



Condominium Property Managers

**STRATA CORPORATION BYLAWS
& STRATA CORPORATION RULES**

FOR

STRATA PLAN VR 2691

“PICASSO AT THE PARK”

711 EAST SIXTH AVENUE, VANCOUVER, B.C. V5T 1L7

Strata Corporation Bylaws & Rules
April 8, 2002

**PICASSO AT THE PARK, 711 EAST SIXTH AVENUE, VANCOUVER, BC
STRATA CORPORATION VR 2691**

**SCHEDULE OF STRATA CORPORATION BYLAWS
FOR STRATA PLAN VR 2691**

Division 1 - Duties of Owners, Tenants, Occupants and Visitors

Payment of strata fees

- 1 (1) An owner must pay, without invoice, all strata fees owing to the strata corporation on or before the first day of the month to which the strata fees relate.
- (2) An owner must pay, without invoice, any money (other than strata fees, but including special levies) owing to the strata corporation on or before the due date that payment of the money, including a special levy is due.
- (3) An owner who does not pay his or her monthly strata fees, special levies, or other money that is owing to the strata corporation within 15 days after the date that the payment becomes due, must pay to the strata corporation a late payment penalty in the amount of:
 - (a) \$50.00, if the payment is made after 15 days;
 - (b) and for each additional month, or portion thereof, such default continues, an additional fine of \$50.00, a month will be levied against and paid by the owner.

Repair and maintenance of property by owner

- 2 (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.

Use of property

- 3 (1) An owner, tenant, occupant 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) An owner, tenant, occupant or visitor entering the building must ensure that all outside doors are securely closed behind them.

- (3) An owner, tenant, occupant or visitor must not enter restricted areas, such as rooftops and storage areas, other than the locker or bicycle storage room.
- (4) An owner, tenant, occupant 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.
- (5) An owner, tenant, occupant or guest must not store a bicycle on a balcony.
- (6) No sign shall be erected, placed or exposed or maintained on a strata lot or the common property, except when permitted, and where designated by the strata corporation.
- (7) The installation of an in-suite washer, or dryer, or built-in dishwasher is prohibited.
- (8) An owner, tenant or occupant 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 10:00 p.m. and 9:00 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 owner, tenant or occupant;
 - (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) leave on the common property or any limited common property, any shopping cart or any other item designated from time to time by the strata council;
 - (f) 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 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;
 - (g) 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;
 - (h) do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
 - (i) 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;
 - (j) allow a strata lot to become unsanitary or a source of odour;

- (k) 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, 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;
- (l) install any window coverings, visible from the exterior of his strata lot, which are different in size or colour other than white or off-white;
- (m) 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;
- (n) 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;
- (o) erect on or fasten to the strata lot, the common property or any limited common property any television or radio antenna or similar structure or appurtenance thereto;
- (p) place any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot;
- (q) place any indoor-outdoor carpeting on any deck, patio or balcony, or place any items on any deck, patio or the balcony except free-standing, self-contained planter boxes, barbecues, summer furniture and accessories;
- (r) 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;
- (s) remove, or take any recycled good, or any object, item, or garbage that constitutes a disposed or recycled good from a recycle bin or garbage dumpster that is on the common property;
- (t) cycle, skateboard, rollerblade, or use scooters on any part of the common property;
- (u) climb over any parameter fence, patio wall, or gate, to gain access on to the common property, or in the building, or into any strata lot within the building.

Inform strata corporation

- 4 (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) Within 2 weeks of becoming an owner, if a vehicle is parked or stored on the common property, an owner must inform the strata corporation of the vehicle license plate number, year, model and make of the vehicle.
- (3) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

- (4) Upon vacating the premises, an owner, tenant or occupant must return the security key for all exterior entrances to the building, back to the strata corporation. There will be a charge of \$50.00 for a lost or missing key.

Obtain approval before altering a strata lot

- 5 (1) An owner must obtain the written approval of the strata corporation before making 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 or windows 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.
- (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.

Obtain approval before altering common property

- 6 (1) An owner must obtain the written approval of the strata corporation before making 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.

