

STRATA PLAN BCS 3037 - CENTREPOINT

RULES

April 3rd, 2013

Preamble

Please remember that as a strata lot owner, each of you have a vested interest in properly maintaining the common areas which includes the Amenity Room, Exercise Room, underground parking, landscaped areas, road Bud virtually all areas not within the confines of your suite.

To protect your investment, the philosophy of taking responsibility for the use, safety and condition of the common property is conveyed in the Rules that follow. Any consent, approval or permission given under these Rules must be given by the Strata Council, or the managing agent acting upon the instructions of the Strata Council, and must be in writing.

Any reference in the Rules to "Owners" applies to all residents.

Rule Violations:

Consistent with the Strata Property Act, the fine for the violation of any of the Rules passed from time to time, by the Strata Council is \$50.00 for each violation to be assessed against the strata lot owner and added to the monthly assessed contribution for that strata lot. Fines will continue to be levied until the infraction has been corrected.

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1. PARKING

1. A resident owner shall use the parking space(s) which have been specifically assigned to the strata lot. Owners shall not park on the common property.
2. The underground parking area is for the sole use of permanent residents: of The Strata, Visitors shall adhere to the Visitor Parking rules listed below.
3. Parking spaces assigned to a strata lot shall not be rented or leased to non-residents.
4. No other motor vehicle, bicycles, trailer, boat, equipment or items of any kind shall be parked or placed on any common property without the prior written approval of the Strata Council.
5. No vehicle shall be parked-in a manner which reduces the width of your neighbor's parking space. Parking is not permitted in the turn around area of the Visitor Parking spaces.
6. Excessive speeds and dangerous driving are prohibited in all the parking areas. The speed limit is 10-km/hr in the common areas and will be strictly enforced.
7. No person(s) is/are allowed to camp overnight in any type of vehicle in common areas.
8. No vehicle shall be parked in the loading zone in front of the building for a period longer than the time reasonably required for the loading or unloading of the vehicle.
9. Any vehicle, trailer, boat or equipment parked in contravention of the foregoing will be removed at its owner's sole risk and expense,
10. A resident must not store an uninsured vehicle on the common, limited common property, or on land that is a common asset.
11. A resident storing a vehicle must provide proof of valid insurance to the strata corporation on the commencement date of the storage, and also be displayed on the vehicle.
12. Only one vehicle may park in a designated parking space. In addition to one vehicle, a motorcycle may also be parked in a designated parking space, so long as it does not allow the accompanying vehicle to protrude beyond the parking space boundaries.
13. A resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including. but not exhaustively~ sawing. drilling and the use of any adhesive or hardening compounds), or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical parts:.

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2. VISITOR PARKING

1. Visitor parking stalls are for the exclusive use of visitors of residents at The Strata. No owners/residents may use the visitors parking area at any time. Violators will be fined.
2. The laminated visitor parking permits can be obtained from the caretaker's office between the hours of 8:30am to 4:30pm. These permits must be visibly displayed on the dash of the visitor's vehicle. The visitor lot will be monitored regularly, with license plate numbers recorded. It is the responsibility of each resident to supply their visitor with a parking permit. A maximum of 2 parking permits per strata lot can be displayed at any one time.
3. Lost parking permits will be taken out of the registry and replacement permits will be available to the Owner for \$75.00.
4. Visitors parking in the visitor lot do so at their own risk and must abide by any and all regulations that apply to the parking stalls in general.
5. Resident owners are responsible for any damage caused to the common property by their visitors.
6. Vehicles in violation of these rules will be towed at the liability and expense of the vehicle owner.
7. No commercial vehicles are permitted to park in the visitors parking area overnight.
8. Any owner and or tenant parking in visitor's parking is subject to immediate towing. Only VISITORS are allowed to park in parking stalls marked as visitor's parking. Any owner or tenant or their guest who abuses the visitor parking area or the rules governing the visitor parking area could lose their visitor parking privileges.

