

**STRATA PLAN BCS 2176
THE BENTLEY AT NEWPORT VILLAGE**

RULES

The strata lot owner has a vested interest in properly maintaining the common areas, which include the exercise room, the amenity room, the courtyard, the underground parking, the landscaped areas and the road. These Rules are enacted to protect that investment.

Any consent, approval or permission required under these Rules must be given by the Strata Council (the Council) or the Property Manager acting upon the instructions of the Council, and must be in writing.

Any reference to the Rules applies to all owners, residents and tenants, their guests and contractors. Owners are responsible to advise their guests and contractors of the rules pertinent to them. For the purpose of these rules "residents" means, collectively, owners, tenants, occupants, and "a resident" means any one of them is applicable.

1. Breach

Persons breaching any of the Rules are subject to fines in accordance with Section 27 of the Bylaws. In case of an inconsistency between the Bylaws and the Rules, the Bylaws supersede the Rules.

2. Parking

Parking issues are under no circumstances "emergencies" justifying immediate contact with the security firm, the Property Manager or members of Council. Any resident involving the Property Manager or security firm with respect to a parking dispute will incur all related expenses entirely. Should a resident observe parking violations that require attention, they should give ordinary notice in writing or by a phone call to the Caretaker during regular office hours.

- (a) Any resident, visitor or contractor in violation of the Rules will be subject to removal by a towing company authorized by Council, and costs associated with such removal will be at the vehicle owner's sole risk and expense.
- (b) No resident, visitor or contractor may permit a vehicle to be parked in the turn-around area or "no parking" zones at any time.
- (c) Guests, contractors and residents must **stop and wait** for the parkade gate to complete its closing cycle when entering or exiting the building.
- (d) Residents must **stop and wait** for the resident parking gate to complete its closing cycle when entering and exiting the secured residential parking area.

- (e) Guests and contractors who park in visitor parking on P1, do so at their own risk and all Rules apply.
- (f) The visitor parkade is a high pedestrian traffic area, and therefore drivers must maintain extreme caution and reduce speed when entering and exiting.
- (g) Owners are ultimately responsible for any damage to common property, limited common property and common assets, caused by their guests and/or contractors.
- (h) Guests who will use the visitor parking on P1 are required to display the assigned visitor parking pass. If a vehicle is to be parked in the visitor parking for 3 or more consecutive nights the resident must apply in writing to the Council, via the Property Manager.
- (i) Any vehicles in violation of the Rules may be fined, wheel-locked or towed, and costs associated with such removal will be at the vehicle owner's sole risk and expense.
- (j) It is an offence for a resident to leave their remote access fob in their car in the parkade or in any public place. Should a car be broken into and the fob stolen, the thief will have access to all residential areas of the building. Residents whose fobs are stolen and used in a criminal way may be held liable for damages.

3. Move In, Move Out, Deliveries

It is the owner's responsibility to ensure that the procedures set out in this Rule are followed at all times with respect to their strata lot. In the event that the resident who is planning a move or delivery is not the owner, then the owner is ultimately responsible for any damages caused.

- (a) The resident must ensure that the lobby doors are not left open or unattended and that furniture is not piled in the lobby area.
- (b) The resident must ensure all common areas, including the lobby, ceilings, elevators and hallways are left damage free. Any damage caused by a move will be repaired by the Strata, with all costs being assessed to the resident's strata lot.
- (c) During moves and/or delivery of large items, residents are to meet their contractor at the front entrance to ensure lobby doors are properly closed at all times when unattended.
- (d) At no time are the lobby doors to be propped open to allow unrestricted access to the building. Residents are responsible to ensure that movers close the doors behind them each time they come in.

4. Exercise Room

The use of the exercise room is for owners or tenants and their guests only. Guests must be accompanied by a resident at all times and each unit may have a maximum of two guests in the exercise room at any one time. It is assumed that users of the equipment understand the proper way to use it, and that the Strata Corporation has no responsibility to ensure that residents and their guests are properly trained.

- (a) The exercise room will be open from 5:00 a.m. to 11:00 p.m. daily.
- (b) No eating, smoking or alcohol permitted in the exercise room.
- (c) No personal fitness equipment may be brought into, or stored in the exercise room.
- (d) Residents should report damaged equipment immediately to the Caretaker's office and/or to the Property Manager.
- (e) Privacy and enjoyment of the exercise room must be respected at all times.
- (f) No audible radio or other sound producing equipment is permitted in the exercise room.
- (g) Proper footwear and cover-ups must be worn in the exercise room.
- (h) Animals are not permitted in the exercise room.
- (i) No person under the age of 16 years may use the exercise room unless accompanied by an adult resident.
- (j) After each use, exercise equipment must be wiped down and all weights and other equipment must be replaced on the racks or other assigned storage locations.

5. The Amenities Room

The Amenities room (the "Room" in this Section 5) is for the use of owners, tenants and occupants and their guests only. Persons breaching Rule 5 are subject to a fine in accordance with Bylaw 27 and may also be denied future access to the facility in accordance with the Strata Property Act, Section 134.

