CAPSTONE – EPS 2247

135 2nd Street West
North Vancouver, BC

SCHEDULE OF STANDARD BYLAWS

Attached are the Bylaws of Strata Plan EPS2247. This amalgamated copy is for convenience only. For legal purposes, please rely on the Registered Land Title copies of the Bylaws / Amendments.

Amended: March 21, 2022 – Registration #CB87468
Amended: March 09, 2020 – Registration #CA8004303
Amended: March 19, 2018 – Registration #CA6749977

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SCHEDULE OF STANDARD 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.

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 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, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.

(4) 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 mammals;

(c) up to 2 caged birds;
(d) dogs or cats, provided that the total number of dogs and cats combined does not exceed two.

(5) An owner, tenant, occupant or visitor of a strata lot shall not:

(a) use a barbecue, hibachi, fire-pit or other like cooking or heating device on a balcony, deck or patio unless such barbecue, hibachi, fire-pit or cooking or heating device is powered by propane, natural gas or electricity and such propane, natural gas or electricity powered barbecues, hibachi, fire-pits and other cooking or heating devices shall not be used except in accordance with rules made by the strata corporation from time to time;

(b) install any window coverings or window tints, visible from the exterior of his or her strata lot, which are different in size and colour from those of the original building specifications;

(c) 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;

(d) use or install in or about a strata lo 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;

(e) erect on or fasten to the strata lot, the common property or any limited common property any television or radio antenna, satellite dish or similar structure or appurtenance thereto, except those approved in writing by the council;

(f) place any signs, billboards, notices or other advertising matter or any kind on, or visible from, the exterior of a strata lot;

(g) place any indoor-outdoor carpeting on any deck, patio or balcony, or erect, install or place any items on any deck, patio or balcony including umbrellas, flagpoles, tents or cabanas (except free-standing, self-contained planter boxes, gas barbecues, neutral coloured summer furniture and accessories) not install any hanging plants or baskets or other hanging items within three feet of a balcony railing line in any such case without the prior consent of the council;

(h) erect, install or place on any deck, patio or balcony a hot tub;

(i) use, or permit any occupant of his or her strata lot to use, his or her strata lot for purposes other than residential purposes and other purposes ancillary to residential purposes.

(6) If an owner is responsible for any loss or damage to a strata lot, common property, limited common property, or common assets, that owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the strata lot, common property, limited common property or common assets but only to the extent that such expense is not reimbursed from the proceeds received by operation of any strata insurance policy. Without limiting the generality of the word "responsible", an owner is responsible for the owner's own acts or omissions, as well as those of any of the tenants, occupants, visitors, agents, contractors, employees or pets of the strata lot or the owner. For the purpose of this bylaw 42(1) and bylaw 42(2), "strata insurance" shall mean the insurance coverage obtained and maintained by the strata corporation pursuant to the Strata Property Act, S.B.C. 1998, c. 43, as amended, and these bylaws.

(7) For the purposes of bylaws 3(2) and 42(1), any insurance deductible paid or payable by the strata corporation will be considered an expense not covered by the strata insurance proceeds received by the strata corporation and will be charged to the owner.

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 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, 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) Any portion of the plumbing, electrical, heating or fire suppression/detection systems, including supplementary heating and air conditioning devices; or

(i) 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.

(3) This section does not apply to a Strata Lot in a bare land Strata Plan.

(4) Flooring; an owner or occupant (hereinafter called the applicant) wishing to replace the existing floor covering with carpet and underlay, a ceramic, porcelain, slate, hardwood, laminate or other hard surface floor covering, and underlay shall first submit an application to Council which shall include the following:

i. A description of the type of flooring to be installed), in accordance with 8.2.
ii. A commitment by the applicant for all flooring and underlay to meet or exceed the minimum or greater sound (STC 72) and impact transmission (IIC 73), ratings, to provide an effective noise barrier. Carpeting should be of a high quality, high density. Carpet underlay must achieve guidelines in place.
iii. A commitment by the applicant to hold the Strata Corporation free of costs and to assume any and all costs for damage directly or indirectly caused to the common property and limited common property when installing or preparing to install carpeting with underlay, a ceramic, porcelain, hardwood, laminate or any hard-surface floor cover, with underlay.
iv. With hard surface flooring, felt pads must be installed on furniture. Area rugs are recommended in living and trafficked areas.
    - These flooring requirements may be waived for bathroom, kitchen, and foyer areas where stone, slate, or tile is part of the original and/or added foyer flooring.

