# Strata Property Act <br> FORM I <br> AMENDMENT TO BYLAWS 

(Section 128)

The Owners, Strata Plan VIS6501 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an Annual General Meeting held on August 9, 2011.

Flooring Bylaw
Installation of all flooring including hardwood, laminate, bamboo and carpet.

(a) Application for approval must be submitted in writing to the Strata Council and approval in writing received from the Strata Council prior to commencement of work.
(b) The owner is responsible for providing certification that the product to be used will achieve the required levels of sound control or better.
(c) Installer/owner must provide sufficient subfloor/and or preparation to provide an IIC, (Impact Insulation Class) and STC. (Sound
Transmission Class) of the highest market standard not less than 70.
(d) Upon completion of installation, the owner must provide proof of purchase to ensure a qualified installer was used and the correct flooring product system was used.

The above Resolution was passed with the required $75 \%$ majority of the owners represented at the Annual General Meeting of the strata corporation held on August 9, $20 i 1$.


Strata Council Member (Section 128)

The Owners, Strata Plan VIS 6501 (VIEWMONT HEIGHTS) certify that the following or attached amendments to the bylaws of the strata corporation were approved by the required $3 / 4$ vote of owners represented, in accordance with section 128 of the Strata Property Act, at an Annual General Meeting held on August 9, 2010.
(See Attached Schedule)

These Bylaws are effective from the date of filing at Land Titles Office, Victoria, BC


Strata Council Member


# Viewmont Heights Bylaws <br> Strata Plan VIS 6501 

# Division 1 - Duties of Owners, Tenants, Occupants and Visitors 

## 1. 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.
(2) Late Payment. The Strata Council will levy a late payment penalty against any Strata Lot for which strata fees or special levies are in arrears. If the Strata Corporation has not received strata fees or special levy fees by the $15^{\text {th }}$ of the month, the penalty will be compounded. The amount owing will be increased by $\$ 25.00$ for each and every month for which the strata fees remain delinquent. For example: Month one penalty $\$ 25$, month two penalty $\$ 25+\$ 25$, month three penalty $\$ 25+\$ 25+25$. This would result in a total penalty of $\$ 150$ for the 3 month period plus the regular monthly strata fees. Owners with outstanding strata or special levy fees will not be allowed to vote at the AGM.
2. Repair and maintenance of property by owner
(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.
3. Use of property
(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) quiet hours are in effect between 11:00 pm and 7:00 am. There should be no operation of heavy appliances, such as vacuum cleaners, garburators, dishwashers or washers and dryers during that period,
(d) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
(e) is illegal, or
(f) 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.
(a) Balconies, patios and common areas must not be used for storage. This includes bicycles and laundry. Bicycles should not be transported in the elevator or brought into the building.
(b) Humming bird and small bird feeders are allowed.
(c) Waterbeds are not permitted on the premises.
(d) No live Christmas trees are permitted on the premises-artificial trees only.
(e) Only barbeques powered by electricity or propane are allowed on any strata lot or common property.
(f) Common areas, both inside and outside the building, are no smoking zones, with the exception of the outside designated smoking area.
( $g$ ) Owners, tenants or occupants wishing to change their window coverings on exterior windows must replace them with window coverings of the same colour.
4. Pets
(1) An owner, tenant, or occupant is permitted to keep the following pets:
(a) one dog or one cat neutered or spayed, weighing no more than 30 lbs full grown. An exception to this weight would be a dog that has been trained to assist the disabled.
(b) up to two caged gerbils or guinea pigs
(c) up to two caged birds such as canaries or budgies
(d) one fish tank no larger than 25 gallons

Visitors are permitted to bring a dog weighing no more than 30 lbs into the building and onto the strata lot. All other pets are strictly prohibited.
(2) Residents must register their pets with the Strata Corporation
(3) Pet owners are responsible for damages caused by their pet to any strata lot or the common property. An owner is responsible for the behaviour of their pet. Unacceptable behaviour would include, but not limited to, excessive noise, offensive odour or aggression towards other residents.
(4) An owner, tenant, occupant or visitor must ensure that dogs/cats are leashed or otherwise secured when on the common property or on land that is a common asset.
(5) Pet owners are responsible for cleaning up after their pet which includes, but not limited to, any excrement left on limited and common property.

## 5. Rentals

(1) The Strata Corporation prohibits the rental of all strata lots.
(2) Owners are permitted to have visitors for a reasonable period of time as long as they are visiting with the owner and not living in a unit in place of the owner or in a timesharing or home exchange situation.

