York West Asset Management Properties Group (BC) Inc
affiliated with Permania Management Inc.
202 – 1591 Bowser Ave
North Vancouver, BC V7P 2Y4

NOTICE

RE: STRATA BY-LAWS

The attached by-laws are the new by-laws - - which may include STRATA RULES and REGULATIONS - - under the new Strata Property Act.

PLEASE NOTE: York West Permania does NOT take responsibility for the information in these documents. If the by-laws are required for legal purposes, a true copy is to be obtained from the BC Land Title and Survey Authority. *(previously Land Title office)*

SCHEDULE OF BYLAWS
The Owners, Strata Plan VR 1595

Be it resolved that all previously registered bylaws be repealed, and replaced with the following bylaws:

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

Payment of strata fees

1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate. If an owner fails to pay strata fees at the required time the strata corporation may charge a fine of $50.00 per month. If an owner fails to pay a special levy at the required time he may be fined $50.00 for each month the special levy remains unpaid.

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,

(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, or

(f) requires access to the building for clients for business purposes unless the prior written permission of the council to run the business is obtained.

(2) 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*.

(3) 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) up to 2 caged birds;

(c) two dogs not exceeding 40 pounds in weight each or two cats, or one of each.

(4) Council, in their reasonable discretion, may approve pets other than the ones listed above. Rodents are not allowed in the complex.

(4) An owner tenant occupant or visitor shall not feed wildlife; including but not limited to birds and rodents from the strata lot or the common property.

(5) An owner, tenant, occupant or visitor must ensure that all pets are leashed or otherwise secured when on the common property or on land that is a common asset. The owner is responsible for the immediate clean-up of any pet excrement that occurs on common property. An owner or his designate shall ensure that any fecal droppings by his pet are picked up and deposited in the garbage container. Cat litter must be disposed of in the same manner and shall not be flushed down the toilet.

(6) A pet shall not cause a nuisance to any resident.

(7) If the council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the *Strata Property Act*. At the end of the hearing, the council may take no action, fine the owner, require the person to pay the costs of remedying the contravention, or order the immediate removal of the pet from the strata lot in which case the pet will be immediately removed. The owner of the pet will be advised about the outcome of the hearing in writing.

(8) Each strata lot shall not be occupied by more than two persons in a one-bedroom strata lot without the prior written permission of council. For the purpose of this bylaw "person" excludes visitors staying for less than 30 days or visitors staying for 30 days or longer that have been approved by council.

(9) An owner, tenant or occupant shall not permit undue noise to be made in or about any strata lot or the common property, or permit any act which will interfere unreasonably with any resident.

(10) Sound generation or reproduction shall be restricted so as not to disturb other residents. The operation of equipment and/or appliances such as dishwashers, whirlpool tubs and laundry machines shall be limited to the hours of 7:00 a.m. to 11:00 p.m.

(11) An owner, tenant or occupant shall not use or permit the use of his strata lot for a professional, commercial or business purpose that:

(a) may or will increase the amount of foot traffic or motor vehicle traffic in the common property or the strata lot;

(b) in any way increases or may increase the liability risk of the strata corporation;

(c) involves customers, clients, employees, contractors, other workers or any individuals attending the strata lot other than those individuals ordinarily resident in the strata lot; or

(d) individuals using a strata lot as a place of temporary lodging.

(12) An owner, tenant or occupant shall provide a copy of his insurance coverage to the council prior to having a waterbed in the strata lot. Such coverage must be for a minimum of $1,000,000.00 and must name the strata corporation as an additional insured. The owner is responsible for all resulting damage to the strata lot, other strata lots and to the common property that is caused by the waterbed. The owner of a strata lot shall reimburse the strata corporation for any cost incurred by the strata corporation in paying to repair the damage related in any way to the waterbed.

(13) For window coverings in a strata lot any surface immediately adjacent and parallel to the exterior windows that are visible from outside the strata lot must be cream, beige or white in colour.

