

September 16, 2020

Adam Harceg - OWNER

Dear Sirs,

Re: Form B Certificate for # 208 – 400 Klahanie Drive, Port Moody, BC

Please find enclosed the following:

- 1) Form B including attachments of the Current Approved Budget, a copy of the Rules of the Strata Corporation, a copy of the Rules & Regulations of the 'Canoe Club', and a copy of the Depreciation Report prepared by Stantec Consulting Ltd. dated Dec.17/14.

NB: At the AGM held Feb.26/20 owners approved production of an Updated Depreciation Report. Once the final report has been produced & approved by Council it will be provided with all Form B Certificates as a mandatory attachment per *Strata Property Act*.

- 2) Copy of the Invoice for providing requested documents.

The enclosed Information Certificate (Form B) is delivered by The Wynford Group, as Property Management Agents for The Owners, Strata BCS 1961, The Tides at Klahanie (the "Strata Corporation"). The information provided in the Form B is the result of the information received from the Strata Corporation and its representatives and the recipient of this Form B should not treat the information as warranted to be correct by The Wynford Group or its Strata Managers.

Yours truly,

THE WYNFORD GROUP
Managing Agents for
Strata Plan BCS 1961, The Tides at Klahanie



Per: Lyn Campbell
Senior Vice President Strata Operations / Strata Management

Strata Property Act

FORM B

INFORMATION CERTIFICATE

(Section 59)

The Owners, Strata Plan **BCS 1961** certify that the information contained in this certificate with respect to Strata Lot **74** is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above **\$ 316.24**
- (b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*)
Pending clearance of Sep.1/20 payment of \$414.44: \$ 294.58
- (c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?
 no yes (*attach copy of all agreements*)
To the best of our knowledge. The Owner should also be consulted re owner agreements.
- (d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved **\$ 0.00**
- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year **Unknown**
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund **\$ 315,519.05**
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?
 no yes (*attach copy of all amendments*)
- (h) Are there any resolutions passed by a $\frac{3}{4}$ vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office?
 no yes (*attach copy of all resolutions*)
- (h.1) Are there any winding-up resolutions that have been passed?
 no yes (*attach copy of all resolutions*)
- (i) Has notice been given for any resolutions requiring a $\frac{3}{4}$ vote, 80% vote or unanimous vote or dealing with an amendment to the bylaws that have not yet been voted on?
 no yes (*attach copy of all notices*)
- (j) Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding, and/or are there any judgements or orders against the strata corporation?
 no yes (*attach details*)
- (k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?
 no yes (*attach copies of all notices or work orders*)
- (l) Number of strata lots in the strata plan that are rented **47**
(includes family & hardship rentals, if any)

(m) Are there any parking stall(s) allocated to the strata lot?

no yes

(i) If no, complete the following by checking the correct box

- No parking stall is available
 No parking stall is allocated to the strata lot but parking stall(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the checked box(es) apply.

- Parking stall(s) number(s) _____ is/are part of the strata lot
 Parking stall(s) number(s) _____ is/are separate strata lot(s) or part(s) of a strata lot _____ [strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot]
 Parking stall(s) number(s) _____ is/are limited common property
 Parking stall(s) number(s) 239 is/are common property

(iii) For each parking stall allocated to the strata lot that is common property, check the correct box and complete the required information.

- Parking stall(s) number(s) _____ is/are allocated with strata council approval*
 Parking stall(s) number(s) _____ is/are allocated with strata council approval and rented at \$ _____ per month*
 Parking stall(s) number(s) 239 may have been allocated by owner developer assignment

Details: [Provide background on the allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note: The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the Strata Property Act, or otherwise, and may therefore be subject to change in the future.**

(n) Are there any storage locker(s) allocated to the strata lot?

no yes

(i) If no, complete the following by checking the correct box:

- No storage locker is available
 No storage locker is allocated to the strata lot but storage locker(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the checked box(es) apply.

- Storage locker(s) number(s) _____ is/are part of the strata lot
 Storage locker(s) number(s) _____ is/are separate strata lot(s) or part(s) of a separate strata lot _____ [strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot]
 Storage locker(s) number(s) _____ is/are limited common property
 Storage locker(s) number(s) _____ is/are common property

(iii) For each storage locker allocated to the strata lot that is common property, check the correct box and complete the required information.

- Storage locker(s) number(s) _____ is/are allocated with strata council approval*
 Storage locker(s) number(s) _____ is/are allocated with strata council approval and rented at \$ _____ per month*
 Storage locker(s) number(s) _____ may have been allocated by owner developer assignment

Details: [Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note: The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the Strata Property Act, or otherwise, and may therefore be subject to change in the future.**

Required Attachments

In addition to attachments mentioned above, section 59(4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

- The rules of the strata corporation;
- The current budget of the strata corporation;
- The owner developer's Rental Disclosure Statement under section 139, if any;
- The most recent depreciation report, if any, obtained by the strata corporation under section 94.

(See covering letter for description of all attachments to this Form B.)