Permit entry to strata lot

- 7 (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot:
 - (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 and Rules, or insure under the Act, or
 - (ii) to ensure compliance with the Act and the strata corporation bylaws and Rules.
- (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry. Should an owner, tenant or occupant deny

access after having been given 48 hour notice, a fine in accordance with section 37(a) of these bylaws will be levied against the owner of the strata lot. In addition to a fine which may be imposed, any expenses incurred by the strata corporation to gain entry into a strata lot may be charged to the owner, tenant, or occupant of the strata lot.

Use of Patios and Balconies

- 8 An owner, tenant or occupant of a strata lot which does not have enclosed balconies shall not place planters or other such items or equipment within any part of the limited common property designated on the strata plan exclusively for the use of such owner unless, in the opinion of the council, such planters, items or equipment are in keeping with the balance of the development in terms of design, quality, proportion and colour. Any such planters, items or equipment will be maintained in good and tidy condition on an ongoing basis and the responsibility for such maintenance will be solely for the account of the owner, tenant or occupant entitled to the use of the limited common property on which they are placed.

Garbage Disposal

- 9 An owner, tenant or occupant shall remove ordinary household refuse and garbage from his strata lot and deposit it in the recycle or garbage containers provided by the strata corporation for that purpose. All garbage (except items that are deposited in the recycle containers) shall be bagged and tied before so depositing and the owner, tenant or occupant shall remove any materials other than ordinary household refuse and garbage from the strata plan property at his expense.

Bicycles

- 10 No bicycle is to be kept on balconies or patios; instead, they shall be stored within the owner's unit, or within the owner's designated storage locker, or within the bicycle storage room or such other area as may be prescribed by the council.

Storage

- 11 (1) An owner, tenant or occupant shall not use any part of the common property (other than established storage rooms or lockers) for storage, without the written consent of the council.
- (2) Any owner, tenant or occupant 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.

Parking

- 12 (1) An owner, tenant or occupant must use parking stalls only for the parking of licensed, insured, and roadworthy 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 otherwise approved in writing by the council.

- (2) An owner, tenant or occupant shall not:
- (a) use any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;
 - (b) carry out any oil changes, major repairs or adjustments to motor vehicles or other mechanical equipment on common property or on any limited common property, except in the case of emergency;
 - (c) rent or lease the parking space assigned by the strata corporation to his strata lot to or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building;
 - (d) park any vehicle in a manner which will reduce the width of the garage roadway or ramp or any roadway on the common property or on any limited common property.
- (3) An owner, tenant or occupant must promptly and at its own expense clean up any oil or other substance which spills or leaks from a vehicle (including a boat or trailer) that is parked onto the common property.

Move In / Move Out

- 13 (1) Any damages caused by a move into or out of a strata lot to the common property or limited common property of the strata corporation will be charged to the owner of the strata lot.
- (2) An owner or tenant must notify the strata corporation in advance of the date and time that the owner or tenant will be moving into or out of the strata lot.

Selling of Strata Lots

- 14 An owner of a strata lot, when selling his strata lot, will not permit "For Sale" signs to be placed on or about the common property. Signs indicating a unit for sale, are restricted to the "Units for Sale" sign designated for such purpose which is situated at the South side of the building and located adjacent to the building entrance on Sixth Avenue.

Pets

- 15 (1) An owner, tenant or occupant 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 animals;
 - (c) up to two caged birds;
 - (d) one dog and one cat.
- (2) An owner, tenant, occupant or visitor that keeps or brings a pet into the building premise, or onto the common property of the strata corporation, must comply with these bylaws and any building rules that are enacted by the strata council on behalf of the strata corporation pursuant to the keeping of pets.

- (3) An owner, tenant or occupant 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 and the building rules 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 and the building rules.
- (4) An owner, tenant, occupant or visitor must ensure that all dogs are leashed or otherwise secured when on the common property, whether inside or outside the building premises.
- (5) 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.
- (6) An owner, tenant or occupant that keeps a pet in a strata lot, either permanently or temporarily, shall register that pet with the strata council by providing to the strata council a written notice, signed by the owner, tenant, or occupant setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the license number of the pet (when the pet is required to be licensed).
- (7) An owner of a pet shall not permit the pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property, the owner shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a sanitary manner.
- (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.
- (9) If any owner, tenant or occupant violates any provision of these bylaws or if the strata council on reasonable grounds considers a pet, or aquarium, 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, or aquarium, removed from the strata lot within thirty days of receiving such notice.