(14) Only propane, gas or electric barbecues are allowed. They must be used in a safe manner and operated a minimum of 50 centimeter away from all siding on the building.

(15) No owner, tenant, occupant or visitor shall do anything or permit anything to be done that will increase the risk of fire, or the rate of fire insurance on the building or any part thereof.

(16) Bicycles may only be transported or stored in a manner that does not damage a strata lot or the common property.

(17) Patio furniture, barbecues and plants are the only items allowed on balconies and patios. A resident shall be required to remove from his balcony or patio any object that, in the opinion of the council, detracts from the exterior appearance of the building. The object shall be removed within seven (7) days of the notice being given.

(18) Smoking is not permitted on the common property inside the building, including but not limited to hallways, elevators, landings, stairwells and parking areas.

(19) No laundry, washing, clothing, bedding or other articles shall be hung or displayed in a place where they are visible from outside the strata lot.

(20) No signs, billboards, placards, notices or advertising material of any kind shall be placed on any part of a strata lot or the common property without the prior written permission of the council. This bylaw shall be interpreted in a manner consistent with elections legislation.

(21) A resident or visitor must not smoke on the common property.

(22) A resident or visitor must not hinder or restrict sidewalks, entrance, exits, hall, stairways, passageways and other parts of the common property. This includes personal items and garbage.

(23) A resident or visitor may not wear or use inline skates or skateboards anywhere in the building, including in a strata lot.

(24) A resident or visitor must not use common property electrical outlets, with the exception of parking area outlets, when vacuuming a vehicle.

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) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

Obtain approval before altering a strata lot

5 (1) An owner must obtain the written approval of the council 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, windows or 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) placing attaching or locating an antenna, satellite dish, air conditioner or similar structure or appurtenance.

(2) The council 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 council before making an alteration to common property, including limited common property, or common assets.

(2) The council may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Alterations to a strata lot or common property

7 (1) Any alteration to a strata lot or to common property that has not received the prior written approval of council must be removed at the owner's expense if the council orders that the alteration be removed. An owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a strata lot if such repair is required as a result of the alteration. An owner who receives approval may be required by the council to sign an Assumption of Liability Agreement.

(2) The owner will be responsible to obtain the applicable building permits prior to commencing the work, and obtaining such permits is a condition of the council's approval.

(3) Owners who undertake alterations in accordance with these bylaws, and subsequent owners, are responsible for all costs relating to:

(a) the maintenance and repair of the alterations,
(b) the effects on all adjacent strata lots or common property, and
(c) the effects of rain and weathering, staining, discoloration.

(4) The council may maintain, repair, or remove alterations to common property if in the opinion of the council:

(a) the alterations are not maintained or repaired, or
(b) the alterations are damaged.

All costs incurred in the maintenance, repair, and/or removal will be charged to the owner of the strata lot and are his responsibility.

(5) On the sale of a strata lot, owners must include all obligations and costs that may be applied relating to alterations in any agreement of sale. If the subsequent owner refuses to sign an Assumption of Liability Agreement with the strata corporation the alteration may be removed by council and the cost of the removal will be charged to the new owner.

(6) To remove an approved alteration or attachment, an owner must negotiate the terms of removal with the council.

(7) The council reserves the right to require, or have an owner provide, specified professional supervision or inspection, or both, of approved alterations. The council may include specified supervision or inspection as a requirement of approval.

(8) An approved alteration shall be done between the hours of 8:00 a.m. and 5:00 p.m. or at such other times as prescribed by council. Construction work shall not be done on Sundays or statutory holidays.

(9) An owner who is permitted to make an alteration shall be responsible for the removal of any construction debris and the common property shall be completely cleaned up prior to the site being left each day.

(10) A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds or similar structures temporarily or permanently on common property, limited common property, or land that is a common asset without the prior written permission of council. The placing of items on limited common property balconies or patios shall be limited to free-standing planter boxes or containers, summer furniture and accessories.

