



LOUGHEED HEIGHTS TOWER 2

GENERAL RULES

*Residents are advised that these are draft rules, subject to the Strata Council's review at the first scheduled meeting. The party room is currently unavailable for booking due to COVID-19 and social distancing requirements.

1. MOVING

1. A Resident must provide notice to the Strata Council/Manager in writing of moving arrangements at least two (2) calendar days before the moving date. Moves must be booked through the AWM Alliance/Lougheed Heights website via the booking calendar.
2. All moves must take place between 8:00 a.m and 8:00 p.m. daily.
3. A Resident using the elevator during a move must ensure that the Elevator Service Key is used to control the elevator; the doors must not be jammed open in any manner.
4. A Resident must ensure that the front doors are not left open, ajar or unattended and that furniture is not left piled in any lobby or corridor area.
5. Moving vehicles are to be parked directly in front of the main entrance doors, and the transport of all items is to be completed through the main lobby.
6. A Resident must ensure that all common areas are left clean and damage free after a move. Any damage to corridors, elevators and other common property will be assessed to the strata lot responsible.
7. A damage deposit of \$200.00 is required. The deposit is refundable if there are no damages to the property during the move.
8. A non-refundable cheque of \$150.00 made payable to the Strata is required before a move-in can proceed. This fee is for the first move in and the final move out. This fee applies to any subsequent move-ins other than the initial occupancy move-in (the 1st move-in) to Lougheed Heights.

2. RESIDENT PARKING

1. An Owner, Tenant or Occupant must only use the parking space(s) that is/are specifically assigned to the strata lot in which he/she resides and no other person shall use such parking space without the Owner's permission.

2. A Resident must not park a motor vehicle in any manner which obstructs the passageway or another parking stall.
3. No repairs to motor vehicles may be made in the parking garage, except in an emergency.
4. Items other than operable motor vehicles must not be stored in a parking stall.
5. The allotted parking stall must be kept clear of litter by the Owner(s), Tenant(s) and/or Occupant(s) to whom it is assigned.
6. Owners of motor vehicles causing floor stains or leaving fluids, including but not limited to oil or gasoline, shall upon notice from the Strata Corporation, clean up all dripping including stains or, failing to do so within seven (7) days, the Strata Corporation may do so and the costs of such cleaning shall be assessed as a charge against the strata lot to whom the parking space is assigned. Only an authentic oil absorbing mat is permitted to absorb the occasional oil seepage. Cardboard or paper products are not permitted beneath a vehicle as these are deemed fire and safety hazards.
7. Unlicensed vehicles must be covered by storage insurance for third party liability, and a copy of the said insurance must be displayed clearly on the dash of the vehicle.
8. Commercial vehicles, recreational vehicles, propane powered vehicles, trailers and boats shall not be parked on common or limited common property.
9. Speed in excess of 10 km/hour in the parking areas is prohibited.
10. Vehicles entering or leaving the garage must operate headlights while in the underground parking area.
11. Any vehicle found to be in violation of any provision of this rule may, at the discretion of the Strata Council, be towed at the expense of the Owner of the vehicle.

3. VISITOR PARKING

1. Resident Owners, Tenants and Occupants are to park within their designated parking stalls only. Residents are not to be using Visitor Parking to park their personal vehicles. Residents Owners, Tenants and Occupants using Visitor Parking to park their personal vehicles are subject to being towed at the vehicle Owner's expense.
2. Visitors are only to park within the designated parking stalls and must display a valid visitor parking pass at all times.
3. Guests using visitor's parking for a period exceeding seventy-two (72) consecutive hours and/or five (5) days in any calendar month are considered a Resident of Lougheed Heights for the purpose of the rules and bylaws. For unique situations where longer stays may be required, requests may be made through the AWM Alliance/Lougheed Heights community website by filling out the "Request for Extended Visitor Parking" form.

4. Visitor passes may only be picked up from the Concierge by the registered Owner of the unit or tenant with the written permission of the Owner.
5. Any visitor parking passes which are in need of being replaced will incur a \$20.00 replacement fee.
6. Vehicles must not be parked in any manner which obstructs the passageway or another parking stall.
7. All vehicles parked in the visitor's parking stall must be licensed, insured and in operable condition. Failure to display a license and insurance on the vehicle will result in immediate towing at the vehicle owner's sole expense.
8. Any violations of the visitors parking rules are subject to fines applied to the strata lot and/or towing at the vehicle owner's sole expense.

4. WASTE DISPOSAL

1. All Residents will share the responsibility of keeping the complex clean and tidy at all time. All rubbish is to be disposed of in a hygienic manner, bagged and tied, and placed directly into waste receptacles and/or compactor on P1. Trash is not to be left in hallways, corridors, stairways, elevators, lobbies, parkades or other common property.
2. Residents must dispose of any used furniture, appliances and other oversized and/or non-household waste items off the Lougheed Heights property at their own expense. All electronic devices are to be brought to the appropriate recycling depot and not left in the garbage room. The costs associated with disposal of any oversized items left on the common property will be assessed to the strata lot responsible.
3. Cardboard is to be flattened and placed in the appropriate bin.
4. All recyclables must be appropriately disposed of in the method designated by the Strata Council and/or the city of Coquitlam.

