

Strata Property Act
Form I
AMENDMENTS TO BYLAWS

(Section 128)

The Owners, Strata Plan LMS 2690, certify that the following or attached amendments to the bylaws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an annual or special general meeting held on July 18, 2006.

That as a 3/4 vote of The Owners, Strata Plan LMS 2690, the existing bylaws of the strata corporation are hereby repealed and the attached bylaws are adopted in their place.



Council Member



Council Member

Attachment to Form I

BYLAWS STRATA PLAN LMS 2690 1549 Kitchener Street Vancouver, BC V5L 2V8

NOTE: Attached hereto are the bylaws for the strata corporation. These are provided to you on a "without prejudice" basis. For legal purposes please obtain a true copy as registered at the Land Title Office. The bylaws are an extensive legal document and we recommend you obtain and rely on professional counsel and advice on content. These Bylaws were accepted on July 18, 2006

Strata Plan LMS 2690

Preamble

These bylaws bind the strata corporation and the owners, tenants and occupants to the same extent as if the bylaws had been signed by the strata corporation and each owner, tenant and occupant and contained covenants on the part of the strata corporation with each owner, tenant and occupant and on the part of each owner, tenant and occupant with every other owner, tenant and occupant and with the strata corporation to observe and perform their provisions.

Unless otherwise stated, all terms have the meaning prescribed in the Strata Property Act S.B.C.1998, c 43 (the "Act"). For the purposes of these bylaws, "residents" means collectively. owners, tenants and occupants and "a resident" means collectively, an owner, a tenant and an occupant.

1. Compliance with bylaws and rules

- (1) All residents and visitors must comply strictly with the bylaws and rules of the strata corporation adopted from time to time.

2. Payment of strata fees

- (1) An owner must pay strata fees to the strata corporation on or before the first day of the month to which the strata fees relate.
- (2) Failure to pay strata fees on the due date will result in a fine of \$50.00 for each contravention of bylaw 2 (1)
- (3) A special levy is due and payable on the date or dates noted in the resolution authorizing the levy.
- (4) Failure to pay a special levy on the due date will result in a fine of \$50.

3. Repair and maintenance of property by owner

- (1) An owner must repair and maintain the owner's strata lot except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

4. Use of property

- (1) A resident or visitor must not use a strata lot, the common property or common assets in a way that
 - a) causes a nuisance or hazard to another person,
 - b) causes unreasonable noise,
 - c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot.
 - d) is illegal, or
 - e) 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.
- (2) A resident or visitor must not cause damage, other than reasonable wear and tear, to the 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 Act.
- (3) An owner is responsible for damage caused by occupants, tenants or visitors to the owner's strata lot.
- (4) A resident must not:
 - a) use a strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 pm and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property;
 - b) make, cause or produce undue noise, smell, vibration or glare in or about any strata lot or common property or do anything which will interfere unreasonably with any other owner, tenant or occupant;
 - c) use any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot, the common property or any limited common property such that it causes a disturbance or interferes with the comfort of any other resident;

- d) obstruct or use the sidewalks, walkways, passages and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan;
- e) use a barbecue, hibachi or other like cooking device on a balcony, deck or patio unless such barbecue, hibachi or cooking device is powered by propane, natural gas or electricity and accompanied by a fire extinguisher which is serviced annually. Such propane, natural gas or electricity powered barbecues, hibachis and other light cooking devices shall not be used except in accordance with rules made by the strata corporation from time to time;
- f) shake any mops or dusters of any kind, nor throw any refuse, out of the windows or doors or from the balcony of a strata lot;
- g) do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
- h) permit a condition to exist within a strata lot which will result in the waste or excessive consumption of the building's domestic water supply or heated water;
- i) allow a strata lot to become unsanitary or a source of odour; nor leave any garbage of any kind on the common property;
- j) feed pigeons, gulls or other birds, squirrels, rodents or other animals from a strata lot or anywhere on or in close proximity to the common property or any limited common property, except where the strata council has approved, but this shall not apply to a pet permitted to be kept in a strata lot pursuant to these bylaws and the rules made hereunder, which pet shall be fed only in a strata lot;
- k) hang or display any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the building so that they are visible from the outside of the building;
- l) use or install in or about a strata lot any shades, awnings, window or balcony guards or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the council;
- m) erect on or fasten to the strata lot, the common property or any limited common property any television or radio antenna, satellite dish, or similar structure or appurtenance thereto;
- n) place any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot;
- o) place any indoor-outdoor carpeting on any deck, patio or balcony, or install any hanging plants or baskets or other hanging items outside of the balcony railing line unless it is adequately and appropriately secured to the balcony railing;

