

Arcadia Arms
LMS 635
Schedule of Standard Bylaws

DIVISION 1 -- DUTIES OF OWNERS, TENANTS, OCCUPANTS AND VISITORS

1. PAYMENT OF STRATA FEES

- 1.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- 1.2 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 day of the month in which it is paid.

See Strata Property Act Section 107(1), and Regulations 6.8

- 1.3 A fine of \$25 per occurrence shall be assessed for any cheques payable to the Strata Corporation that are not honoured by the bank on which they are drawn.
- 1.4 When an owner's strata fees are three months in arrears a Title Search will be requested and a lien will be registered with Land Titles, all costs incurred will be charged, and borne, by the owner.

2. 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.
- 2.2 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.

3. 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

- 3.2 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 ensure under section 149 of the Act.

4 PETS PROHIBITED

- 4.1 an owner, tenant or occupant shall not allow a pet or the pet of a visitor upon the common property, limited common property or within the boundaries of an owner's, tenant's or occupant's strata lot unless approved in writing by the Strata Council or management.

If a pet is permitted

- 4.2 an owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or that is a common asset. Should the pet become a nuisance, owner will be given 15 days to remove the pet from the property.

5. OWNERS, TENANT, OCCUPANTS OR VISITORS

An owner, tenant, occupant or visitor must not:

- 5.1 use a strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property or that encourages loitering by persons in or about the strata lot or common property;
- 5.2 make, cause or produce undue noise, smell, vibration or glare in or about any strata lot or common property or do anything which will interfere unreasonably with any other owner, tenant or occupant;
- 5.3 use any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot, the common property or any limited common property such that causes a disturbance or interferes with the comfort of any other owner, tenant, or occupant;
- 5.4 obstruct or use the sidewalks, walkways, passageways and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan;
- 5.5 leave on the common property or any limited common property, any shopping cart or any other item designated from time to time by the strata council;
- 5.6 shake any mops or dusters of any kind, nor throw any refuse, out of the windows or doors or from the balcony of a strata lot;

- 5.7 do anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
- 5.8 permit a condition to exist within a strata lot which will result in the waste or excessive consumption of the buildings water supply or heated water;
- 5.9 allow a strata lot to become unsanitary or a source of odour;
- 5.10 feed pigeons, gulls or other birds, squirrels, rodents or other animals from a strata lot or anywhere on or in close proximity to the common property or any limited common property, but this shall not apply to a pet permitted to be kept in a lot pursuant to these bylaws and the rules made hereunder, which pet, if approved, shall be fed only in a strata lot,
- 5.11 install any window coverings, visible from the exterior of his strata lot, which are different in size or colour from those of the original building specifications;
- 5.12 hand or display any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the buildings so that they are visible from the outside of the building;
- 5.13 use or install in or about a strata lot any shades, awnings, window or balcony guards, screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the council;
- 5.14 erect on or fasten to the strata lot, the common property or any limited common property any television or radio antenna or similar structure or appurtenance thereto;
- 5.15 place any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot
- 5.16 give keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than an employee, contractor, occupant or guest of the strata lot permitted by these bylaws.
- 5.17 use a barbecue, hibachi or other like cooking device on a balcony, deck or patio unless such barbecue, hibachi or cooking device is powered by propane, natural gas or electricity and such propane, natural gas or electricity powered barbecues, hibachis, and other light cooking devices shall not be used between 8:00 p.m. and 8:00 a.m.
- 5.18 place planters or other such items or equipment within any part of the limited common property designated on the strata plan exclusively for use of such owner unless, in the opinion of the council, such planters, items or equipment are in keeping with the balance of the development in terms of design, quality, proportion and colour. Any such planters, items or equipment will be maintained in good and tidy condition on an ongoing basis and the responsibility for such maintenance will be solely for the account of the owner, tenant or occupant entitled to the use of the limited common property on which

- they are placed.
- 5.19 an owner, tenant or occupant shall remove ordinary household refuse and garbage from his strata lot and deposit it in the containers provided by the strata corporation for that purpose; all garbage shall be bagged and tied before so depositing and the owner, tenant or occupant shall remove any materials other than ordinary household refuse and garbage from the strata plan property at his expense.
- 5.20 Bicycles are not permitted in elevators, hallways or any other common areas. No bicycles are to be kept on balconies or patios; instead, they shall be stored within the owner's designated storage locker or such other area as may be prescribed by the council. All bicycles must enter or exit the building by way of the vehicle entry to the parking garage only
- 5.21 any owner, tenant or occupant shall not use any part of the common property (other than established storage rooms or lockers) for storage without the written consent of the council
- 5.22 any owner, tenant or occupant that leaves any item anywhere on or in the common property or on any limited common property does so at his own risk, subject to any claim that may properly be made under any insurance policy maintained by the strata corporation by anyone that is an insured under that policy
- 5.23 an owner, tenant or occupant must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the council
- 5.24 an owner, tenant or occupant must promptly and at its own expense clean up any oil or other substance, which spills or leaks onto the common property.
- 5.25 any owner , tenant or occupant shall not:
- (a) carry out any oil changes, major repairs or adjustments to motor vehicles or other mechanical equipment on common property or on any limited common property, except in the case of emergency.
 - (b) rent or lease the parking space assigned by the strata corporation to his strata lot to or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building;
 - (c) use any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;
 - (d) park any vehicle in a manner which will reduce the width of the garage roadway or ramp or any roadway on the common property or on any limited common property;