Hard Floor Surfaces

- 16 (a) An owner must receive the written permission of the strata council to install a hard floor surface.
- (b) An owner of a strata lot who has or installs a hard floor surface such as hardwood floor or tile in a strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including the installation of a sub-floor; and without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpet and avoiding walking on such flooring with hard soled footwear.

Smoking

- 17 (a) No burning material, such as cigarettes or matches, shall be thrown out or be permitted to fall out of any window, door, balcony, stairway, hallway or other part of the strata lot or common property.
- (b) No smoking is permitted on the common property within the building.

Division 2 - Powers and Duties of Strata Corporation

Repair and maintenance of property by strata corporation

- 18 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 property;
 - (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 and windows on the exterior of a building or that front on the common property;
 - (E) fences, railings and similar structures that enclose patios, balconies and yards;
 - (d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to:
 - (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (iv) doors and windows on the exterior of a building or that front on the common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Small Claims Actions

- 19 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.

Appointment of Auditor

- 20 The strata corporation may appoint an auditor to examine the books of the strata corporation.

Division 3 - Council

Council size

- 21 (1) The council must have at least 3 and not more than 7 members.

Persons Permitted on Council

- 22 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 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.

Council members terms

- 23 (1) The term of office of a council member ends at the end of the annual general meeting at which a new council is elected.
- (2) A person whose term as council member is ending is eligible for reelection.
- (3) In the election of council members, all council members must be elected for a term of one year.

Removing council member

- 24 (1) Unless all the owners are on the council, 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 must 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.

Replacing council member

- 25 (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 least 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.

Officers

- 26 (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, a secretary 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) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

Calling council meetings

- 27 (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 either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

- (4) The council must inform owners about a council meeting as soon as possible after the meeting has been called.

Requisition of council hearing

- 28 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
 - (2) If a hearing is requested under subsection (1), the council must hold 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.

Quorum of council

- 29 (1) A quorum of the council is
 - (a) 3, if the council consists of 5 or 6 members, and
 - (b) 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.

Council meetings

- 30 (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) If a council meeting is held by electronic means, council members are deemed to be present in person.
 - (3) Owners may attend council meetings as observers.
 - (4) Despite subsection (3), 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.

Council records

- 31 (1) The council shall:
 - (a) record and maintain minutes of all council meetings and general meetings.
 - (b) cause proper books of account to be kept in respect of all sums of money received and expended by it on matters of which receipt and expenditure take place.

- (c) prepare proper accounts relating to all money of the strata corporation, and the income and expenditure of it, for each Annual general Meeting; and
 - (d) on application of an owner or mortgagee, or a person authorized in writing by him, make books of account available for inspection at all reasonable times.
- (2) The council shall keep, in one location, or in the possession of one person, and shall make available on the request of an owner, or a person authorized by him any of the following:
- (a) a copy of the Strata Property Act & Regulations;
 - (b) a copy of the Bylaws and Rules of the strata corporation;
 - (c) a copy of special or unanimous resolutions;
 - (d) a copy of all legal agreements to which the strata corporation is a party, including management contracts, insurance policies, insurance trustee agreements, deeds, agreements for sale, leases, licences, easements of right of way;
 - (e) a register of the members of council;
 - (f) a register of the strata lot owners, setting out the strata lot number, the name of the owner, the unit entitlement, the name and address of any mortgagee who has notified the strata corporation, the name of any tenant or lessee, and a notation of any assignment by the owner to the lessee;
 - (g) a copy of the annual budget for each year; and
 - (h) minutes of all council meetings and general meetings.

Voting at council meetings

- 32 (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.

Council to inform owners of minutes

- 33 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

- 34 (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 a person should be denied access to a recreational facility.