- p) alter the building envelope by installing, hanging or attaching any item to the exterior of the building without the express written permission of the strata council,
 - q) give any keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than an employee, contractor, occupant or guest of the strata lot permitted by these bylaws,
 - r) install or use a dishwasher without a properly installed water hammer arrestor, washer and/or dryer unit, or garburator without obtaining written approval from the strata council,.
 - s) carry a natural Christmas tree through the corridors, unless the tree is wrapped in plastic and the corridor is cleaned after,
 - t) allow people into any area of the building for which they do not have a proper key nor allow people they do not know to enter the building,
 - u) smoke on or in any common property with the exception of limited common property,
 - v) install air conditioning equipment without prior written approval of the strata council.
- (5) Residents and occupants shall be expected to maintain visible common property in a reasonably ordered and uncluttered condition so as to avoid creating an eyesore. Appliances other than barbecues, hibachis or like cooking devices are not permitted on balconies and patios. Items and/or the collection of items on balconies must not create a weight bearing risk to the structure of the balcony.

5. Pets

- (1) A resident or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- (2) A resident must not keep any pets on a strata lot other than one or more of the following:
 - a) a reasonable number of fish or other small aquarium animals;
 - b) a reasonable number of small caged mammals
 - c) up to 2 caged birds;
 - d) one dog
 - e) up to two cats.
- (3) A resident that keeps a pet must comply with these bylaws and any rules enacted by the strata council on behalf of the strata corporation pursuant to bylaw 5 with respect to the keeping of pets.

- (4) An owner of a dog or cat shall attach a collar to the pet with a tag identifying the owner.
- (5) An owner of a pet shall not permit the pet to urinate, defecate, soil or damage the common property in any manner, and if the pet does urinate, defecate, soil or damage the common property, the owner shall immediately and completely remove all of the pet's waste from common property, and organize and pay for the repair or cleaning of common property as necessary.
- (6) A resident whose guest or invitee brings an animal or pet onto the common property shall ensure that the guest or invitee complies with all requirements of these bylaws as they relate to animals and shall perform all of the duties and obligations with respect to that animal or pet as set out in these bylaws.
- (7) No owner, tenant or occupant shall permit its pet to interfere with any other person, pet or object, or permit its pet to disturb any other owner, tenant or occupant with uncontrolled barking or howling.
- (8) The strata council may, from time to time on behalf of the strata corporation, enact such rules with respect to the keeping of pets as the strata council, acting reasonably, deems necessary or desirable, provided that, in the event of any conflict between these bylaws and any such rule, the provisions of these bylaws will prevail.
- (9) If any owner, tenant or occupant violates any provision of these bylaws or if the strata council on reasonable grounds considers a pet to be a nuisance the strata council may, by written notice to such owner, tenant or occupant cause such owner, tenant or occupant to have the pet removed from the strata lot within thirty days of receiving such notice.

6. Inform strata corporation

- (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.
- (3) An owner who rents/leases out their strata lot must provide a completed Form K – Notice of Tenants responsibilities under section 146 of the Strata Property Act and a completed General Contract Information Form to the Property manager within one week after the tenant occupies the strata lot. The Owner must also provide the complete set of Bylaws and Rules to the Tenant immediately that the Tenant takes occupancy.
- (4) A Form K can be obtained from the BC Government web site.
- (5) An owner can obtain a copy of the General Contract Information form from the Property Manager.

- (6) An Owner can obtain a copy of the Bylaws and Rules for a Tenant from the Property Manager at the Owner's expense.