Date: September 16, 2020



The Wynford Group, as Managing Agents
For Strata Plan BCS 1961, The Tides at Klahanie
per: Susan Russell
Strata Manager

NB: THIS FORM IS SUBJECT TO PROVISIONS CONTAINED IN THE COVER LETTER ATTACHED HEREWITH.

Strata Plan BCS 1961 - The Tides

Final 2020 Operating Budget

December 31st Year-end

9-Mar-20

GL Code	Description	Actual to Dec 31, 2019 (Draft)	2019 Budget	Approved 2020 Budget
400000	REVENUES			4.46%
405000	Strata Fees	642,944.52	642,945	671,603
415000	Bylaw Fines / Late Fees	2,150.00	-	-
422500	Interest Income - Operating	811.70	900	900
424000	Interest On Overdue Accounts	(2.95)	-	-
428500	Move-in / Move-out Charges	2,400.00	3,000	2,500
429500	Key Revenue	-	-	-
431500	Lounge Rental	375.00	325	325
431600	Guest Suite Rentals	6,405.00	8,000	7,000
432500	Caretaker's Suite-Rent	9,032.10	8,976	9,200
439100	Parking - Visitors	25.00	-	-
440600	Door Openers - Transmitters	2,700.00	3,000	3,000
443500	Prior Year Surplus	-	-	-
444000	Owner Chargeback	-	-	-
499900	TOTAL REVENUES	666,840.37	667,146	694,528
500000	ADMINISTRATIVE EXPENSES			
511000	Management Fees	48,106.80	48,107	49,069
511600	Bank Administration Fee	756.00	756	756
512000	Audit / Review	4,331.00	4,331	4,331
513000	Duplication / Postage / Courier	4,223.69	5,400	5,000
513200	Legal	572.32	5,000	1,000
513600	Audit - Real Estate Services Act	267.06	500	500
514200	Insurance Expense	110,057.49	90,000	142,000
517600	Wages - Caretakers	51,585.22	50,062	51,000
518220	Employer Costs	1,714.83	938	1,100
518600	Security System	3,637.39	5,000	1,000
521200	Miscellaneous Expenses	2,686.05	3,500	3,000
523800	Caretaker Suite Strata Fees	3,633.00	3,633	3,700
524400	Caretaker Suite Expenses	2,918.31	2,300	2,300
525200	Loans & Mortgage Payment	14,546.46	14,500	13,579
529900	TOTAL ADMINISTRATIVE EXPENSES	249,035.62	234,027	278,335
530000	UTILITIES			
531100	Hydro / Electricity	45,632.68	46,000	40,000
532700	Gas	35,616.44	29,000	30,000
535500	Garbage Disposal	30,402.78	29,000	30,000
537500	Enterphone	-	1,000	-
537600	Telephone	2,905.46	3,600	3,000
539900	TOTAL UTILITIES	114,557.36	108,600	103,000
540000	BUILDING MAINTENANCE			
540800	Janitorial	11,269.40	14,180	11,000
541700	Supplies - Cleaning	951.49	2,000	1,500
542000	Pest Control	1,646.40	2,000	2,000
543500	Elevator Maintenance	9,635.40	9,000	11,000
544400	Electrical / Lighting	2,980.91	3,000	1,000

Strata Plan BCS 1961 - The Tides				
Final 2020 Operating Budget				
December 31st Year-end				
				9-Mar-20
GL Code	Description	Actual to Dec 31, 2019 (Draft)	2019 Budget	Approved 2020 Budget
545000	Plumbing	3,003.00	4,000	4,000
547700	Mechanical Preventative Maintenance	14,487.31	20,000	15,000
549800	Fire Equipment	13,455.40	13,930	10,000
550100	General Interior Repairs	8,705.30	7,000	9,000
551900	Dryer Vent Cleaning	2,583.00	3,969	3,000
553700	Carpet Cleaning	1,511.95	2,000	2,000
557900	Tools & Equipment	1,246.75	1,000	1,000
559900	TOTAL BUILDING MAINTENANCE	71,476.31	82,079	70,500
560000	EXTERIOR MAINT & REPAIRS			
562700	Window Cleaning	3,090.68	3,000	3,000
563300	Garage Door	2,060.63	3,000	3,000
563900	Snow Removal	7,263.06	6,000	8,000
565500	Exterior Cleaning	3,253.21	7,000	4,000
565700	Exterior Repairs / Maintenance	8,541.38	7,500	8,500
569900	TOTAL EXTERIOR MAINT & REPAIRS	24,208.96	26,500	26,500
570000	GROUNDS & GARDENS			
571000	Landscaping Services	41,453.10	40,690	45,000
571600	Landscape Repairs	6,186.61	11,000	11,000
577800	Irrigation System	1,950.20	2,000	2,000
577850	City of Port Moody Greenspace	3,936.00	4,000	4,000
579900	TOTAL GROUNDS & GARDENS	53,525.91	57,690	62,000
580000	RECREATION CENTRE			
580900	Recreation Centre Maintenance	47,825.14	54,000	50,000
589900	TOTAL RECREATION CENTRE	47,825.14	54,000	50,000
599900	TOTAL OPERATING EXPENSES	560,629.30	562,896	590,335
600000	BALANCE BEFORE RESERVES & OTHER TRANSFERS	106,211.07	104,250	104,193
700000	TRANSFERS TO RESERVE FUND			
700100	Contingency Reserve Fund	104,250.00	104,250	104,193
705000	TOTAL TRANSFERS TO RESERVE FUND	104,250.00	104,250	104,193
800000	NET OPERATING SURPLUS(DEFICIT)	1,961.07	-	-