Permit entry to strata lot

8 (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, 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 section 149 of the *Act*.

(2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

Division 2 – Powers and Duties of Strata Corporation

Repair and maintenance of property by strata corporation

9 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, windows and skylights 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, 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, windows and skylights 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.

Division 3 – Council

Council size and membership

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

(2 An owner will not be entitled to be elected to council or continue to stand on council if the strata corporation is entitled to register a lien against that strata lot under section 116 of the *Strata Property Act*.

Council members' terms

11 (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 reelection.

Removing council member

12 (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.

Replacing council member

13 (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

14 (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

15 (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 feasible after the meeting has been called.

Requisition of council hearing

16 (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

17 (1) A quorum of the council is
(a) 1, if the council consists of one member,

(b) 2, if the council consists of 2, 3 or 4 members,
(c) 3, if the council consists of 5 or 6 members, and
(d) 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

18 (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.

Voting at council meetings

19 (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

20 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

21 (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

22 (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.

Limitation on liability of council member

23 (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

24 Unless otherwise provided for in the 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.

Continuing contravention

25 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

Quorum

26 If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

Person to chair meeting

27 (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

28 (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.

Voting

29 (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 will not be entitled to vote at a general meeting except on matters requiring a unanimous vote if the strata corporation is entitled to register a lien against that strata lot under section 116 of the *Strata Property Act*.

Order of business

30 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

31 (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.

Division 7 – Marketing Activities by Owner Developer

Display lot

32 (1) An owner developer who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.

(2) An owner developer may use a strata lot that the owner developer owns or rents, as a display lot for the sale of other strata lots in the strata plan.

Division 8 – Rental Restriction

33 (1) The number of strata lots that may be rented within the Strata Plan shall be limited to ten (10) except for those rented pursuant to a successful appeal on the basis of hardship. Prior to offering the rental of a strata lot, the owner thereof shall make a written request to the council for permission to rent his strata lot. The council shall reply in writing stating whether or not ten (10) strata lots have been rented, (excluding those where permission to rent the strata lot was granted under hardship), and whether or not the owner can proceed to rent the strata lot in question. The council shall keep a register of those strata lots rented and a waiting list for owners to rent their strata lots. Requests to rent shall be honored on a first come, first served basis. A strata lot must be rented within 60 days of permission being granted or the owner will lose his place on the waiting list.

(2) Notwithstanding the preceding paragraph, an owner may apply in writing for an exemption on the grounds that this bylaw causes hardship to the owner. The application must be made in writing and must provide the reason the owner considers that an exemption should be made and must also provide whether or not the owner requires a hearing. If the owner requires a hearing, the council must hear the owner or the owner's agent within 3 weeks after the date the application is given to the strata corporation. An exemption is allowed if the council does not give its decision in writing to the owner within one week after the hearing, or if no hearing is requested, within 2 weeks after the application is given to the strata corporation. The exemption granted by the council may be for a limited time. The council cannot unreasonably refuse to grant the exemption.

(3) Within two weeks after renting all or part of his or her strata lot an owner must give the strata corporation a copy of the Notice of Tenant's Responsibilities signed by the tenant.

(4) The limitation on rentals is subject to section 143, as applicable of the *Strata Property Act*, and amendments thereto.

(5) Where the council grants an exemption to an owner to rent his strata lot on the grounds of hardship, the council can specify the length of time that the exemption is granted for. When permission to rent is granted on the grounds of hardship, the owner must rent his strata lot within 60 days, or the exemption is withdrawn.

(6) Where permission to rent pursuant to this bylaw has been automatically revoked, withdrawn, terminated, or will expire, an owner may re-apply to the council for permission to rent the strata lot and such application will be governed by the provisions of this bylaw and the *Strata Property Act* and amendments thereto.

