

STRATA PLAN LMS-1725

RULES

1. VEHICLES

1. A resident or owner must not store unlicensed or uninsured vehicles on the common, limited common property or on land that is a common asset.

2. WORKSHOP RULES AND REGULATIONS

1. When necessary protective clothing, gloves and goggles are recommended.
2. Use and handling of flammable fuels (Petroleum – based products) such as gasoline, propane, butane or the use of equipment with an open flame is prohibited.
3. All users must clean up after each visit
4. Locker use is limited to a one (1) week period. The strata corporation has the right to remove locks after one (1) week period.

3. COURTYARD / PLAYGROUND RULES

1. The playground at Governors Tower is unsupervised. Playground equipment is to be used at your own risk.
2. Children under 12 years of age must be supervised by a parent while at the playground or in the courtyard.
3. The playground/courtyard is open from 9:00 a.m. to 9:00 p.m. Please respect your neighbours and keep noise to a reasonable level. During the winter months, the playground is open from 9:00 a.m. until sundown.
4. Children are not permitted in the landscaped areas or on the retaining walls.
5. Children are only permitted to play on the playground equipment and in the designated playground areas.
6. For safety reasons, no bicycles, rollerblades, scooters are permitted in the playground/courtyard area.
7. No dogs are permitted in the playground.
8. No smoking or drinking is permitted in the courtyard.

Non-compliance with the playground rules may result in a strata corporation rule fine assessed to the owner's account.

Have fun and enjoy the courtyard.

4. PET RULES

1. Any pet excrement on common property or on land that is a common asset must be immediately and appropriately disposed of by the pet owner, without exception.
2. No dogs are permitted in the courtyard.

5. RENOVATIONS AND ALTERATIONS

1. All contractors who perform work in or on the site of the strata corporation must have current business licenses and accreditation for the practice of their craft or trade.

2. All contractors who perform work in or on the site must have WCB and valid liability insurance.
3. Contractors performing work within the suites on behalf of the strata corporation or private owners must check in and out with the Building Manager each day they are on the job.
4. Contractors must coordinate with the Building Manager the transportation of all materials, supplies and equipment into the building or onto the site.
5. All contractors are required to ensure that they do not damage any public areas, corridor, carpets, wall coverings while transporting equipment and supplies through the building. In the event that any bituminous sealants, pitch or tar materials are used, the contractors shall be required to change footwear before re-entering the building's public areas. This is to prevent stains and damage to the carpeting in the corridors.
6. Any contractor using safety lines that are attached to the mounting points on the building and ladders providing roof access must store or remove these before the end of the work day so that access to balconies and patios is not impeded.
7. Any contractor who is required to do work on the balconies and patios must obtain permission from the owner or Building Manager before moving or removing any furniture, plants or other private property on the balconies and patios.
8. In the event that a contractor moves private property on a balcony or patio, it is the responsibility of that contractor to replace or repair that property to its original location and condition.
9. An owner and/or his contractor are responsible for any and all repairs from resultant damage that may be caused in the future as a result of the renovation / alteration that takes place.
10. No alteration shall be conducted other than during the hours of:
 - (a) Monday to Friday excluding statutory holidays 8:00 a.m. to 8:00 p.m.
 - (b) Saturdays, Sundays and statutory holidays 10:00 a.m. to 6:00 p.m.
11. No construction debris, including old carpets and packing equipment, shall be deposited into the strata corporation's garbage containers and all such debris shall be hauled away by the respective strata lot owner at his or her own expense.
12. Arrangements must be made to line the elevator and hallway floors with plastic sheeting to catch construction debris. The protective coverings must be removed each day from the common areas.
13. The transport of all materials to and from the strata lot shall be in a designated elevator and prior arrangements must be made with the Building Manager for use of the elevator.
14. The Building Manager, or property agent, shall have the full authority to direct work crews with respect to their actions on the common property of the strata corporation.
15. An owner must give the building manager two working days' prior notice of the scheduled arrival of tradespersons or delivery of materials. Tradespersons must be licensed and bonded. Inadequate notice or work by unlicensed or unbonded tradespersons for major alterations may result in the levy of fines.

6. STORAGE

1. No items such as bicycles, shoes, baby buggies, etc. should be stored on the fire escape stairwells, as this will be a fire hazard in the event of an emergency. If residents do not remove the items when asked, security will remove them and dispose of them accordingly.

7. MOVE-IN / MOVE-OUT

1. Form K and Move-in fee (\$200) to be provided to Building Office before move-in will be booked.
2. Moves are to be booked through the security/concierge seven (7) days prior to the moving date.
3. The elevator key must be used to lock off the elevator during the move. Elevator doors are not to be jammed open. The elevator service key must be obtained from the building manager.
4. Elevator pads must be used. Sufficient notice is required for the security/concierge to put up the pads for the move. (See Rule #1)
5. Owners will be held responsible for the cost of repair of any damages.
6. Exterior and garage doors are not to be left unattended when open.
7. Moves are to be conducted during the hours of 9:00 a.m. to 8:00 p.m. only.
8. Boxes must be flattened before being placed in the cardboard recycling bin.
9. Furniture, appliances and other non-household garbage must not be left at the building in the common areas, the garbage area or the lane. These types of items are the responsibility of the resident to dispose of off site.
10. A security person must be supplied by the strata corporation must be present during all moves. The cost of the security will be included within the \$200 move fee for four (4) hours. Residents will be charged \$100 an hour for move in/out over four (4) hours.
11. "Storage Box" requests are permitted and must be dropped at the back entrance. At least 7 days notice must be given to the building manager when seeking approval. Storage/moving containers must not block lane traffic, any doors or fire access.