The Tides

Strata Plan BCS 1961
300 / 400 / 500 Klahanie Drive
Port Moody, B.C. V3H 1L1

NOTICE

Parking Passes will be issued upon receipt of the completed & signed information request below.

Please Note: Any breach of the Parking Regulations will be subject to fines and / or towing at the Owner's expense.

Strata Information Request to be Completed by the Owner

Owner's Name(s): _____

Is Your Unit a Rental Unit? Yes No

Contact Number: _____ Email Address*: _____

Unit / Building: _____ Strata Lot: _____

Parking Space(s) Number: _____ License Plate(s): _____

Storage locker Number: _____

Fire Alarm Procedures:

All Residents must vacate the building when the fire alarm is activated, you may only re-enter the building when directed by the fire department.

If you have a disability and require aid exiting the building during a fire alarm, please indicate your requirements below:

The following Committees require volunteers to participate on. If you would like to volunteer your time on one of the Committees, please indicate below:

Landscape & Recycling

Fire & Safety

Maintenance

Security

Social

I have read and fully understand the Rules and procedures outlined in the following documents:

- Parking Rules and Parking Pass Use
- Amenities Room Rules
- Fire Alarm Procedures
- Wash-Bay Rules

By signing below I acknowledge and agree to my obligation to ensure that I comply with the above rules.

Owner Signature

Date

Name (Please Print)

Unit / Building

The Tides

Strata Plan BCS 1961
300 / 400 / 500 Klahanie Drive
Port Moody, B.C. V3H 1L1

Wash Bay Rules

1. Use of the wash bay shall be limited to 30 minutes at a time.
2. When using the wash bay, a vehicle must be parked entirely in the wash bay area. No vehicle shall be parked outside of the wash bay, or in a manner that obstructs traffic while being washed.
3. A user of the wash bay is responsible for hosing down and cleaning up of any dirt, debris, or soap left in the wash bay area once they are finished using it. A user is also responsible for putting the wash hose back in a proper manner.
4. The wash bay shall not be used as a regular parking stall. Persons who park in this stall may be subject to towing.

The Tides

Strata Plan BCS 1961
300 / 400 / 500 Klahanie Drive
Port Moody, B.C. V3H 1L1

Amenities Room Rules

1. The hours of operation for the Amenities Room shall be 9 a.m. to 10 p.m., 7 days a week.
2. No user shall use the Amenities Room 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 room, or
 - (d) is illegal.
3. An Owner must be in attendance at the Amenities Room when Visitors are present, unless approved by the Strata Council in advance. As well, no one under the age of **12** is to be left unattended in the Amenities Room at any time.
4. An Owner is responsible for the conduct of any Guests using the room.
5. Should an Owner or Visitor under the Owner's supervision damage the Amenities Room, the Owner will be responsible for the cost of repair.
6. Unless the Amenities Room has been booked, the use of the facilities is on a first come, first serve basis. Owners wishing exclusive use of the Amenities Room must book the room with the Caretaker.
7. Users must clean up and put away any equipment used while in the Amenities Room.
8. No person shall leave any exterior or interior door open for extended periods for security and noise transmission. Exterior doors are alarmed and will sound if the door is left open.
9. The Amenities Room shall be monitored by video surveillance at all times.
10. Anyone found to be using the Amenities Room in contravention of these Rules may be denied access to the Amenities Room as per section 134 of the *Strata Property Act*.
11. The door to the Meeting Room will be locked and only available if the Amenity Room is rented.
12. No liquor is permitted, unless a license has been submitted to Council for approval.

- Rule #11 & #12 added at the May 5th, 2008 Council Meeting – ratified at the November 19, 2008 AGM