7. Obtain approval before altering a strata lot

- (1) An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to a strata lot that involves any of the following:
 - a) the structure of a building;
 - b) the exterior of a building;
 - c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - d) doors, windows or skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building, or that front on 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) altering the floor in any way that reveals or installs a hard surface such as (but not limited to) laminate, hardwood, tile or exposed concrete. Written proof of adequate underlay for the flooring type selected for a wood frame building must be submitted with the alteration 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 and to indemnify and hold harmless the strata corporation for any future costs in connection with the alteration.
- (3) An owner, as part of its application to the strata corporation for permission to alter a strata lot must
 - a) submit, in writing, detailed plans and description of the intended alteration
 - b) obtain all applicable permits, licenses and approvals from the appropriate governmental authorities and provide copies to the strata council; and
 - c) obtain the consent of the owners by written approval of the strata council under bylaw 7 (1).
- (4) The strata corporation may require, as a condition of its approval, that the owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:

- a) that alterations be done in accordance with the design or plans approved by the strata council or its duly authorized representatives;
 - b) that the standard of work and materials be not less than that of the existing structures;
 - c) that all work and materials necessary for the alteration be at the sole expense of the owner;
 - d) that the owner of the strata lot be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the strata corporation as a result, directly or indirectly, of the alterations to a strata lot,
 - e) that the owner and any subsequent owner on title who receives the benefit of such alteration, must, with respect only to claims or demands arising during the time that they shall have been owner, indemnify and hold harmless the strata corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration. Any costs or expenses incurred by the strata corporation as a result of such claim or demand will be the responsibility of the owner from time to time of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that owner and shall be added to and become part of the strata fees of that owner for the month next following the date upon which the cost or expenses were incurred but not necessarily paid by the strata corporation, and shall become due and payable on the due date of payment of monthly strata fees.
- (5) An owner who has altered a strata lot prior to the passage of these bylaws shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the strata corporation as a result, directly or indirectly, of the alteration, must be borne by the owner who has benefited from the alteration.
- (6) An owner who, subsequent to the passage of bylaws 7 (1-4 inclusive) creates or contributes to structural or acoustic problems in the building by altering their property without adhering strictly to these by-laws, shall assume the responsibility for restoring the property to its condition prior to alteration or otherwise remedying the problem at the owner's sole expense.

8. Obtain approval before altering common property

- (1) An owner must obtain the written approval of the strata corporation before making or authorizing 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 and to provide, at the request of the strata corporation, evidence of appropriate insurance coverage relating to the alteration.

- (3) An owner, as part of its application to the strata corporation for permission to alter common property, limited common property or common assets. must
- a) submit, in writing, detailed plans and description of the intended alteration
 - b) obtain all applicable permits, licenses and approvals from the appropriate governmental authorities and provide copies to the strata council; and
 - c) obtain the consent of the owners by written approval of the strata council under bylaw 8 (1).
- (4) The strata corporation may require, as a condition of its approval, that the owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:
- a) that alterations be done in accordance with the design or plans approved by the strata council or its duly authorized representatives.
 - b) that the standard of work and materials be not less than that of the existing structures;
 - c) that all work and materials necessary for the alteration be at the sole expense of the owner;
 - d) that the owner from time to time of the strata lot receiving the benefit of an alteration to common property, limited common property or common assets must, for so long as he or she remains an owner, be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the strata corporation as a result, directly or indirectly, of the alterations to common property, limited common property or common assets;
 - e) that the owner and any subsequent owner on title who receives the benefit of such alteration, must, with respect only to claims or demands arising during the time that they shall have been owner. indemnify and hold harmless the strata corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration. Any costs or expenses incurred by the strata corporation as a result of such claim or demand will be the responsibility of the owner from time to time of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that owner and shall be added to and become part of the strata fees of that owner for the month next following the date upon which the cost or expenses were incurred but not necessarily paid by the strata corporation, and shall become due and payable on the due date of payment of monthly strata fees.
- (5) An owner who has altered common property, limited common property or common assets prior to the passage of these bylaws shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the strata corporation as a result, directly or indirectly, of the alteration. must be borne by the owner who has benefited from the alteration.

- (6) An owner who, subsequent to the passage of bylaws 8 (1) to 8 (4) inclusive, alters common property or limited common property without adhering strictly to these bylaws, must restore, at the owner's sole expense, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the common property or limited common property. The cost of such alteration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.

9. Renovations / alterations

- (1) A resident must not permit any construction debris, materials or packaging to be deposited in the strata corporation's disposal containers.
- (2) An owner or an agent must be in attendance for all significant renovations/alterations, the determination of significant shall be at the discretion of council.
- (3) An owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licenses are obtained.
- (4) An owner in contravention of bylaws 9 (1) to 9 (3) (inclusive) shall be subject to a fine of \$100.00 for each contravention, as well as be responsible for any clean up or repair costs.
- (5) Renovations may only be carried out between the hours of 8:00 am to 7:30 pm Monday - Friday, and 10:00 am to 6:00 pm on weekends and statutory holidays, except by written approval of the strata council.

