** The amenities room is for the use and enjoyment of Coho owners, their tenants and guests only.
1. Hours of Operation  
7am - 11pm, daily
  2. Reservations
    - i. Are on a first-come first-served basis only. A wait list will not be maintained.
    - ii. Owners only are to contact the Property Manager at least 48hrs in advance of the requested date at: [operations@prolinemanagement.com](mailto:operations@prolinemanagement.com)
    - iii. Once the booking has been confirmed the owner will be issued an access code to the room for the duration of their reservation, as well as a user agreement which must be signed and submitted to the strata in advance of the booking. Failure to sign and return the agreement may result in cancellation of booking.
  3. Deposit
    - i. There is no deposit required to use the amenity room.
    - ii. The amenity room will be inspected by Strata Council before and after each visit.
    - iii. The user of the amenity room is responsible for any damages in the amenity room and will be liable for any repairs or replacements.
  4. General
    - i. Children under the age of 19 must be supervised by a registered adult owner/tenant/occupant of the unit.
    - ii. No commercial activities are permitted in the amenity room.
    - iii. Please do not remove any equipment from this room. Please turn off the lights and lock the door after use.
    - iv. Any illegal activity will be immediately reported to the police
    - v. No Smoking or vaping of any kind