The Tides

Strata Plan BCS 1961
300 / 400 / 500 Klahanie Drive
Port Moody, B.C. V3H 1L1

Parking Rules & Parking Pass Use

1. Parking is restricted to a car(s), a regular sized van, SUV, a regular sized truck, or motorcycle(s).
2. A Resident or Visitor must not store unlicensed or uninsured vehicles on the common, limited common property or land that is a common asset.
3. A Resident's vehicle must clearly display proof of valid insurance on the vehicle.
4. A Resident must park only in parking stall assigned to a Strata Lot and must not park in Visitor Parking Stalls at any time.
5. A Resident or Visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, fire or access lanes or no parking zones. A Resident or Visitor parked in violation of this Rule may be subject to removal by a towing company authorized by Council, and all costs associated with such removal will be changes to the Owners of the Strata Lot.
6. A Resident or Visitor must not use any parking area as a storage area or work area for carpentry, renovations, repairs (including, but not limited to, 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 repairs.
7. No vehicles may be locked to, attached to or parked against (i.e. touching) common property, limited common property or common asset.
8. A Resident or Visitor must ensure that measures are taken to prevent drips of oil, gasoline, or other fluids from vehicles from marking, staining, or damaging common property, limited common property or land that is a common asset. Oil / liquid absorbing mats are available for purchase at local automotive supply stores. An Owner, Tenant or Occupant is responsible for all clean up of their parking stall as well as the purchasing of mats. If the Strata Corporation must clean up oil / fluids in a parking stall or repair the stall because of damage caused by fluids. The costs will be levied against the individual Strata Lot Owner. The use of cardboard is not permitted as a fluid absorbing method as cardboard is a flammable material that can be a fire hazard.

9. Visitor vehicles that will be remaining overnight, 11:00 p.m. to 8:00 a.m., must clearly display on the dash a Visitor Pass when in Visitor Parking Stalls. One vehicle per Strata Lot may stay overnight at one time. A Visitor may stay a maximum of three nights a week, a week being Sunday to Saturday. If a longer stay is required, a written request to Strata Council for an exemption must be made, as per Section 12 of the Parking Rules. Replacement cost of a Visitor Pass is \$25. All Parking Passes remain with the Strata Lot on sale of the Strata Lot. Visitors in violation will be towed by the Strata Council.
10. The definition of a Visitor for this Parking Rule is a person who is not affiliated with the Strata Corporation as an Owner, Tenant or Occupant.
11. The vehicles in the Visitor Parking Stalls will be monitored. Vehicles that are routinely or continuously parked greater than 3 nights a week will no longer be considered Visitors and are subject to towing at the vehicle Owner's expense without warning.
12. Owners, Tenants or Occupants must request in writing and in advance, an exemption for Visitors planning on staying more than 3 consecutive nights in a Visitor Parking Stall. Strata Council may consider approving an extension to the 3 night period upon receiving a written request at least 2 weeks prior to the date of the requested extension. The request must include the dates which the Visitor will need to be occupying a Visitor Parking Stall. Upon approval, an Extended Parking Pass (pink in colour) will be issued. The Extended Parking Pass must be clearly displayed for the duration of the stay. A replacement cost of \$25.00 will be levied if the Parking Pass is not returned to the Strata.

- December 2, 2010 AGM
 - Parking Rule #9 amended

**THE TIDES AT KLAHANIE
STRATA CORPORATION BCS 1961**

APPLICATION FOR EXCLUSIVE USE OF GUEST SUITE

Owner's Name: _____ Phone #: _____

Address: _____

Date(s) Requested: _____

Rental Fee of \$50.00 per night: _____

Administration / Cleaning Fee of \$35.00 for every 4 nights of rental: _____

Rental Deposit - \$100.00: _____

Number of Guests: _____

****Notify as soon as possible in the event of cancellation. Cancellations more than 7 days in advance will result in a full refund of Rental Deposit. Cancellations less than 7 days but more than 48 hours will result in a 50% loss of Rental Deposit. Cancellations less than 48 hours in advance will result in a full loss of the Rental Deposit. ****

In using the Guest Suite, I agree to take responsibility for my guests _____ and to the following terms and conditions:

1. The condition of the suite and the conduct of the guests are the sole responsibility of the Owner.
2. Maximum length of stay is 7 consecutive days.
3. A rental fee: \$50.00 per night plus a \$35.00 administration / cleaning for every 4 nights of rental is payable in full at time of booking.
4. Check in time after 2:00 p.m. – check out time before 11:00 a.m.
5. Noting existing condition of guest suite by completing the attached check list before and after use.
6. No person under the age of **19** is to be left unattended in the Guest Suite at any time.
7. **No pets, no smoking, no cooking** are permitted in the Guest Suite.
8. Compliance by guests with all Bylaws, Rules and Regulations of The Tides is expected. **NOTE: Zero tolerance for noise. Restrictions will be enforced.**
9. Owners are responsible for providing their guest(s) with a copy of any or all Bylaws, Rules and Regulations.
10. Failure to comply with the Bylaws, Rules and Regulations may result in a revoke of the booking and future rental privileges.

I have read and agree to comply with and have informed my guest(s) of all the Bylaws, Rules and Regulations of the Guest Suite.

Date: _____

Owner's Signature

Resident Caretaker's Signature

**THE TIDES AT KLAHANIE
STRATA CORPORATION BCS 1961**

CLEANING / DAMAGE CHECK LIST FOR GUEST SUITE

	Condition at Check-In	Condition at Check-Out
Carpet		
Walls		
Windows (inside)		
Doors		
Furniture		
Washroom		
Existing Damages		
Other		

COMMENTS:

I AGREE WITH THE AMOUNT OF \$_____ TO BE DEDUCTED FROM THE DAMAGE DEPOSIT AND WILL PAY FOR ANY EXCESS AMOUNT AS A RESULT OF ANY DAMAGES CAUSED DURING OCCUPANCY.