- 5.26 an owner of a strata lot who has or installs hard floor surfaces such as hardwood floors or tile in a strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpet and avoiding walking on such flooring with hard shoes.
- 5.27 the strata corporation may regulate the times and manner in which any person moves into or out of strata lots and may require that such moves be coordinated with the manager of the building at least 7 days in advance of such moves, or such lesser period as the council may, in its sole discretion, permit, provided that if an owner or tenant carries out any move into or out of a strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner or tenant will be subject to a fine of \$100, such fine to be paid on or before the due date of the next monthly strata fees.
- 5.28 an owner or tenant must notify the strata corporation in advance of the date and time that the owner or tenant will be moving into or out of the strata lot.
- 5.29 an owner of a strata lot, when selling his strata lot will not permit "for sale" signs to be placed on or about the common property.
- 5.30 an owner of a strata lot, when selling a strata lot, will not hold or permit to be held, any public open house except in the manner prescribed by the council. One open house for agents will be allowed per listing. Unless the council otherwise prescribes, all showings must be by appointment only.

6. INFORM STRATA CORPORATION

- 6.1 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.
- 6.2 On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

7. OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT

- 7.1 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.
- 7.2 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.
- 7.3 This section does not apply to a strata lot in a bare land strata plan.
- 7.4 An owner, tenant or occupant must not do any act, nor alter a strata lot, in any manner, which in the opinion of the council will alter the exterior appearance of the building.

8. OBTAIN APPROVAL BEFORE ALTERING COMMON PROPERTY

- 8.1 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.
- 8.2 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 and to provide, at the request of the strata corporation, evidence of appropriate insurance coverage relating to the alteration.

9. PERMIT ENTRY TO STRATA LOT

- 9.1 An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice,
 - i. to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act, or
 - ii. to ensure compliance with the Act and the bylaws.
- 9.2 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

10. REPAIR AND MAINTENANCE OF PROPERTY BY STRATA CORPORATION

The strata corporation must repair and maintain all of the following:

- 10.1 common assets of the strata corporation;

- 10.2 common property that has not been designated as limited common property;
- 10.3 limited common property, but the duty to repair and maintain it is restricted to
- (a) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (b) the following, no matter how often the repair or maintenance ordinarily occurs:
 - iii. the structure of a building;
 - iv. the exterior of a building;
 - v. chimneys, stairs, balconies and other things attached to the exterior of a building;
 - vi. doors, windows and skylights on the exterior of a building or that front on the common property;
 - vii. fences, railings and similar structures that enclose patios, balconies and yards;
- 10.4 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
- (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, and
 - (e) fences, railings and similar structures that enclose patios, balconies and yards.
- 10.5 The strata corporation may purchase, lease or otherwise acquire personal property for the use or benefit of the owners and may sell or otherwise dispose of such personal property for any amount approved in the annual budget for the strata corporation, but otherwise only if approved by a resolution passed by a 3/4 vote at an annual or special general meeting if the personal property has a market value of more than \$1,000.

DIVISION 3 -- COUNCIL

11. COUNCIL SIZE

- 11.1 Subject to subsection (2), the council must have at least 3 and not more than 7 members.

- 11.2 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.

12. COUNCIL MEMBERS' TERMS

- 12.1 The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- 12.2 A person whose term as council member is ending is eligible for reelection.

13. REMOVING COUNCIL MEMBER

- 13.1 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
- 13.2 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.
- 13.3 No person may stand for council or continue to be on council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under the Act.

14. REPLACING COUNCIL MEMBER

- 14.1 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.
- 14.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 14.3 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.
- 14.4 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.

15. OFFICERS

- 15.1 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.
- 15.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 15.3 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.

15.4 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.

16. CALLING COUNCIL MEETINGS

16.1 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.

16.2 The notice does not have to be in writing.

16.3 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
 - viii. consent in advance of the meeting, or
 - ix. are unavailable to provide consent after reasonable attempts to contact them.

17. REQUISITION OF COUNCIL HEARING

17.1 By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.

17.2 If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.

17.3 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.

18. QUORUM OF COUNCIL

18.1 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.

18.2 Council members must be present in person at the council meeting to be counted in establishing quorum.

19. COUNCIL MEETINGS

19.1 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.

- 19.2 If a council meeting is held by electronic means, council members are deemed to be present in person.
- 19.3 No person other than a member of the council shall be entitled to attend a meeting of the council unless authorized by a resolution of the council. In the course of a meeting of the council, any person or persons (other than members of the council) may be excluded from such meeting by a resolution of the council.
- 19.4 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.