## 6. Parking

(1) No person may park a vehicle anywhere other than in the assigned parking spot for their unit.
(2) Only licensed and insured vehicles must be parked in owner's parking spot.
(3) A recreational vehicle may be parked in a parking area for up to 24 hours for loading or unloading of the vehicle as long as it does not obstruct other people using the parking area.
(4) No part of the common property, including the parking areas, may be used for making vehicles repairs or adjustments
(5) The vehicle parking areas must not be used for storage, except for the following: grocery carts, wheelchairs, scooters and bicycles.
(6) No person other than a resident may occupy any of the parking areas of the strata corporation except a parking area specifically designated by the strata corporation for visitors. No person has the right to assign, transfer or in any way grant to a non-resident a right to use any parking area. The only exception to this is that an occupant of a strata lot permit a guest to the strata lot to occupy the parking spot assigned to the strata lot while the guest is visiting at the strata corporation.
(7) Owners who are not using their parking spot may rent it out to another owner within the building.
(8) Owners are responsible for replacing their remote garage door opener.
(9) If a visitor plans to occupy a visitor parking spot longer than 24 hours, Strata Corporation must be informed and a notice indicating unit number should be placed in the vehicle window.

## 7. Storage

(1) One storage locker is registered to each strata lot. Owners who are not using their locker may rent it out to another owner within the building.
(2) Flammable or combustible material must not be stored in storage lockers.
(3). The strata corporation is not liable for loss or damage of any goods stored in the storage lockers.

## 8. Moving and Service calls

(1) A move in/out fee of $\$ 200$ will be charged by and paid to the Strata Corporation prior to the owner occupying their unit.
(2) Moving in or out of the strata lot must be done between the hours of 8:00 am and 8:00 pm . The Strata Corporation must be given at least 48 hours notice of the intended date and time of moving so that arrangements may be made for the installation of the elevator blanket and provision of elevator keys.
(3) Persons moving in or out of the building must not at any time leave the front door open and unattended.

## 9. Inform strata corporation

(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 of her name.
10. Obtain approval before altering a strata lot
(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.
(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) Tradesmen must not begin work in any strata lot or common property before 8:00 am, Monday through Friday, or finish no later than $4: 30 \mathrm{pm}$ other than an emergency situation.

## 11. Obtain approval before altering common property

(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.
12. Permit entry to strata lot
(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.
(3). Residents are encouraged to provide Council with a key to their front door unit. This will be used for emergency access only. If entry into a unit is necessary, the door will be knocked on sharply then if there is no response, two Council members or one Council member and a resident will enter the unit. If a contractor requires emergency entry to a unit in the absence of a resident, the contractor will be accompanied by a Council member or another resident. Emergency entry by fire or police will be carried out within their guidelines. Any damage caused by this access will be at the owner's expense. This will be a home owner's insurance issue.

## Division 2 - Powers and Duties of Strata Corporation

## Repair and maintenance of property by Strata Corporation

13. 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) Ilmited 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, balconles and other things attached to the exterior of a building;
(D) doors, windows and skylights on the exterior of a building or that froint on the common property;
(E) fences, railings and similar structures that enclose patios, balconies and yards that are not exempted due to existing indemnity agreements with unit owners
(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 exterlor 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 that are not exempted due to existing indemnity agreements with unit owners

## Division 3-Council

14. Council size
(1) The council must have at least 3 and not more than 7 members.
15. Council members' terms
(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 election.
(3) to (5) [Repealed 1999-21-51.]
(4) Only one owner of a strata lot may sit on council at any one time.
(5) An owner may not stand for election to the council if they are in arrears in the payment of any assessments or special levies for a period of 30 days and the Strata Corporation is in a position to flle a lien on their strata lot under section 116 of the Strata Property Act.
1.6. Removing council member
(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.

## 17. Replacing council member

(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.

## 18. Officers

(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.
19. Calling council meetings
(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 unavallable 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.
20. Requisition of council hearing
(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.
21. Quorum of council
(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.
22. Council meetings
(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 byiaw 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.
23. Voting at council meetings
(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 councll meeting minutes.
24. Council to inform owners of minutes

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.
25. Delegation of councills powers and duties
(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.
(c) no member of the strata council shall act unilaterally except in the case of an emergency.

## 26. Spending restrictions

(1) A person may not spend the strata corporation's money unjess the person has been delegated the power to do so in accordance with these bylaws.
(2) Despite subsection (1), a councll 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.
(3) Pursuant to Section 82 of the Strata Property Act SBC 1998 Chapter 43, the strata council may riot buy or sell personal property (other than investment instruments
(4) Pursuant to Section 98 of the Strata Property Act SBC 1998, Chapter 43, the strata council may not make an expenditure that is not provided for in the budget or approved by a $3 / 4$ vote unless the annual amount of such expenditures if less than $\$ 1,500$ and such has been approved by a majority resolution of the strata council.
27. Limitation on liability of council member
(1) A council member who acts honestly and in good falth 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

28. Maximum fine

The strata corporation may fine an owner or tenant a maximum of
(a) $\$ 200$ for each contravention of a bylaw
(b) The management company will notify the owner in writing about the contravention of a bylaw.