10. Permit entry to strata lot

- (1) A resident or visitor must allow a person authorized by the strata corporation to enter the strata lot or limited common property
- 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 the Act; and
 - ii. to ensure compliance with the Act, these bylaws and Federal, Provincial or Municipal codes and regulations affecting the interest of the strata corporation (such as the testing of the fire alarm system and devices contained in a suite).

- (2) The notice referred to in subsection (b) must include the date and approximate time of entry, and the reason for entry.
- (3) If forced entry to a strata or limited common property is required due to required emergency access and the inability to contact the owner of the strata lot, or where an owner has failed to provide access as set out in 10 (b) the owner shall be responsible for all costs of forced entry and any additional costs incurred by the strata corporation.

11. Repair and maintenance of property by Strata Corporation

(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 been designated as limited common
- 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 a building;
 - B. the exterior of a building;
 - C. chimneys, stairs, balconies and other things attached to the exterior of a building;
 - D. doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property; (however, the failure of the seal in a window unit shall not be sufficient reason for the strata to change the window)
 - E. fences, railings and similar structures that enclose patios, balconies and yards;

(2) The strata corporation may purchase, lease or otherwise acquire personal property for the use of benefit of the owners and may sell or otherwise dispose of such personal property for any amount approved in the annual budget for the strata corporation, but otherwise only if approved by a resolution passed by a 3/4 vote at an annual or special general meeting if the personal property has a market value of more than \$1,000.00

12. Council size & eligibility

- (1) The council must have at least 3 and not more than 7 members.
- (2) As permitted by section 28(2) of the Act, a person other than an owner, an individual representing a corporate owner and a tenant may be a member of the council provided such person falls within one of the following classes of persons:
 - a) a spouse, including a common law spouse, of an owner; and
 - b) a professional advisor of an owner
- (3) Council members must have regular access to email to facilitate communication.
- (4) There shall be no more than one representative per strata lot on the council. In the event that one person or corporate entity owns or controls more than one lot, the owner or entity may submit only one name to stand for council; whether him or herself, his or her spouse or a professional advisor.

13. Council members' terms

- (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for re-election.

14. Removing a council member

- (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 may hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.
- (3) No person may stand for council or continue to be on council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under the Act.

15. Replacing a council member

- (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 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.

16. Officers

- (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, 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) if the president is removed, or
 - c) for the remainder of the president's term if the president ceases to hold office.
- (4) the strata council may vote to remove an officer
- (5) If an officer other than the president is removed, resigns, or is unwilling or unable to act, the council members may appoint (elect) a replacement officer from among themselves for the remainder of the term.

17. Calling council meetings

- (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 meeting is required to deal with an emergency situation and all council members have been notified. If quorum is not achieved, the council members attending may make such decisions as are necessary to respond to the emergency on behalf of the council.

- (4) No person other than a member of the council shall be entitled to attend a meeting of the council unless authorized by a resolution of the council. In the course of a meeting of the council, any person or persons (other than members of the council) may be excluded from such meeting by a resolution of the council.

18. Requisition of council hearing

- (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- (2) Except for a hearing pursuant to section 144 of the Act, a hearing is requested under subsection the council must a meeting to hear the applicant within one month 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.
- (4) For the purposes of this bylaw, "hearing" means an opportunity to be heard in person at a council meeting.

19. Quorum of council

- (1) A quorum of the council is
 - a) 2, if the council consists of 3 or 4 members.
 - b) 3, if the council consists of 5 or 6 members, and
 - c) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

20. Council meetings

- (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) The council may meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit.
- (3) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (4) No person other than a member of the council shall be entitled to attend a meeting of the council unless authorized by a resolution of the council. In the course of a meeting of the council, any

person or persons (other than members of the council) may be excluded from such meeting by a resolution of the council.

- (5) Despite subsection (4), 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) rental restriction bylaw exemption hearings under section 144 of the Act;
 - c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

21. Voting at council meetings

- (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.

22. Council to inform owners of minutes

- (1) The council must circulate to or post for the owners, the minutes of all council meetings within 2 weeks of the meeting, whether or not they have been approved.