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3. RULES FOR VEHICLES

1. No owner may permit a vehicle to drip-excessive oil or gasoline on the common property or limited common property. An owner, whose vehicle is dripping excessive oil or gasoline, must immediately remove and repair the vehicle and the owner must pay the cost of clean up of the common property in addition to any fine. This rule also applies to visitors of residents parking in the Visitors Parking spaces.
2. No resident, nor visitor of a resident, shall drive a vehicle on any part of the common property except designated driveways.
3. No resident, nor visitor of a resident, shall park a vehicle on the common property or limited common property except in a designated parking area.
4. No resident, nor visitor of a resident, shall permit their vehicles to block a driveway or a parking area entry on the common property or to park in such a manner so as to reduce the width of an adjacent parking space or walkway,
5. The speed limit in common areas is 10 km/hr and will be strictly enforced. Violators will be fined.
6. No basket carts, or shopping carts, from stores are permitted in the underground parking area, passageways, locker rooms or any other common property space. Violators will be fined.
7. Bicycles must be brought into the building via the underground parking gate and not via the front entrance. No bicycles are permitted in the lobby area. Bicycles brought in to common areas must be clean and dry.
8. All vehicles belonging to residents of Centrepont must be registered with Strata. Unregistered vehicles will be removed from the secured resident parking.

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4. EXERCISE ROOM

The Exercise Room is for the exclusive use of residents and their invited guests. In the interests of safety and enjoyment, the following Rules have been prepared and must be adhered to at all times:

1. Use of the facilities is for the residents of The Strata and their guests only.
2. Guests of residents using these facilities shall number no more than two (2) at one time and must be accompanied by the resident at all times.
3. The privacy and enjoyment of others using these facilities must be respected at all times.
4. No audible radios or sound-reproducing equipment is permitted.
5. Proper footwear and cover-ups shall be worn in the Exercise Room and, when going to and from the room.
6. No animals are permitted in these facilities.
7. Any and all accidents must be reported immediately to the Resident Caretaker or to the Strata Property Manager.
8. Any person(s) causing damage to the facilities must immediately report such damage(s) to the Resident Caretaker or Strata Property Manager.
9. Any person(s) noting a breach of these Rules, or abuse of the area, is to immediately report the incident to the Resident Caretaker or Strata Property Manager. Any breach of the above Rules may be subject to fine(s) being levied against their strata lot in accordance with the Strata Corporation's Bylaws and/or the removal of privileges regarding use of the facilities. Additional charges may be levied for the repair or replacement of equipment that shows evidence of willful damage.
10. No food or alcoholic beverages are permitted in the Exercise Room. No glass containers permitted.
11. After using the equipment, it must be wiped down with the spray bottle of cleaning solution and paper toweling provided before leaving the Exercise Room.
12. No person(s) under the age of sixteen (16) years may use the Exercise Room, unless accompanied by an adult.

ANY PERSON(S) USING THESE FACILITIES DO SO AT THEIR RISK, AND RELEASE AND INDEMNIFY THE STRATA CORPORATION AND THE MANAGING AGENT FROM ANY AND ALL CLAIMS ARISING FROM THE USE OF THESE FACILITIES.

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5.AMENITY ROOM

In compliance with the Rules adopted by the Strata Corporation, the following Rules and Procedures apply to the Amenity Room:

CONDITIONAL USE

1. Use of the Amenity Room is for **OWNERS/RESIDENTS** of The Strata **AND THEIR GUESTS ONLY**.
2. Guests of residents using these facilities must **AT ALL TIMES** be accompanied by the residents.
3. A \$200.00 refundable CASH deposit is required of residents for each booking of a **PRIVATE FUNCTION** and is due and payable at the time of booking. The deposit is to be submitted to the Resident Caretaker and will be refunded when the room, equipment and contents are left in a clean and undamaged condition. The rental fees (\$75.00) seventy-five will be held in trust by the Strata Property Manager until such times they are needed for repairs and/or maintenance of the Amenity Room or the Exercise Room. This rule does not apply to the casual use of the Amenity Room, e.g., temporary use of the pool table and/or games tables by residents and their guests.
4. All bookings of the Amenity Room must have prior approval and must be made with the Resident Caretaker during regular business hours. Only strata lot owners can book the amenity room for themselves or their tenants.
5. Bookings made for the Strata Corporation and/or Council do not require a deposit or rental fee.
6. Bookings for Strata Corporation business will take priority over private bookings and are subject to a one week (7 days) booking rule. Emergency Council meetings can be held elsewhere if the Amenity Room has a prior booking.
7. Proper attire is required at all times. The "No Shirt, No Shoes, No Entry" Rule is adhered to at all times.
8. No pets or animals are permitted in the Amenity Room, under any circumstances
9. No person(s) under the age of 16 years may use the Amenity Room unless accompanied by an adult at all times.
10. The common room hours are Sunday through Thursday between the hours of 9:00 a.m. and 10:00 p.m. and Fridays and Saturdays from 9:00 a.m. to 1:00 a.m. Thursdays before a holiday Friday, and Sundays before a holiday Monday, the common room will close at 1:00 a.m.
11. The completion and affixing of signatures at the bottom of two (2) copies of these Rules by both the applicant and Resident Caretaker is required as an acknowledgment of understanding, and a compliance with, the Rules and Procedures specified herein. The applicant is to receive one (1) copy and the Resident Caretaker is to retain one (1) copy.