Owner's Signature

Guest Signature


Resident Caretaker's Signature

Date: _____

The Tides

Strata Plan BCS 1961
300 / 400 / 500 Klahanie Drive
Port Moody, B.C. V3H 1L1

General Rules

1. Realtor signs are not permitted to be posted on common property or limited common property. This Rule applies to all three buildings, 300, 400, and 500 Klahanie Drive.
2. A \$50 cash deposit will be required when moving in or out. When the elevator key is returned to the Resident Caretaker, the \$50 deposit will be returned.
3. Christmas Lights and decorations are permitted on balconies and patios from November 1st to January 15th.
4. Door mats of any type of material or size are not permitted outside the front door of suites.
5. Tire Racks
 - There are 6 spots (#1, #2, #3, #4, #5, #6) available on the tire rack in the bike storage room.
 - A list of units storing tires on the rack will be kept.
 - If you wish to use a spot, a written request to the strata corporation will be required.
 - You must purchase your own lock.
 - If there are no spots available, a waiting list will be kept with the management company.
 - If your spot is empty longer than 60 days, the next unit on the waiting list will be notified.
 - If you move out or no longer need to store your tires, you must notify the management company.
6.  *A \$150.00 refundable deposit for moves in and moves out. The refundable deposit will be returned once the caretaker completes the inspection form. The owner / resident signs the form and if there is no damage to the common property. **
7. Effective immediately and until further notice, all Owners and Realtors are not permitted to schedule Open House viewings for the sale of a strata lot for Strata Plan BCS 1961. Please schedule all viewings by appointment only and a limit of no more than 2 persons together with their realtor for each appointment.
 - November 19, 2008 AGM
 - Rule #1 added
 - December 2, 2010 AGM
 - Rule #2 added
 - Rule #3 added at Council Meeting on July 16, 2014 – ratified at January 21, 2015 AGM
 - Rule #4 added at Council Meeting on May 3, 2017 – ratified at February 7, 2018 AGM
 - Rule #5 added at Council Meeting on July 5, 2017 – ratified at February 7, 2018 AGM

* *Rule #6 added at Council Meeting May 9, 2018 – to be ratified at next AGM*

* Rule #7 ratified at Council Meeting April 8, 2020

(T:\Properties-Day-to-Day\BCS 1961\Bylaws & Rules\Rules.04-08-2020.1961.docx)



RULES & REGULATIONS

***The Canoe Club Hours of Operation: 7am – 10pm daily
Pool & Hot Tub Hours of Operation: 7am – 10pm daily***

GENERAL

1. The Canoe Club is for the use of Klahanie Development Owners or tenants of Owners and their guests only:
 - a/ Access to the Canoe Club will be for Owners or Tenants of Owners but not for both. If an Owner chooses to have access to the Canoe Club facilities, then their tenant will not be allowed access. If an Owner chooses to allow their tenant to have access to the facilities then the Owner will not be allowed access. The purpose of this rule is to limit wear and tear and control the number of persons using the facility.
 - b/ All Visitors must be accompanied by an Owner
 - c/ Guests are limited to two (2) adults per strata lot
 - d/ Minors (under 16 years) must be accompanied at all times by an adult (over 19 years).
 - e/ No pets or animals allowed, with exception of certified assistance dogs.
 - f/ Smoking is not permitted.
 - g/ Consumption of alcohol by Owners and their Guests is not permitted unless a private party has been booked by the Owner and a liquor license has been purchased.
 - h/ Smoking e-cigarettes and or vaping is not permitted at the Canoe Club Facilities.

2. Canoe Club amenity rooms available for private bookings (see 'booking policies' for further information and applicable fees):
 - a) Poolside Lounge (including kitchen)
 - b) Activities Room
 - c) Theatre Room
 - d) Meeting Room
 - e) Gymnasium
 - f) BBQ Rental Reservations, subject to specific safety rules.

3. When using the billiard table: Equipment is to be returned to the designated storage location.

4. When using the Theatre Room:
 - a) All food and drinks must be in proper containers and all garbage must be removed immediately after use.

5. When using the Gymnasium:
 - a) No black soled shoes permitted.
 - b) All users must sign up with the Sign-up Sheet provided at the door.

6. When renting the Guest Suites:
 - a) Maximum 2 adults per room.
 - b) After 10pm, guest(s) are not permitted in any other area of the Canoe Club with the exception of the guest suites.
 - c) No loud music permitted.



RULES & REGULATIONS

General Rules cont.