Spending restrictions

- 35 (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

Acquisition or Disposition of Personal Property

- 36 The strata corporation may purchase, lease or otherwise acquire personal property for the use or 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.

Limitation on liability of council member

- 37 (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.

Division 4 - Enforcement of Bylaws and Rules

Maximum fine

- 38 The strata corporation may fine an owner or tenant a maximum of

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule.

Continuing contravention

- 39 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.

Division 5 - Annual and Special General Meetings

Person to chair meeting

- 40 (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.

Participation by other than eligible voters

- 41 (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.

Quorum

- 42 (1) At an Annual and Special General Meeting one third of the persons entitled to vote present, in person or by proxy constitutes a quorum.
- (2) If within one-half ($\frac{1}{2}$) hour from the time appointed for an Annual or Special General meeting a quorum is not present, the meeting stands adjourned for thirty (30) minutes, after which time the persons present, entitled to vote, shall constitute a quorum.

Voting

- 43
- (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 any other vote 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.

Order of business

- 44 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.

Division 6 - Voluntary Dispute Resolution

Voluntary dispute resolution

- 45** (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.

**PICASSO AT THE PARK, 711 EAST SIXTH AVENUE, VANCOUVER, BC
STRATA CORPORATION VR 2691**

SCHEDULE OF STRATA CORPORATION RULES FOR STRATA PLAN VR 2691

1) EMERGENCY TELEPHONE NUMBERS:

Police / Fire / Ambulance: 911; Property Manager: 604-682-5611; Building Caretaker: 604-876-4678

2) SECURITY EXTERIOR DOOR KEYS:

Keys are issued at time of occupancy. Both owners and tenants must return the exterior security key to the Strata Manager before vacating the premises. Lost or misplaced keys will be subject to a \$50.00 fee. Keys will not be issued to any children.

3) USE OF STRATA LOT:

A strata lot shall be used exclusively as a private dwelling home for not more than 3 persons per 1 bedroom suite and not more than 5 persons per 2 bedroom suite, not including any guests staying less than two weeks.

4) MAINTENANCE AND REPAIRS:

Residents may make requests for repairs and maintenance on common property to the building caretaker during the hours 9:00 Am to 5:00 PM Monday to Friday. Repair or maintenance emergencies will be handled immediately.

5) **MOVING:**

Household furniture and effects of the occupant shall not be taken into or removed from the building before 9:00 AM or after 9:00 PM. Tenants and owners will be responsible for any damages incurred to the common property during a move in to or out of a strata lot. All moving trucks, vans, etcetera, are not permitted in the parking compound and must load and unload from the front door to the street. A non-refundable building move-in charge of \$200.00 is payable in advance by an Owner or Lessee.

6) **PETS:**

An owner, tenant, or occupant of a strata lot must not keep any pets except for a reasonable number of fish, a reasonable number of caged animals, up to two caged birds, or, one dog and one cat. All occupants are to notify the Manager of any pets living in the unit. Dogs must be leashed while on common property. Unattended pets are strictly prohibited on the common property of the premises. Pet excrement must be disposed of in a sanitary manner.

7) **DISTURBANCES AND NOISE:**

No occupant or their visitors shall play or operate any musical instrument, stereo, radio, television set, or make any other noise such as it will disturb the peaceful enjoyment of other occupants. Any boisterous conduct or other actions which will disturb the peaceful enjoyment of other occupants is absolutely prohibited.

8) **GARBAGE:**

Please keep the premises clean by using the recycling bins or dumpster provided. Make sure garbage is bagged properly and placed in the plastic recycling or metal garbage containers provided. Garbage must not be left on a balcony or in the hallway, or other common area at any time. An owner, tenant, or occupant must not remove any recycled good or any object, item, or garbage that constitutes a disposed or recycled good from a recycle bin or garbage dumpster that is on the common property.

9) **SECURITY:**

An owner, tenant, occupant, or their visitors, shall upon entering or leaving the building, ensure that all outside doors are securely closed behind them.

10) **COMPLAINTS:**

Complaints or requests for service from the strata corporation must be submitted to the strata corporation or the agent for the strata corporation (the property manager or building manager) in writing.