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12. Non residents are to be accompanied by an owner/resident-at all times. Washroom facilities are available in the exercise room, which for security and liability reasons, can only be accessed using a key fob. Do not prop the door to the exercise room open.
13. The maximum number of persons that can be in the amenity room at any given time is 30.

SECURITY

14. For security reasons, all guests must be met at the entrance door. AT NO TIME is the ENTRANCE DOOR to be propped open allowing unrestricted access to the building.
15. Alcohol is tolerated under the laws set out by the province of British Columbia.
16. Sound reproduction is allowed within reason. Owners/residents are reminded that there are adjoining homes to the common room and the owners/residents of those homes are entitled to quiet enjoyment.
17. Owners/Residents who are found to be responsible for the tripping of the alarm will be in violation of these common rules and are liable to deprivation of common room privileges and/or a fine.

SMOKING POLICY

18. **THE STRATA IS A NON-SMOKING BUILDING.** Persons wanting to smoke may do so outside the building at sidewalk level or in the privacy of a residents suite. There is no smoking permitted in any of the common areas of the building. This includes the underground parking levels. RESIDENT VIOLATORS and, RESIDENTS OF VIOLATING GUESTS WILL BE FINED. The fine is \$ 50.00 per violation.

EQUIPMENT USAGE/DAMAGE

19. Any and all Amenity Room equipment (including tables, chairs, etc.) **USED FOR PRIVATE FUNCTIONS** by individual residents is not to be removed from the Amenity Room and taken outdoors, nor is it to be borrowed for private purposes.
20. Persons either causing damage or noting damage to the Amenity Room facilities, furnishings and/or equipment therein shall immediately report such damage to the Resident Caretaker (who in turn is to report this to the Strata Property Manager) or directly to the Strata Property Manager.
21. Those using tape on the walls do so at their own risk. Should paint damage occur, those causing the damage must either repair it or be assessed accordingly for it to be repaired by the Strata Corporation. Repair inspection is at the discretion of the Strata Council.
22. Anyone found to deface, destroy or otherwise ruin any Strata property is liable for the damage(s) and/or loss of common room privileges and/or a fine.

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CLEAN-UP

23. Following ALL events, whether for the entire Strata Corporation or for private functions held by individual residents, the Amenity Room is to be returned to the condition in which it was found and ready for the next users. Furniture and equipment are to be returned to their original positions. The fridge, countertops, cupboards, sink and equipment used must be left in clean condition. All garbage is to be removed from the Amenity Room; and the carpet is to be vacuumed and the floor must be swept and cleaned.

PROCEDURE REGARDING DAMAGE DEPOSIT REFUND

24. Both prior *to*, and after a booked event, the Resident Caretaker will inspect the Amenity Room in the presence of the booking applicant to determine the condition of the Room, equipment and contents.

25. After the end-of-event inspection, the decision as to whether to return the \$200.00 deposit refund, in whole or in part, or whether the levying of any additional assessment is necessary, will be at the discretion of the Resident Caretaker and/or the Strata Council. Damage and the ultimate repairs will be at the sole discretion of the Strata Council.

26. The procedure for refunding the \$200.00 deposit will be as follows:

- Following a SATISFACTORY end-of-event inspection whereby it is determined that no damage has occurred and the foregoing clean-up criteria has been met, the Resident Caretaker will immediately return the CASH \$200.00 deposit in full.
- Following an UNSATISFACTORY end-of-event inspection, the \$200.00 CASH deposit will be retained until such time as is necessary and appropriate to ascertain the funds needed for required repairs, replacement of clean-up time. If no liability value is deemed to be in excess of the \$200.00 CASH deposit, the applicant will be assessed for any overage of this deposit.
- An unsatisfactory inspection would include any incident of excessive noise reported during the booking or failure to vacate the room at the prescribed time. These incidents will result in the Owner forfeiting the damage deposit.

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Persons breaching the above Rules are subject to being fined in accordance with the Strata Corporation Rules and/or the removal of privilege of use of the facility.

Date Amenity Room is required _____, 20____ from _____ o'clock to _____ o'clock.

I the undersigned, agree to comply with the foregoing rules and procedures.