- (a) Guests using the Room must be accompanied by the resident host at all times.
- (b) The number of guests is limited to 60 persons.
- (c) No person under the age of 19 years may use the Room unless accompanied by an adult.
- (d) No owner, tenant, occupant or guest may use or reserve the Room for business or professional purposes including private clubs, political or religious gatherings and no material from such groups is to be posted on common property.

- (e) Animals are not permitted in the Room.
- (f) The Room is to be vacated no later than 12 midnight from Sunday to Thursday, and no later than 1:00 a.m. on Friday and Saturday
- (g) Usage of the patio area outside the Room is permitted only until 10:00 p.m.
- (h) A \$200.00 refundable damage deposit is required at the time of each booking of a private function and will be refunded once the Room has been inspected by the Caretaker and found to be in satisfactory condition.
- (i) A \$50.00 (non-refundable) booking fee for miscellaneous general upkeep by the Strata Corporation must be paid at the time of booking. The booking fee will be refunded if the event is cancelled.
- (j) Bookings made for events held for the entire Strata Corporation do not require a deposit.
- (k) Bookings must be received at least 48 hours in advance and may be arranged with the Caretaker on weekdays during office hours. Bookings can be made no more than 90 days in advance. Council members and/or the Property Manager are not responsible for making bookings and taking deposits under any circumstances.
- (l) For security reasons, all guests must be met at the entrance door to the building and at NO TIME is the ENTRANCE DOOR to be propped open to allow unrestricted access to the building. This applies to both the lobby entrance door and the patio door in the Room.
- (m) Only 1 guest may park in Visitor Parking and must display a visitor parking pass. **ALL OTHER VEHICLES MUST PARK OFF SITE.**
- (n) Guests' use of the lobby is for entering and exiting the building only. In consideration of lower level units, guests are not permitted to loiter or congregate in the lobby and must be restricted to the Room. Guests are also not permitted to loiter in other interior or exterior common areas.
- (o) Noise levels must be kept reasonable so as not to disturb the quiet enjoyment of the residents.
- (p) The Strata insists, and will assume, that liquor laws of British Columbia are observed and obeyed by all those attending private events. Residents who book the Room for parties will be responsible for the behaviour of their guests.
- (q) Smoking is not permitted on the premises.
- (r) All equipment (including tables, chairs, coffee urn, etc.) used for private functions is NOT TO BE REMOVED from the Room and taken outdoors, nor is it to be borrowed for private purposes.
- (s) Persons either causing or noting damage to facilities, furnishings and equipment shall immediately report such damage to the Property Manager and/or the Caretaker in writing.

- (t) Those using tape on the walls do so at their own risk. Should the Strata need to undertake any repair, all related expenses will be assessed to the resident's strata lot.
- (u) After every private or Strata function, the facility is to be returned to the condition in which it was found and ready for the next users. Furniture and equipment is to be returned to original positions.
- (v) The fridge, stove (including the oven/broiler pan), microwave, counter-tops, cupboards, sink and equipment used are to be left in a clean and operational condition; garbage is to be removed (garbage receptacle cleaned) and the carpet vacuumed.
- (w) Prior to, and after a booked function, the Caretaker will inspect the Room in the presence of the booking applicant to determine the condition of the Room, equipment and other contents, after which the \$200.00 deposit will be refunded, in whole or in part, at the discretion of the Caretaker as follows:
 - i. Following a **satisfactory** inspection, the caretaker will return the entire deposit.
 - ii. Following an **unsatisfactory** inspection, the deposit will be held to determine the extent of the damage and the cost of necessary repairs, replacement or clean-up. Costs above the deposit amount will be charged to the resident's strata lot.

6. General

- (a) Mats or other items are not to be kept outside the hall door of any unit.
- (b) Items stored in storage room throughways or on the side or on top of lockers will be removed by the Caretaker and discarded.
- (c) Sidewalks, walkways, passages and driveways are common property and shall not be obstructed or used for any purpose other than entering or exiting the building, the strata lots and parking areas.
- (d) No access doors or common area doors are to be propped open, or left in an unlocked position at any time.
- (e) Ordinary household refuse shall be removed from each strata lot and deposited in containers provided by the Strata for that purpose on P1. All garbage shall be sealed into plastic bags before depositing. Recyclables are to be in clean condition, fully rinsed of any food residue, and distributed into the appropriate blue bin, as labelled. Please follow instructions carefully and do not deposit items other than those listed as permissible for each blue bin.
- (f) No resident, guest or contractor shall do anything on common property likely to damage plants, bushes or lawns; and shall not place heavy objects on the lawns which will cause damage or prevent reasonable growth.

7. Access Fobs

- (a) Two entry fobs were originally provided to each unit. Additional fobs may be purchased by the owner through the Property Manager, to a maximum of four per unit.
- (b) A resident who is not an owner must request extra fobs from the owner, who will make the request in writing to the Property Manager.
- (c) If a unit already has four fobs assigned to it the owner may request more fobs from the Council in writing stating the reason for so many fobs being necessary.
- (d) Lost or stolen fobs are to be reported immediately so that they can be deactivated from the system.