23. Delegation of council's powers and duties

- (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, or
 - 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 an owner should be granted an exemption from a rental restriction bylaw under section 144 of the Act.

24. Limiting expenditures of council

- (1) Subject to subsection (3) below, if a proposed expenditure has not been approved in the budget or at an annual or special general meeting, the strata corporation may only make such expenditure out of the operating fund if the expenditure, together with all other unapproved expenditures, whether of the same type or not, that were made pursuant to this subsection (1) in the same fiscal year, is less than:
- a) \$5,000; or
 - b) 5% of the total contribution to the operating fund for the current year; whichever is less.
- (2) If the strata corporation makes an expenditure under subsection (1) above, the strata corporation must inform owners as soon as feasible about any expenditure of more than \$1,000 on any single item.
- (3) Notwithstanding subsection (1) above, the strata corporation can make an expenditure out of either the operating fund or the contingency reserve fund if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or to prevent significant loss or damage, whether physical, financial or otherwise.

25. Limitation on liability of council member

- (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.
- (3) All acts done in good faith by the council are, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of a member of council, as valid as if the council member had been duly appointed or had duly continued in office.

26. Maximum fine

- (1) Except where specifically stated to be otherwise in these bylaws, the strata corporation may fine an owner or tenant a maximum of:
 - a) \$200 for each contravention of a bylaw; and
 - b) \$50 for each contravention of a rule.
- (2) The strata corporation may impose a fine on an owner or tenant for a continuing contravention of a bylaw or rule every 7 days.
- (3) The strata council must, if it determines in its discretion that a resident is in repeated contravention of any or rules of the strata corporation, levy fines and the fines so levied shall be immediately added to the strata fees for the strata lot and shall be due and payable together with the strata fees for the strata lot in the next month following such contravention.
- (4) Each owner and tenant is responsible for payment, without invoice, of any money (other than strata fees, but including special levies) owing to the strata corporation as provided for in the Act or these bylaws.
- (5) Additional assessments, fines authorized by these bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by either the strata corporation to enforce these bylaws, as they may be amended from time to time, or any rule which may be established from time to time by the council pursuant to the Act or these bylaws, shall become part of the assessment of the owner responsible and shall become due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the strata corporation may not register a lien against such separate component.

27. Continuing contravention

- (1) 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.

28. Quorum for annual and special general meetings

- (1) A quorum for an annual or special general meeting is eligible voters holding 1/3 of the strata corporation's votes, present in person or by proxy
- (2) Notwithstanding section 48(3) of the Act, if within ½ hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members; but in any other case, the meeting shall stand adjourned for a further from the time appointed and, if within one hour from the time appointed a quorum is not present for the meeting, the eligible voters present in person or by proxy shall constitute a quorum.

29. Person to chair meeting

- (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.

30. Participation by other than eligible voters

- (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.

31. Voting

- (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 requested, 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 removal of a council member must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- (7) An owner who is otherwise an eligible voter may not exercise his or her vote for a strata lot, except on matters requiring an unanimous vote, if the strata corporation is entitled to register a lien against that strata lot.

32. Order of business

- (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 under section 125 of the Act;
 - 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 any 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.

33. Voluntary dispute resolution

- (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.

34. Small claims actions

- (1) Notwithstanding any provision of the Act, the strata corporation may proceed under the Small Claims Act (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a $\frac{3}{4}$ vote.

35. Garbage disposal

- (1) A resident shall remove ordinary household refuse and garbage from his strata lot and deposit it in the containers provided by the strata corporation for that purpose; all garbage shall be bagged in leak-proof bags and tied before so depositing. Kitty litter must be double bagged or adequately bagged to prevent spillage. The resident shall remove any other than ordinary household refuse and garbage from the strata property at his expense.

36. Bicycles, storage and parking

- (1) An owner of a bicycle shall not soil or damage the common property in any manner, and if the bicycle soils or damages the common property, the owner shall immediately organize and pay for the repair or cleaning of common property as necessary.
- (2)
- (3) Any resident that leaves any item anywhere on or in the common property or on any limited common property does so at his own risk, subject to any claim that may properly be made under any insurance policy maintained by the strata corporation by anyone that is an insured under that policy.
- (4) A resident must use parking stalls only for the parking of insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless contained in a storage cabinet approved by the strata council. No vehicle may protrude into the drive isle.