Printed Name

Unit Number

Signature

Date signed

Approved:

Resident Caretaker

Date of booking and receipt of Event

\$_____ CASH

Rental Fee of \$_____/day cheque payable to Strata BCS 3037 (if applicable)

Post event inspection satisfactory and full deposit returned:

Resident Caretaker

Date

\$_____ Deposit returned and received by: Resident Signature Date

Post inspection unsatisfactory. Deposit turned over to the Strata Council or:

If not enough room for comments, please write on the back of this sheet.

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6. PATIO DECKS RULES

1. No items other than what is permitted by the Rules shall be kept on patios, balconies or common property, unless express permission by Council has been granted. If items are kept in violation of the Rules, and are not removed within 72 hours after formal notification, fines will be assessed as provided in Bylaw Fines.
2. Items which ARE acceptable and MAY be kept on a patio or balcony are:
 - Gas or electric barbecues
 - Patio style furniture including table sized umbrellas (no upholstered living room sofas, chairs, bookcases, etc.)
3. Samples of items which ARE NOT acceptable, and may NOT be kept on a patio or balcony are:
 - freezers
 - bicycles
 - clothes lines/racks
 - storage units or items (unless with written approval given by Council)
 - sports equipment such as skis, exercise machines, dart boards, punching bags, weights, etc.
 - lighting other than which was installed as an original permanent fixture, i.e. no torches, Christmas lights before December 1 st or after January 30th, no strings of patio lanterns
 - free standing trellises
 - anything that is considered gaudy or obtrusive by Council, e.g., no statues, pink flamingos or like decorations
 - birdfeeders, or dog/cat houses, Animals are not to be housed on patios or balconies
 - flooring (cedar, carpeting, etc.) may not be installed on deck surfaces in a manner that may penetrate/damage the deck membrane and create potential leakage problems
 - cleaning supplies such as mops, garbage cans/bags
 - storage of empty boxes, cans, bottles, tires or general refuse
 - satellite dishes except as prescribed by council and with council approval

4. Planters on Patios

Residents are permitted to have planters and flower boxes on their patios with the following instructions:

- (a) Small shrubs and flowers are permitted; no vegetable gardens are allowed.
- (b) No plantings shall be made that attach themselves to the building areas, such as ivy.
- (c) The planters and flower boxes must be on the patio, not the common area around them. Any planters/flower boxes must be in appropriate containers on balconies.
- (d) Residents are responsible for keeping these planters and flower boxes neat and tidy in appearance at all times year—round, and must have trays below them to catch water runoff.
- (e) Planters and flower boxes must be of a neutral color.

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5. Cleaning of Patios/Balconies

- (a) Cleaning of the patio or balcony decks should be done in the same manner as would be used to dean any floor surface inside the strata unit, i.e., no water is permitted to be poured or emptied into the drain on the balcony decks. These drains are designed to prevent flooding during heavy rainfall or emergencies only.
- (b) Any water, soap, or other debris allowed to go through the balcony drains may result in the defacement of the exterior of the building and/or other common areas including the decks immediately below your unit.
- (c) Any defacement of the exterior of the building and/or other common areas attributable to improper draining of liquid material from balcony drains will result in fines assessed to the violator in accordance with the Bylaws. In addition, the violator may be assessed additional charges for any work or material needed to clean the common area affected.

6. Exterior Appearance

- (a) No resident shall change the current window treatments that are visible from the exterior of the building.
- (b) The *Strata Property Act* requires that all exterior alterations must receive prior approval of the Strata Council in writing. This includes attaching anything to the building or common areas.

7. General

- (a) No owner shall use any part of the common property for storage except as permitted in writing by the Council. No Owner shall keep floor mats, furniture, shoes, strollers, plants, etc., outside their door in the hallways.
- (b) Bicycles locked or unlocked will not be kept in any common areas, hallways or lobby area except in areas specifically designated. Bicycles taken through any common areas must be dean and dry.
- (c) The resident of a strata lot shall not permit any undue noise to be made in or about his/her strata lot, nor shall he/she do anything that will interfere unreasonably with the quiet enjoyment of other residents in the building. Appliances such as dishwashers, washers and dryers, vacuum cleaners and garburators shall be used at reasonable hours so as not to disturb other strata lot residents.
- (d) No residential strata lot shall be used for commercial or professional purposes involving the admittance of clients to the building, or for any purpose which may be illegal or injurious to the reputation of the strata plan. No commercial material, such as advertising, shall be distributed or placed for distribution by residents in any common areas.
- (e) No structural alteration to the interior of any strata shall be made, and no plumbing or electrical work within any bearing or party wall shall be made, without the prior written consent of he Strata Council.