(7) Where an owner leases his strata lot in violation of the bylaw, the strata corporation shall levy against the owner a fine of Five Hundred ($500.00) Dollars every seven days during the period of the lease.

(8) For the purposes of this bylaw the terms "lease", "rent", "rents", and "rental arrangement" shall include any and all forms of tenancy or licence relating to the occupancy of a strata lot.

Division 9 – Cleanliness

34 (1)The common property shall not be used to store any items without the prior written consent of the council.

(2) An owner, tenant or occupant shall not allow his strata lot, parking space and/or locker to become unsanitary.

(3) Residents shall place all recyclable materials in the recycling containers provided by the strata corporation for that purpose.

(4) Live Christmas trees must be wrapped or bagged when being carried into or out of a strata lot. Christmas trees may not be thrown into the strata corporation's garbage container but must be disposed of by the resident of the strata lot.

(5) No refuse shall be thrown out of and no mop or duster of any kind shall be shaken from any window, door, balcony or patio.

(6) Residents shall clean up any spills or debris that they cause in the common areas.

(7) Common property shall be kept clear of shopping carts, shoes, umbrellas and other such items.

(8) Council may charge the owner of a strata lot for the cost of any cleaning that the occupants of a strata lot fail to attend to.

Division 10 – Security of Building

35 (1) No one shall leave open or unlocked any outside entrance, including a door, gate or fire escape, unless they are in constant supervision of the area. When entering and exiting an entrance, all residents must ensure that the entrance is closed and locked behind them.

(2) No one shall let another person into the premises when entering themselves unless they know that person.

(3) No one is permitted, except when authorized by council, in restricted areas such as the roof, boiler room, electrical room and mechanical rooms.

(4) Delivery persons, tradesmen and other similar persons must be met at the gate by the applicable resident and escorted to and from the strata lot.

(5) Any suspicious persons or activities must be reported to a council member or to the police.

(6) Locks and deadbolts on the locker rooms, the garbage area, and the garage are to be locked at all times.

Division 11 – Parking

36 (1) No major repairs or adjustments to motor vehicles or other mechanical equipment shall be carried out on the common property.

(2) No one is allowed to camp overnight in a motor vehicle that is located on the common property.

(3) Motor vehicles may only be washed in such a manner that will not cause a nuisance or annoyance to other residents.

(4) A resident shall use only the parking space that has been specifically assigned to his strata lot. Illegally parked vehicles will be towed away at the owner's expense.

(5) The parking space assigned to a strata lot shall not be rented or leased to a non-resident.

(6) Each owner is responsible for cleaning up oil leakage in his/her parking space, as well as for maintaining the parking space in a neat and orderly condition. If the owner fails to clean up the space after 10 days notice to do so by council, the council will arrange for the space to be cleaned at the applicable strata lot owner's expense.

(7) The parking spaces may not be used for storage. No trailers, boats, recreational vehicles or equipment may be parked on common property without the prior written approval of the council.

(8) All motor vehicles in the parking garage shall be licensed and insured or have storage insurance in place. Proof of insurance shall be provided to the council if the vehicle does not have a valid licence.

(9) A fine or towing of a vehicle at the owner's expense may result for the breach of any of the subsections of this bylaw.

Division 12 – Small Claims

37 Pursuant to section 171 of the *Strata Property Act*, the council, on behalf of the strata corporation, may commence a proceeding under the *Small Claims Act* against an owner or other person to collect money owing to the strata corporation without further authorization from the strata corporation. The council may commence the proceedings to collect monies owing to the strata corporation for any reason, including but not limited to monies owing by an owner or tenant for a fine or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim.

Division 13 – Severability

38 (1) Should any portion of these bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the bylaws, each paragraph, sub-paragraph or clause hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.

(2) For the purposes of all bylaws, wherever the singular or masculine is used, it shall be construed as meaning the plural or feminine or body corporate where the context requires.