7. General consideration and cleanliness:
 - d) All counters, tables, and kitchen areas must be cleaned after use.
 - e) All personal garbage must be removed.
 - f) No thumbtacks or tape of any kind are to be used on the walls, ceilings or other surfaces.
8. Any damage to the premises must be reported to the Caretaker immediately.
9. Anyone not complying with these regulations may be denied the use of the facilities and/or fined. The first offence is subject to suspension of fob for a period of four (4) weeks for the first offense and a period of eight (8) weeks for the second offense.
10. The Strata Corporation and the Canoe Club Committee are not liable for accidents or any injury while using the facilities at the Canoe Club.
11. The Canoe Club is for the use and enjoyment of all Klahanie Development Owners, therefore no commercial or business activity is permitted.
12. Owners are responsible for ensuring that there is no illegal activity taking place by the Owner or their guests. All illegal activity must be reported to the Caretaker immediately.
13. The Canoe Club Committee may authorize exclusive use of certain portions of the Canoe Club or Amenity Rooms to recognized or approved clubs from time to time.
14. A maximum of two (2) fobs per unit is permitted.
15. Adult hours are between 7:00 am to 9:30 am and 8:00 pm to 10:00 pm.

SWIMMING POOL – HOT TUB RULES

1. The pool and the hot tub are for the general use of all Owners and their guests. An adult Owner must accompany guests when using the pool and the hot tub and be in attendance at all times.
2. Each Strata lot is allowed a maximum of two guests. Maximum stay limited to 2 hours.
3. No boisterous or rough play or unnecessary noise permitted at any time. Please see notices posted at pool side.
4. Swimwear must be worn at all times.
5. Children under the age of 16 years must be accompanied by a resident adult. The adult must remain in attendance at all times.
6. Showering before entering the pool or the hot tub is mandatory.
7. Any person wearing a bandage or having any apparent skin disorder, open sores, inflamed eyes, cough, nasal or ear discharge or any communicable disease shall be excluded from use of the pool amenities.



RULES & REGULATIONS

Swimming and Hot Tub Rules Cont.

8. Beverages are permitted in plastic containers only.
9. Glass including but not limited to glass containers, bottles or other breakable items are not permitted in pool areas or the BBQ area (with the exception of eye wear).
10. No bikes, roller-blades, roller skates, or skateboards are permitted.
11. No running or horseplay is permitted.
12. No diving into the pool or the hot tub
13. Music, radio, or any sound equipment is permitted only if earphones are used.
14. Please do not enter the Canoe Club amenity rooms when wet from the pool. Use the washroom to dry off, and change before using seating inside the clubhouse.
15. The Canoe Club Committee reserves the right to deny use of the pool amenities to any one at any time.
16. No floatation devices (such as mattress, chairs, etc.) are permitted, with the exception of life preservers.
17. Children with regular cloth diapers or disposable diapers are not permitted in the pool. "Swim" diaper products will be permitted. Children who are not toilet trained may only enter the pool if using a "swim" diaper product. Children are not permitted in the pool if they are not wearing proper attire (swimsuits or "swim" diapers).
18. Adult Only Hours are from 7:00am – 9:30am, and 8:00pm – 10:00pm.
19. No food or alcoholic beverages allowed with the exception of the BBQ deck area. Alcohol may be consumed on the BBQ deck area if a private party has been booked by the Owner and a liquor license has been purchased.

ADDITIONAL POOL AND HOT TUB RULES

1. The Canoe club is for the sole use of Owners in the Klahanie Development Complex and guests.
2. Guest must be accompanied by an Owner from the Klahanie Development Complex.
3. Minors, sixteen (16) years or younger, must be accompanied by an adult.
4. Smoking is not permitted
5. Pets are not permitted on the grounds or in and around the Canoe Club.
6. Under no circumstances is the consumption of ALCOHOL permitted in or around the pool.



RULES & REGULATIONS

Additional Pool and Hot Tub Rules Cont.

7. The Pool is not available for parties and is open to all residents with the limit of two guests.
8. The BBQ area may be reserved by request for private events.
9. The Hot Tub is available year round, but a shower is required before entering.
10. The Pool is open at the beginning of the long weekend in May and is operational from 7:00 A.M to 10:00 P.M.
11. THE POOL IS NOT ATTENDED BY A LIFEGUARD.

FITNESS FACILITES RULES

1. Children under the age of twelve (12) are NOT permitted in the exercise room. Children between the age of twelve (12) and the age of sixteen (16) must be accompanied by adult, who shall remain in attendance at all times.
2. Be courteous to others wishing to use the fitness equipment. Use of the equipment is limited to a maximum of 30 minutes if others are waiting. Please wipe equipment off after use.
3. No food or alcoholic beverages allowed, non-alcoholic beverages are permitted in plastic containers only.
4. Music, radio, or any sound equipment is permitted only if earphones are used.
5. Gym clothing and soft-soled shoes must be worn at all times.
6. The Canoe Club and Canoe Club Committee are not liable for any injury as a result of using or mis-using the equipment.