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- (f) Each owner and/or resident shall endeavor to avoid damaging the plumbing and/or electrical systems of the building. Any damage to any of these systems caused by the wrongful act(s) or neglect of any owner or guest, shall be repaired at the expense of such owner and/or resident. No owner and/or resident shall permit a condition to exist within his/her strata lot which will result in wasting, or excessive consumption of, the cold or hot water supply.
- (g) No owner and/or resident shall:
 - o do anything, or permit anything to be done, that will increase the risk of fire or the rate of fire insurance on the building of any part thereof, or
 - o do anything, or permit anything to be done, that is contrary to any of the provisions, rules at ordinances of any statute or municipal bylaw.
- (h) The deductible portion of the claim against the building insurance shall be recoverable from the owner and/or resident of the strata lot from which the cause of the claim originated where, in the opinion of the Strata Council, the claim is the result of the negligence of the owner and/or resident.
- (i) The sidewalks, walkways, passages and driveways of the common property shall not be obstructed or used for any purpose other than entering or exiting from the building, the strata lots and parking areas within the common property. No access doors or common area doors are to be propped open or left in an unlocked position at any time.
- (j) Ordinary household refuse and garbage shall be removed from each strata lot and deposited in containers provided by the Strata Corporation for that purpose. Bins are also available for recyclable materials. All garbage shall be plastic bagged and tied before depositing. Any materials other than household refuse and garbage shall be removed from the strata plan by, or at the expense of the individual owner/resident.
- (k) No owners of a strata lot, or their guests, shall do anything on common property likely to damage the plants, bushes, flowers or lawns; and shall not place objects on the lawns so as to damage them or prevent their reasonable growth.
- (l) Realtors are not allowed to have lock boxes attached to the common area.
- (m) 20 x 60 cm (8" x 24") "For Sale" signs shall be permitted on the hangman sign post as provided by the Strata Corporation. No other advertisements shall be permitted to be affixed or posted in windows or on walls on the common property.
- (n) Owners are responsible for removing weeds and algae growing on their patio, as this may damage the membrane. If Owners do not attend to the removal of weeds and algae, the cost associated with the cleaning and repairs will be billed back to the Strata Lot.
- (o) No plants or trees that grow to over eight (8) feet in a planter on a patio, are allowed to be installed by an Owner on limited common property or common property.
- (p) Owners/Residents/Tenants/Visitors are not allowed to plant any trees or vegetation in common building planters

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7. PETS

1. All pets must be leashed to a maximum of six (6) feet when on the common property. All animals must not be tethered unattended.
2. All roaming or unattended pets will be handed over to the City of Burnaby.
3. No pet shall be permitted to urinate or defecate or otherwise foul the common property.
4. In the event that an owner's pet so fouls the common property, the owner shall immediately and completely remove the offending waste from the common property and dispose of it in a waste container or by some other sanitary means. In addition, any soiling, or marks or discoloration of Common Property caused by a pet fouling an area, is to be cleaned and put back to its former condition.
5. Owners must take responsibility for the repair of any damage caused by their pet(s) to the common property. Failing prompt repair action by the owner, the Strata Council will affect such repairs by contracted services and invoice the pet owner.
6. Owners must not feed nuisance birds such as pigeons, seagulls, crows and starlings, nor feed squirrels, rodents or other animals on the common property.
7. Owners must ensure that their pet(s) are kept quiet, under reasonable control, clean, and not a nuisance to other residents.
8. Cats & dogs must be registered with Strata. Failure to register a pet in the building will result in a fine.

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8. Garbage and Recycling Disposal

1. All garbage cans and receptacles will comply with municipal bylaws.
2. Ordinary household refuse and garbage will be removed from each Strata Lot by the Owner/Resident and deposited in the garbage receptacles provided for that purpose. Any materials other than ordinary household refuse and garbage such as discarded furniture, etc. is the sole responsibility of the Owner/Resident and will be removed from the strata plan at the expense of or by the Owner/Resident.
3. An Owner, tenant, occupant or visitors must properly bag and securely tie garbage in plastic bags before depositing in the garbage receptacles. **Empty cardboard boxes must be collapsed before being placed in cardboard recycling containers** and blue bin items must be correctly sorted.
4. Litter and garbage, which is spilled or dropped from a strata lot will be the responsibility of the Owner/Resident and must be tidied up by the Owner/Resident, as soon as possible.
5. At no time will rubbish, garbage, boxes, packing cases, batteries, fenders or the like, be left in the parkade, doorways or any other part of the common property.
6. No garbage is to be thrown, left and/or deposited in the stairwells or fire exits.
7. No garbage is to be left outside strata lots or in the hallways on any floor of the building.