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, 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

8 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 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, 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

9 (1) Subject to subsection (2), the Council must have at least 3 and not more than 7 members.

(2) If the Strata Plan has fewer than 4 Strata Lots or the Strata Corporation has fewer than 4 Owners, all the Owners are on the Council.

Council members' terms

10 (1) The term of office of a Council member ends at the end of the Annual General meeting at which the new Council is elected.

(2) A person whose term as Council member is ending is eligible for re-election.

Removing Council member

11 (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

12 (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

13 (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

14 (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

15 (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

16 (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

17 (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

18 (1) At Council meetings, decisions must be made by a majority of council members present in person at the meeting.

(2) Unless there are only 2 Strata Lots in the Strata Plan, 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

19 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

20 (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 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

21 (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

22 (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

23 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.

Additional assessments, fines authorized by these bylaws, banking charges, filing costs, expenses, interest charges and any other expenses incurred by either the strata corporation to enforce these bylaws, as they may be amended from time to time, or any rules which may be established from time to time by the council pursuant to the Act or these bylaws, shall become part of the assessment of the owner responsible and shall come due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the strata corporation may not register a lien against such component.

Continuing contravention

24 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

25 (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

26 (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

27 (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) If there are only 2 Strata Lots in the Strata Plan, subsection (5) does not apply.

(7) 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.

Order of business

28 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

29 (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

30 During the time the owner-developer is the owner of any strata lot, it shall have the right to

(1) maintain any strata lot or strata lots owner by it as display suites and/or presentation centres and to carry on any marketing and sales functions within such strata lots and within any are of the common property of the development;

(2) erect and maintain signage in and around any unsold strata lots and on the common property of the development for the duration of the marketing and sales program;

(3) maintain display areas, landscaping and parking areas;

(4) use any parking assigned to any unsold strata lots for marketing and sales purposes and for any other reason related to the development; and

(5) have access to any and all parts of the common property and common facilities for the purpose of showing strata lots, the common property and the common facilities to prospective purchasers and their representatives.

in each case as may be reasonable determined by the owner-developer to be necessary or expedient in order to assist it in marketing or selling strata lots in the development. The owner-developer shall act reasonably in exercising its rights under this Bylaw 30.

Division 8 – General

Late Payment of Strata Fees

31 If an owner is late in paying his or her strata fees, the owner must pay to the strata corporation interest on the late payment in the amount of 10% per annum, compounded annually, and calculated on a monthly basis commencing from the date the payment was due and continuing until the last date of the month in which it is paid.

Parking/Storage Area Lease

32

(1) Each owner of a strata lot may be entitled to the exclusive use of one or more of the parking stalls located within the common property pursuant to a partial assignment of the parking facility lease (the "Parking Facility Lease") originally entered into between the Developer as landlord and as tenant. Pursuant to the Parking Facility Lease, registration of the strata plan for the strata development, the strata corporation will assume all of the covenants and obligations of the Developer under the Parking Facility Lease with respect to the Parking Stalls (as defined in the Parking Facility Lease), and will assign its interest, as tenant, to the Developer. Owners are required to register their vehicle(s) with the Strata Corporation including but not limited to the vehicle make, model, colour and license plate number.

(2) An owner, tenant or occupant of any strata lot in the development will not carry out, or permit any guest, employee, agent or invitee of the owner or occupant to 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, including the underground parking facility, except in the case of emergency. An owner, tenant or occupant of a strata lot must

promptly and at its own expense clean up any oil or other substance that such person causes or permits to spill or leak onto the common property or limited common property, howeverso and whensoever such spill or leak occurs, whether as a result of any activity prohibited by these bylaws or otherwise.