STEAM ROOM / SAUNA RULES

1. Swimwear must be worn in the steam room and it is recommended that users remove all jewelry.
2. The following individuals should not use the steam room; those with heart disease, diabetes, high or low blood pressure, circulatory or respiratory problems, seizures, epilepsy, pregnant women, those who are using prescribed or illegal drugs or under the influence of alcohol.
3. Children age twelve (12) and under are not permitted in the steam room.
4. Children between the ages of twelve (12) and sixteen (16) must be accompanied by an adult.
5. Shower before entering the spa or pool after using the steam room.
6. Do not spend more than 20 minutes in the steam room. *(Dependant on users health)*



RULES & REGULATIONS

7. Tobacco products, food and beverages are not permitted in the steam room.
8. All individuals using the steam room must sit on a towel to protect the wood from perspiration.
9. The Canoe Club and Canoe Club Committee are not liable for any injury.

CHANGE ROOM & LOCKER FACILITIES RULES

1. Lockers are limited in number and, therefore, are available on a daily use basis only. Owners must not leave their belongings inside the lockers or changing room overnight. Locks will be cut off at the expense of the Owner and any item found in the lockers and changing rooms will be collected by the management on a daily basis.
2. Users are advised not to leave valuables and personal belongings unattended in the changing room.
3. Users are required to assist in keeping the changing facilities clean and tidy.
4. Changing room facilities are available to Owners of the Canoe Club using the facility. Users must change in the appropriate changing room.
5. The Canoe Club will accept no responsibility for loss or damage of personal property inside the locker / change room facilities.

GYMNASIUM RULES

1. The gymnasium at the Canoe Club is available for open recreation at all times with the exception of pre-approved recreational events.
2. The gymnasium is available on a first come first serve basis.
3. Children under the age of sixteen (16) must be accompanied by adult, who must remain in attendance at all times.
4. Individuals conducting themselves in an anti-social manner will be asked to leave the gymnasium. This includes, but is not limited to, unsportsmanlike conduct, profanity and equipment misuse.
5. Fitness or running shoes are required in the gymnasium. No black-soled shoes, boots, or sandals are allowed.
6. Hockey pucks, lacrosse balls or other similar hard density sports pucks or balls are not permitted in the gymnasium.

MEETING ROOM RULES

1. Meetings of groups whose members are under 16 years old must be supervised by an adult.
2. Refreshments and light catered meals may be served. Meal preparation is not allowed in the kitchen if there is a reserved private function.



RULES & REGULATIONS

Meeting Rooms Rules Cont.

3. Furniture and room set-up are the responsibility of the group using the meeting room.
4. Users are responsible for cleaning up and restoring the room to its original condition before leaving. Food garbage must be removed unless other arrangements have been approved.
5. Meeting room booking times can only be extended if there are no other bookings scheduled.
6. Any spills should be reported to the Caretaker as soon as possible to mitigate damage and prevent stains.

TENNIS COURT RULES

1. Tennis courts may be scheduled for both reserved and open recreational play.
2. The use of the courts shall be limited to 1 hour for singles or doubles play if others are waiting to use the court; or unless the court is otherwise reserved.
3. Tennis courts are to be used for tennis only. No bicycles, skates, skateboards, in-line skates, hockey or other activities permitted.
4. No more than 4 players per court are permitted.
5. No pets allowed on courts.
6. Tennis players must supply their own racquets, balls, etc...
7. Sign-up is required before commencing play. Booking times must be noted at the time of sign up in the sign up log.

PARKING RULE

- Parking is for the exclusive use of visitors attending events, meetings or scheduled functions at the Canoe Club.
- Visitor Parking is from 9:00 a.m. to 6:00 p.m. up to a maximum of three (3) hours at a time.
- Evening Parking is from 6:00 p.m. to 11:30 p.m.
- There is "No Overnight Parking between 11:30 p.m. to 9:00 a.m. except by "Guest Parking Pass" (24 hour parking pass in neon blue; supplied with guest room rental.)

All vehicles in violation of these rules will be towed at the vehicle owner's expense. The Canoe Club at Klahanie assumes no responsibility for loss, damages or expense of towing of any vehicle in violation of these rules.



RULES & REGULATIONS

DANCE ROOM RULES

1. Children under the age of sixteen (16) must be accompanied by an adult, who must remain in attendance at all times.
2. No black-soled shoes, boots, or sandals are allowed.
3. No food or alcoholic beverages allowed. Water is permitted in closed bottles only. Glass included but not limited to glass containers, water bottles, or other breakable items are not permitted in Dance Room.
4. No boisterous or rough play, unnecessary noise or foul language permitted at any time.
5. Music, radio, or any sound equipment has to be at a reasonable level so it does not disturb other residents using other rooms.
6. No thumbtacks, tape, or other adhesive products are to be used on the walls, ceiling or other surfaces.
7. All garbage must be removed after use.
8. Any damages must be reported to the caretaker immediately. Any spills should be reported to the Caretaker as soon as possible to mitigate damage and prevent stains.
9. Smoking or vapor products use is not permitted.

Please note General Rules for Canoe Club apply while using this room.



