

STRATA EPS6167  
ESQUIMALT TOWN SQUARE

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RATIFIED OCTOBER 17, 2022



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# **HOUSE RULES**

The following Strata Rules are in addition to all existing Bylaws, which remain in effect, and existing requirements set out in legislation and regulations. The rules were ratified at the Annual General Meeting held on October 17, 2022.

**1. MOVE IN/OUT PROCEDURES**

In addition to adhering to strata Bylaw 41 respecting moving in/out procedures, residents shall ensure:

- 1.1 All moves (in/out) must be coordinated with the property management company. Please contact management at least 2 weeks before moving to make arrangements.
- 1.2 Move-In Fee: A non-refundable move in fee of \$100.00 is to be paid to the Strata Corporation when a resident moves into the building.
- 1.3 In the case of an owner moving in, a Resident Information Sheet (RIS) must be submitted within two (2) weeks of the occupancy commencement.
- 1.4 In the case of a tenant moving in, a Form K must be received prior to the name of the tenant being added to the enterphone panel and within two (2) weeks of the tenancy commencement.
- 1.5 Unless an exemption has been granted, all residents must have a name and phone number linked to the enterphone panel. Deliveries are not to be left outside the building.
- 1.6 Access fobs will only to be issued to registered owners and tenants.
- 1.7 Registered owners or tenants can purchase an extra fob for a fee. Cost of a building fob is \$25.00 and cost of a garage fob is \$75.00. Please contact the management company to arrange for purchase.
- 1.8 Prior to giving a fob out temporarily to a guest or someone looking after their home when away for a ***period of time greater than one week***, an owner or resident must advise/register management of the person's contact information. ***Owners must keep a record of all fob numbers for their strata lot.***
- 1.9 Lost or stolen fob ***numbers*** must be reported to management immediately. All unaccounted fobs will be disabled. Replacement fobs are available from management at a cost.
- 1.10 "No parking moving truck" signs are available in the storage locker room. Do not obstruct traffic. Please return signs when your moving truck has left.
- 1.11 All moves to the second or a higher floor must book and use the elevator and must use an elevator key to lock off elevator when loading and unloading. An elevator key must be obtained from the management company.

**Note:** The elevator doors must not be blocked open during the move as this may cause damage to the elevator. Any elevator service call-out fees related to damage for holding open the door may be charged back to the unit responsible.

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- 1.12 A refundable \$50.00 deposit is required for the use of an elevator key. The deposit will be refunded when the key is returned. Contact the management company to obtain the elevator key.
- 1.13 An elevator booking is permitted to a maximum duration of three (3) hours in duration. This time slot must be confirmed and booked with management.
- 1.14 Exterior doors must not be propped open during moves. A fob must be used to manage all door opening and closing. When open, building doors are to be attended at all times during the move.
- 1.15 The garbage bins are for household refuse only. Disposal of unwanted moving crates, furniture, construction materials and/or hazardous waste, etc. in the garbage is not permitted and must be done off-site (e.g., Ellice Recycling).

### 2. PARKING

- 2.1 Use of parkade electrical outlets for charging of an Electric Vehicle (EV) is not permitted. Owners must use the EV Chargers provided in each stall as outlined in the user agreement.

END OF HOUSE RULES