(3) An owner, tenant or occupant of a strata lot will not park any vehicle on the common property of the development or permit any guest to park any vehicle on the common property, except in those parking stalls which are designated for use by visitors of the strata lots. Only guests of the owners, tenant or occupants of the strata lots will be entitled to use the visitor parking stalls located within the underground parking facility in the development and the surface parking stalls in the development designated for visitor parking, if any. The strata corporation may, from time to time, make rules and regulations concerning the visitor parking stalls, including, without limitation, rules and regulations with respect to the duration of time that guests may park in such stalls, and the owners, tenants and occupants of strata lots will cause their guests to comply with such rules and regulations.

(4) An owner, tenant or occupant of a strata lot will not store any vehicle or recreational vehicle on the common property or permit any guest to do so. Notwithstanding the foregoing, an owner, tenant of occupant of a strata lot may store a boat trailer or other recreational vehicle within a parking stall assigned to such strata lot pursuant to the Parking Facility Lease, provided that such boat trailer or other recreational vehicle fits within such parking stall without creating a danger or hazard to other users of the underground parking facility, and provided that the owner, tenant or occupant has obtained adequate insurance in respect thereof. The strata corporation may remove or cause to be removed from the common property any vehicle, boat trailer or other recreational vehicle that is deemed by the strata corporation to create a danger or a hazard to other users of the underground parking facility or is not adequately insured.

Planters/Landscaped Areas

33 Any landscaped areas and/or planters designated as limited common property and installed as part of the original development 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 of the strata lot entitled to the use of the limited common property on which they are placed. No such strata lot owner will change, alter or amend the plantings within such landscaped areas and/or planters designated as limited common property without the written consent of the strata council.

Residential Rentals

34

(1) Prior to possession of strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a notice of Tenant's Responsibilities in Form K.

(2) Within two weeks of renting a strata lot the landlord must give the strata corporation a copy of the Form K-Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act.

(3) An Owner must not use or allow a strata lot to be advertised, promoted, used, occupied or licensed for use as vacation or travel accommodation, including but not limited to, as a hotel room, bed and breakfast, home stay, AirBNB, VRBO, or any rental less than 30 days.

(3) Where an owner rents a strata lot in contravention of these bylaws, the owner shall be subject to a fine of $500 for each occurrence that the strata lot is rented in contravention of these bylaws and the strata corporation may, at the discretion of Council, take all necessary steps to terminate the rental including, but not limited to, seeking a declaration or Court injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws shall be the responsibility of the contravening owner and shall be recoverable from the owner on solicitor and own client basis by the strata corporation.

Move In/Out

35

(1) If an owner, tenant, or occupant is moving furniture and effects, major appliances, renovation or building materials, construction equipment, or other bulk or heavy articles in or out of the building, then that owner or occupant shall:

(a) Provide the strata council or a person designated by it with notice prior to moving such items in or out of the building;
(b) Arrange for an elevator key and elevator pads one week in advance of any move;
(c) Move or remove household furniture from the building only during such times and in such manner stipulated by the strata council from time to time
(d) Prevent such damage to the elevator when using it while moving, including
    I. Locking the elevator door open when moving items into our out of the elevator and not holding doors open manually or by propping objects against the elevator door; and
    II. Using elevator pads at all times throughout the move to protect the walls of the elevator;
(e) Only lock the elevator doors open for brief periods to minimize inconvenience to the other owners and occupants**;**
(f) Ensure that doors to the outside of the building not be left unlocked or propped open unless someone is present at the door to prevent unauthorized access to the building**;** and
(g) Upon completion of the move, clean all common areas, leaving them in the same or better condition as when the move started.

36 (1) If, as a result of a move, common property is damaged, extra cleaning of the common areas is required, or the elevator keys or elevator pads are not returned, the strata corporation may do what is necessary to repair such damage, undertake necessary extra cleaning, or replace the keys or the pads, and, in addition to any fines that may be levied for contravention of these Bylaws or the rules, require that the owner pay the reasonable costs incurred by the strata corporation to do so plus an administrative fee of 10%

37 (1) The strata corporation may impose a move-in and a move-out fee for the use of the elevator and other strata corporation facilities in the amount of $300.00 for each move-in and each move-out for a maximum duration of four hours. For each additional hour, a fee of $80.00 will be payable by the unit Owner.