## 29. Continuing contravention

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

30. Person to chair meeting
(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.
(4) If a quorum for an annual or special general meeting is not achieved within 15 minutes of the start time for the meeting, the meeting is adjourned for 15 minutes. If a quorum is not achieved when the meeting is reconvened, then the meeting may proceed with those present representing a quorum.
31. Participation by other than eligible voters
(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.

## 32. Voting

(1) At an annual or special general meeting, voting cards must be issued to eliglble 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.

## 33. Order of business

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;
(I) 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

34. Voluntary dispute resolution
(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 chatr 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

35. Display lot
(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.
(a) At the reasonable discretion of the owner developer, it may use the common property to conduct the sale or lease of strata lots in the strata plan up to 24 months from the date of first occupancy of a strata lot in the strata corporation.
(b) No signs advertising or related to the sale of a strata lot may be displayed in the windows or on balconies or patios of a strata lot. Such signs may only be displayed in an area so designated from time to time by the strata council acting reasonably. This subsection (b) does not apply to the owner developer.

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Form $Y$

## OWNER DEVELOPERS' NOTICE OF DIFFERENT BYLAWS

Re: Strata Plan VIS6SO1 being a strata plan of
LOT A, SECTION 9, LAKE DISTRICT, PLAN VIP81674
prepared by Powell and Associates, B.C. Land Surveyors .
The following attached bylaws differ from the Standard Bylaws in the Strata
Property Act, as permitted by section 120 of the Act

Note: Headings are for convenient reference only,

## Parking



1. Bylaw 8.1 is added to read as follows:
(1) No person may park a vehicle anywhere other than in a designated parking area.
(2) No owner may keep or permit to be kept on any common property, except within the underground parking,
A) any boat or traller, or
B) any vehicle greater than 8 feet in height, 18 feet, 6 inches in length or 6 feet, 9 inches in width.
(3) Notwithstanding (4), a recreational vehicle may be parked in a parking area for up to 24 hours for loading or unloading of the vehicle so long as it does not obstruct other people using the parking area.
(4) All vehicles at the strata corporation must display either a current vehicle license or proof of current liability insurance for the vehicle displayed on a left side window of the vehicle.
(5) No part of the common property, including the parking areas, may be used for making vehicle repairs or adjustments.
(6) No person other than a resident may occupy any of the parking areas of the strata corporation except a parking area specifically designated by the strata corporation for visitors, and no person has any right to assign, transfer or in any way grant to a non-resident a right to use any parking area. The only exception to this is that an occupant of a strata lot may permit a guest to the strata lot to occupy the parking spot assigned to the strata lot while the guest is visiting at the strata corporation.

## Storage

2. Bylaw 8.2 is added to read as follows:

Where storage lockers have been created on common property for the storage of goods of the owners, the strata council may assign exclusive use of a storage locker to an owner pursuant to section 72 of the Act in priority according to the time of application by an owner for use of the storage locker. No owner has any right to assign, sublet or otherwise transfer this right of use whether concurrent with the sale of the owner's strata lot or otherwise. Upon sale of a strata unit, any storage locker assigned to the selling owner(s) is deemed unassigned as of the date of completion of the sale and as such may be reassigned by the strata council. The strata corporation shall have no liability for loss or damage to any goods stored on common property.

## Owner Maintains Limited Common Property and Strata Lot

3. Bylaw 8 is amended by removing subsections (c)(ii)(C), (D) and (E) and (d) and adding a new subsection (d) as follows:
(d) that part of the strata lot, if any, that is part of the roof or exterior walls of each bullding in the strata corporation or a common wall between two strata lots but speciflcally excluding any glass panes or door panels in any windows or doors, which will in all cases be the responsibillty of the owner to repair, maintain and replace.

## Marketing Actlvities by Owner Developer

4. Bylaw 30 is amended by adding subsections (c) and (d) as follows:
(c) At the reasonable discretion of the owner developer, it may use the common property to conduct the sale or lease of strata lots in the strata plan for up to 24 months from the date of first occupancy of a strata lot in the strata corporation.
(d) No signs advertising or related to the sale of a strata lot may be displayed in the windows or on balconies or patios of strata lot. Such signs may only be displayed in an area so designated from time to time by the strata council, acting reasonably. This subsection (d) does not apply to the owner developer.