RULES & REGULATIONS

BOOKING POLICIES – AMENITY ROOMS

The Canoe Club is designated for the use and enjoyment of all Owners at the Klahanie Development. In order to ensure access to all facilities for the Owners, exclusive use booking will be limited as outlined below.

1. Designated rooms may be used for private parties for Klahanie Development Owners only; other rooms may be booked if approved by the Canoe Club Committee.
2. The designated rooms available for private rentals include: Poolside Lounge (including kitchen excluding the pool table and related equipment), Activities Room, Theatre Room, Gymnasium & Meeting Room.
3. No Commercial type activities are permitted.
4. No individual booking is allowed for any rooms on Statutory Holidays, Dec 24, and Dec 31.
5. Theatre room bookings are for a maximum duration of three (3) hours.
6. Gymnasium bookings are for a maximum duration of one and a half (1.5) hours.
7. No booking of Outdoor Facilities is permitted. Pools and decks are open to all Owners at all times, unless approved by the Canoe Club Committee.
8. Booking a private function does not entitle guests to use of the swimming pool, hot tub or any other amenity room within the Canoe Club.

BOOKING PROCEDURES & FEES:

Booking Procedures: Facility rooms must be booked a minimum of one week in advance. All bookings are made through the Caretaker. A form accepting responsibilities and understanding of facilities rules must be signed at the time of booking. Cheques for both the damage deposit and booking fees must be received a minimum of two weeks prior to the reservation.

No room rental bookings will be accepted more than sixty (60) days in advance.

Owners are permitted one active booking at a time.

Booking Fees – Poolside Lounge: A non-refundable fee of \$100 will be charged for each booking from Monday – Thursday, up to 5 hours. A non-refundable fee of \$125 will be charged for each booking on weekends (Friday, Saturday and Sunday) up to 5 hours. A non-refundable fee of \$75 will be charged for each booking on weekends (Friday, Saturday and Sunday) up to 3 hours. In addition, a \$200 refundable damage deposit is required and will be returned after the event and upon completion of a satisfactory inspection by the Caretaker. If additional cleaning or repairs are needed, the balance of the costs will be taken out of the \$200 damage deposit. Payment must be made in cash or cheque to the Caretaker at the time of booking. All cheques are to be made payable to the “**Canoe Club**”.

Booking Fees – Activities Room, Theatre Room, Gymnasium, Dance Room & Meeting Room: A non-refundable fee as per the below schedule will be charged for each booking. In addition, a \$100 refundable damage deposit is required and will be returned after the event and upon completion of a satisfactory inspection by the Caretaker. If additional cleaning or repairs are needed, the balance of the costs will be taken out of the \$100 damage deposit. Payment must be made in cash or cheque to the Caretaker at the time of booking. All cheques are to be made payable to the “**Canoe Club**”.



RULES & REGULATIONS

Activities Room - \$40.00
Theatre Room - \$20.00
Gymnasium - \$25.00
Meeting Room - \$20.00
Dance Room - \$30.00

BOOKING POLICIES – GUEST SUITES

The Canoe Club is designated for the use and enjoyment of all Owners at the Klahanie Development. In order to ensure access to all facilities for the residents, exclusive use booking will be limited as outlined below.

1. Rental of guest suites is limited to a maximum of seven (7) nights unless pre-approved by the Canoe Club Committee, no extension will be allowed if there is a waiting list during the busy holiday season or summer months.
2. Owners are entitled to one (1) active booking at a time.
3. Guest suites may **not** be booked more than sixty (60) days in advance.
4. Guest suites are limited to two (2) adults per suite.
5. Cancellation more than seven (7) days in advance of guest arrival will result in full refund of the rental deposit.
6. Cancellations up to seven (7) days before guest arrival will result in a 50% loss of the rental deposit.
7. Cancellations less than 48 hours prior to guest arrival will result in a 100% loss of the rental deposit.
8. Check in: 2 pm
9. Check out: 11 am
10. Additional cleaning is available during stay for an additional \$30 charge.
11. Clean towels will be available from the Caretaker upon request.
12. All Rules & Regulations for the Canoe Club applies to users of the guests suites as well.

BOOKING PROCEDURES & FEES:

Booking Procedures: All bookings are to be made through the Caretaker. A form accepting responsibilities and understanding of rules must be signed at the time of booking. Cheques for both the damage deposit and booking fees must be received a minimum of two weeks prior to the reservation.

Booking Fees – Guest Suite(s): A fee of \$80 per night will be charged. In addition, a \$100 refundable rental deposit is required which will be returned upon satisfactory checkout inspection by the Caretaker. If additional cleaning or repairs are needed, the balance of the costs will be taken out of the \$100 damage deposit. Any damages exceeding the deposit amount may be charged to the Owner's strata lot. Payment must be made in cash or cheque to the Caretaker at the time of booking. All cheques are to be made payable to the "Canoe Club".

**** NOTE: There are access restrictions to the Guest Suite(s) ****