**STRATA PLAN LMS-1725 – GOVERNOR'S TOWERS & VILLAS
388 DRAKE STREET & 1318 - 1398 HOMER STREET
MOVE – INSPECTION REPORT**

Move Supervisor: _____ Move-In: _____ Move-Out: _____
Phone No.: _____ Suite: _____ Enterphone Code: _____

DATE OF MOVE: _____	START TIME: _____	END TIME: _____
NAME OF OWNER: _____ <i>(Please Print)</i>	SUITE NO.: _____	PHONE NO: _____
TENANT <i>(if different from Owner, PLEASE PRINT)</i> : _____		
NON-REFUNDABLE MOVE-IN FEE (\$200) _____ (Tenant)	(Owners collected from lawyer/notary)	
MOVE IN/OUT REFUNDABLE DAMAGE DEPOSIT: \$200		
MOVE-IN/MOVE-OUT PROCEDURES RECEIVED: _____	YES: _____	NO: _____
<i>(see reverse)</i>		

ADDITIONAL GUIDELINES: (NOTE: Residents means collectively, owners, tenants and occupants)

1. Residents must conform to the Move-In and Move-Out procedures established by the strata council from time to time. (See attached).
2. Residents must ensure that:
 - Doors are not left open, ajar, or unattended at any time (do not wedge doors open along hinge side – this will damage the door alignment).
 - Elevator doors are not jammed open in any manner, and
 - Furniture is not left resting against any walls or left piled in the lobby or common areas.
3. Residents must ensure that all common areas are left damage-free and clean. Any clean up must be done immediately upon completion of the move.
4. Residents are solely responsible for any overtime charges for the Security Guard used during the move.
5. Form K and \$200 move in fee (tenants only) must be provided to building staff before move is completed.

Residents contravening any of the Move-In and Move-Out Bylaws (see reverse) shall be subject to a fine of \$200.00. The Strata Council shall have the right at its sole discretion to assess and hold an owner responsible for all costs incurred in repairing damage to the building during a move.

<input type="checkbox"/>	BUILDING STAFF and RESIDENT Pre-Move Inspections Comments (Warn of FIRE SPRINKLERS) \$200 Refundable Damage Deposit
<input type="checkbox"/>	BUILDING STAFF and RESIDENT Post-Move Inspections Comments \$200 Deposit Returned <input type="checkbox"/> No
<input type="checkbox"/>	Contravention during the move. NONE: _____ YES: _____ Comments below:

I, the undersigned, acknowledge that I have received and read a copy of the Move-In/Move-Out Bylaw for LMS-1725 and will follow these bylaws for moving as established by the Strata Corporation. I understand that I am responsible for all costs incurred in repairing damage to the building during the move (refundable deposit will not be returned) and any contravention of procedures or guidelines are subject to a \$200 fine.

Signature of Resident: _____ Date: _____

8. VISITOR PARKING

1. If deemed a permanent vehicle the building staff have the authority to tow the vehicle after one written warning.

9. FOBS

1. A fob can only be issued to tenants whose names are on the Form K and the owner.
2. Residents may purchase additional remotes (\$100) and fobs (\$50) upon approval from council.

10. SWIMMING POOL RULES

Pool is open to owners and residents from 6:00 a.m. to 11:00 p.m. daily.

Children under the age of 12 must be accompanied by an adult (age 18 or older) at all times. Pool hours for children from 8:00 a.m. to 9:00 p.m. daily.

Visitors are permitted only when accompanied by owners or residents.

No yelling, running on the pool deck or diving in the pool (enter feet first).

No food or beverages or electronic devices are permitted in the pool area.

Proper bathing attire required.

Residents/owners in violation of the rules or noted behaving badly will be requested to leave the pool area.

11 MEETING ROOM

1. Meeting room is available for rental by residential only from 8:00 a.m. to 12:00 midnight, Fridays and Saturdays and 8:00 a.m. to 11:00 p.m., Sundays to Thursdays with a \$25 non-refundable rental fee. A \$100 refundable damage deposit is required and will be returned following an inspection of the room after use.
2. Meeting room may not be used for commercial purposes.
3. Meeting room and exterior doors must not be left open.
4. Renter must leave the room clean after use.
5. Renter is responsible for repairing any damages incurred.
6. The room is to be cleared of all food, beverages, trash and personal items.
7. Number of occupants shall not exceed the legal limit of the occupants permitted.
8. No smoking, burning of candles, incense, open fires or flames.
9. No pets permitted.
10. Building staff have the right to close the Meeting Room if it deems the usage to be unduly noisy or reckless and all deposit monies may be forfeited.
11. Guests are not permitted in the common areas of the building, except when exiting and entering.
12. Guests must not disturb other residents.
13. All lights and portable AC unit must be turned off after use.

14. No unaccompanied minors under the age of 16 are permitted in the Meeting Room without a resident over the age of 16 present.
 15. No alcohol may be consumed in the Meeting Room at any time unless the room is rented on a pre-arranged basis complete with a damage deposit of \$100.
 16. Meeting Room hours to be respected by all residents and will be enforced by the building staff. A fine of \$50 will be levied for infractions.
12. GYM
1. Maximum 30 minutes usage on the gym equipment by Residents.