11) **PLUMBING AND ELECTRICAL:**

Each owner, tenant or occupant shall endeavor to conserve the plumbing system and the electrical system of the building and any damage to any of these caused by the wrongful act or neglect by the owner, tenant, occupant or guest shall be repaired at the expense of such owner.

12) **BICYCLES:**

The owner, tenant, occupant, or their visitors shall not bring bicycles onto balconies.

13) **SOLICITORS**

Door to door solicitation will not be permitted. Residents are requested to notify the building manager if solicitors appear in the building without permission.

14) **ENTRY INTO BUILDING AND ONTO COMMON PROPERTY:**

No resident shall permit entry to persons they do not know. A resident is responsible for anyone they allow entry to the building. No owner, tenant, or occupant shall climb over any perimeter fence, patio wall, or gate, to gain access on to the common property, or in the building, or into any strata lot within the building.

15) ROOF TOP:

Only authorized personnel are allowed on the roof. Placing of antennas or other equipment on the roof is prohibited, unless permitted by council in writing.

16) INSURANCE:

Occupants are aware that the strata corporation does not cover individual contents and that all occupants should have appropriate insurance coverage.

17) BALCONIES

Balconies are not to be used for hanging and drying laundry or for storage, unless the storage of an object is approved by the strata corporation.

18) BARBECUES

Only gas or electric barbecues are allowed, no charcoal or briquette barbecues will be permitted.

19) NO MATERIAL IS PERMITTED TO BE THROWN OR TO FALL FROM STRATA LOT:

Nothing shall be thrown, swept, or placed by residents or guests, out the windows or doors, or down the stair-ways or passageways of the premises, nor shall anything be thrown, swept or permitted to fall from the windows, balconies, doors, or other part of a strata lot or common property.

20) COMBUSTIBLE, DANGEROUS, AND OFFENSIVE GOODS:

No combustible, dangerous, or offensive goods, provisions or materials, shall be kept on the premises.

21) BEVERAGE / FOOD CONSUMPTION AND SMOKING IN COMMON AREAS:

No owner, tenant, guest or visitor shall consume any beverage or any type of food in the common areas. Smoking is not permitted in the lobby, hallways, stairwells or other common areas within the building.

22) ELECTRICAL WIRING:

No wiring for electrical lights, television or radio connections, or otherwise, are to be installed in the premises without permission in writing from the strata corporation.

23) SIGNS:

Residents shall not display any sign advertisement or notice in or about the premises, except where designated by the strata corporation.

24) RECREATIONAL VEHICLES:

RV's of any type, campers, trailers or motor homes, boats and trailers, are not permitted to be parked in the parking lot of the premises, unless approved by the strata corporation. No vehicle shall be parked in the parking lot of the premises which is in excess of 20 feet in length.

25) VEHICLES:

All vehicles parked on premises must be insured and roadworthy, and third party liability insurance must be displayed. If the vehicle license does not show third party liability insurance, the vehicle may be towed at the owners' expense. No vehicle exceeding 4,000 kg G.V.W. shall be brought onto the common

property of the premises without the consent of the strata corporation, except when used to deliver or remove goods from the premises.

26) PARKING:

All occupants must park in their assigned parking spaces. Visitor parking is for visitors and residents must not park in the visitor parking. Parking facilities are used at the occupants own risk. The playing of loud music emanating from a vehicle, or the use of a car horn, upon entering or leaving the parking facility is prohibited.

27) RENTAL UNITS:

Before an Owner, or agent of the Owner, rents all or part of a residential strata lot, the Owner, or agent of the Owner must give the prospective tenant the current by-laws and building rules, and must provide to the strata corporation a signed Form "K" - Notice of tenants responsibilities", within two weeks of occupancy.

28) SUBLETTING OF RENTAL UNITS:

The subletting of a rental unit by a tenant is strictly prohibited.

29) SMOKING ON COMMON PROPERTY NOT PERMITTED:

Smoking is not permitted on the common property within the building, including hallways, stairways, elevator, locker room, bicycle storage room, and lobby area.

30) CHRISTMAS TREES:

No live or natural Christmas trees are allowed to be brought onto any strata lot.