20. VOTING AT COUNCIL MEETINGS

- 20.1 At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- 20.2 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.
- 20.3 The results of all votes at a council meeting must be recorded in the council meeting minute.

21. COUNCIL TO INFORM OWNERS OF MINUTES

- 21.1 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.

22. DELEGATION OF COUNCIL'S POWERS AND DUTIES

- 22.1 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.
- 22.2 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).
- 22.3 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.

- 22.4 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.

23. SPENDING RESTRICTIONS

- 23.1 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.
- 23.2 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.
- 23.3 if a proposed expenditure has not been approved in the budget or at an annual or special general meeting, the strata corporation may only make such expenditure out of the operating fund if the expenditure, together with all other unapproved expenditures, whether of the same type or not, that were made pursuant to this subsection (1) in the same fiscal year, is less than \$2,000.
- 23.4 If the strata corporation makes an expenditure under section (3) above, the strata corporation must inform owners as soon as feasible about any expenditure of more than \$1,000 on any single item.
- 23.5 notwithstanding subsection (4) above, the strata corporation can make an expenditure out of either the operating fund or the contingency reserve fund if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or to prevent significant loss or damage, whether physical, financial or otherwise.

24. LIMITATION ON LIABILITY OF COUNCIL MEMBER

- 24.1 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.
- 24.2 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

25. MAXIMUM FINE

- 25.1 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.

- 25.2 The strata corporation may impose a fine on an owner or tenant for a continuing contravention of a bylaw or rule every seven (7) days.
- 25.3 Each owner and tenant is responsible for payment, without invoice, of any money (other than strata fees, but including special levies) owing to the strata corporation as provided for in the Act or these bylaws, and if the owner or tenant fails to pay any money so owing within fifteen (15) days after the date such money becomes due, the owner or tenant will after having been given written notice of the default and been provided with a reasonable opportunity to answer the complaint (including a hearing if requested), be assessed and pay a fine of \$10, and if such default continues for a further fifteen (15) days, an additional fine of \$25 will be levied against and paid by the owner or tenant, as the case may be, and for each additional month such default continues, an additional fine of \$25 will be levied against and paid by the owner or tenant.
- 25.4 Additional assessments, fines authorized by these bylaws, banking charges, filing costs, legal 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 rule 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 become 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 assessments and the strata corporation may not register a lien against such separate component.

26. CONTINUING CONTRAVENTION

- 26.1 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.
- 26.2 Any consent, approval or permission given under these bylaws by the strata council or the executive of a separate section, as the case may be, shall be revocable at any time upon reasonable notice.
- 26.3 Notwithstanding any provision of the Act, the strata corporation may proceed under the Small Claims Act (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

DIVISION 5 -- ANNUAL AND SPECIAL GENERAL MEETINGS

27. PERSON TO CHAIR MEETING

- 27.1 Annual and special general meetings must be chaired by the president of the council.
- 27.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- 27.3 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.

28. 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.
- 28.2 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.
- 28.3 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.

29. VOTING

- 29.1 At an annual or special general meeting, voting cards must be issued to eligible voters.
- 29.2 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.
- 29.3 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.
- 29.4 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.
- 29.5 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.
- 29.6 If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
- 29.7 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.
- 29.8 An owner who is otherwise an eligible voter may not exercise his or her vote for a strata lot, except on matters requiring an unanimous vote, if the strata corporation is entitled to register a lien against that strata lot.

30. ORDER OF BUSINESS

- 30.1 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;
 - ii. report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- (i) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (j) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (k) elect a council, if the meeting is an annual general meeting;
- (l) terminate the meeting.

DIVISION 6 -- VOLUNTARY DISPUTE RESOLUTION

31. VOLUNTARY DISPUTE RESOLUTION

- 31.1 A dispute among owners, tenants, the strata corporation or any 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.
- 31.2 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.
- 31.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

DIVISION 7 -- RENTALS

32. RENTAL RESTRICTIONS - THIS SECTION DELETED

33. RENTAL PROHIBITIONS – THIS SECTION DELETED

34. RENTAL REGULATIONS

- 34.1 before a tenant may move into any strata lot the owner shall deliver or cause to be delivered to the strata corporation a "Form K - Notice of Tenant's Responsibilities" in the form set out in the Act, signed by the tenant.
- 34.2 Failure to provide a "Form K- Notice of Tenant's Responsibilities" within 2 weeks of the tenant's move-in date will result in an immediate fine of \$50 and \$50 every seven days until the "Form K" has been received.
- 34.3 An owner shall advise the strata council in writing of the time and date that any tenant intends to move in or out of the strata lot, at least seven (7) days in advance and shall make arrangements with the manager of the building to coordinate any such move in accordance with Bylaw 7.5

35. SMALL CLAIMS ACTION

- 35.1 notwithstanding any provision of the Act, the strata corporation may proceed under the Small Claims Act (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

36. USE OF PATIOS AND BALCONIES

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

* END OF BYLAWS*