5. PATIO STORAGE / BARBEQUE USE

1. Owners, Tenants and/or Occupants shall not place any indoor-outdoor carpeting on any deck, patio or balcony as moisture trapped underneath will cause damage to the balcony membrane.
2. Owners, Tenants and/or Occupants shall not place or store any item on the deck, patio or balcony except free-standing, self-contained small planter boxes, barbeques (propane, electric or natural gas only) and summer patio furniture. Laundry, cardboard, garbage and other like items are not to be stored on balconies at any time.
3. Storage of propane tanks is limited to one (1) 20-lb. or smaller tank for personal use.
4. Residents are not to install any hanging plants, baskets or other hanging items without the written permission of the Strata Council.

5. Washing of the deck or watering plants in any manner that allows water to flow over the side of the deck is not permitted.

6. STORAGE LOCKERS

1. An Owner, Tenant or Occupant must only use the storage locker(s), which is/are specifically assigned to the strata lot in which he/she resides and no other person shall use such storage locker without the Owner's permission.
2. Residents are reminded that storage lockers may not be used to store items which may be deemed a fire hazard. Common examples are propane tanks, gasoline, jerry cans or other flammable/combustible substances.
3. Residents are reminded that as per the Fire Code, items may not be stored above storage lockers or in the aisles. Any items stored in these areas will be removed and disposed of without notice. The costs associated with removal will be assessed against the strata lot assigned the exclusive use of the storage locker.
4. Any Owner, Tenant or Occupant who stores any item on or in the common or 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. Any items stored in violation of the storage locker rules will result in notice posted for a period of no less than three (3) days. Should the items not be removed, the items may be disposed of at the sole cost of the Owner, Tenant or Occupant responsible and will be assessed against the strata lot.
6. Storage lockers will be closed to all residents VIA FOB access between 11PM and 6AM.

7. SECURITY

1. All Owners and Residents are requested to take part in preventing unauthorized access to the complex, particularly at parking and pedestrian entrances. The elevators are controlled by fob transmitter access in order to provide a high level of security to both suite level corridors and parking. Residents are therefore requested not to allow access to any suspicious or unidentified person(s).
2. Residents must ensure that the garage gate has returned to a fully closed position before leaving the entrance area at both overhead garage gates.
3. All lost or stolen keys or fobs must be reported immediately to the Concierge or AWM-Alliance. The cost of replacements will be borne by the strata lot owner.
4. No access control devices (fobs, remotes) or common area keys may be given to non-residents. Residents are defined as Owners and Tenants with a Form K registered to the Strata Corporation.

5. All amenities are for the exclusive use of Residents only and may not be used by non-residents, unless accompanied by a Resident. Residents are defined as Owner occupiers and Tenants with a Form K registered to the Strata Corporation.
6. The maximum allowable number of FOBS/Access Devices that will be programmed to each suite will be four (4).

8. HOLIDAY DÉCOR

1. Live Christmas trees are not permitted.
2. Holiday décor including but not limited to Christmas lights is permitted from November 15th to January 15th annually.
3. Any décor must be stored in neat and orderly fashion and must not be affixed in a permanent manner (ie. nails, staples) to the exterior of the building. Items such as light clips or zap straps are recommended.

9. AMENITY ROOM RULES AND BOOKING PROCEDURES

1. The party room is available for Owners and Residents to use on a first-come basis by advance booking. All reservations are to be made seven (7) days in advance through the online booking calendars available on the Loughheed Heights Tower 2 community website at www.awmalliance.com ("Calendars" tab). Bookings can be made a maximum of sixty (60) days from the proposed booking date. Bookings are to be made by residents residing in the building only.
2. Bookings can be made between the hours of 9:00AM and 10:45PM. If utilizing the outdoor patio space, all users must vacate this area by 9:00PM out of respect for the adjacent residential units.
3. Pets are not permitted in the amenity room or meeting room at any time.
4. Noise must be kept to a minimum. Use of the adjacent patio/fireplace area is permitted, but additional care must be taken not to disturb adjacent strata lots. The adjacent greenspace is not included as part of the booking.
5. Usage of the adjacent barbeque is included with the booking. Users will leave the barbeque in a clean and tidy condition including removal of any food left on the grill.
6. Food and beverages are permitted, but care, attention and cleanliness must be demonstrated at all times.
7. Decorations may be installed for events; however, care must be taken not to damage the fixtures and finishes. Painters tape is recommended. Push pins, nails etc. are strictly prohibited.
8. At the end of a private function, the facilities must be cleaned and restored to the pre-event condition (ie. floors vacuumed, counters/surfaces wiped, garbage removed etc.).

9. A post-event inspection will be completed with the Building Manager.
10. A damage deposit of \$200.00 will be required. Upon satisfactory post-event inspection, the deposit will be returned to the Resident responsible. Should any additional cleaning be required or should any damages be noted, the damage deposit will not be returned to the Resident.
11. A non-refundable fee of \$75.00 will be charged for all events, due payable to EPS 4094 – Loughheed Heights Tower 2.
12. Council permission is required for any bookings over two (2) consecutive nights. An Owner shall book the party room a maximum of one (1) event per month to allow for fair usage to other residents.

10. USER FEES

The Strata reserves the right to charge up to the following amounts, in accordance with Section 6.9 of the Strata Property Act:

1. Owners who wish to order access control devices (FOB) must pay a non-refundable fee of \$75.00 for parkade and building access, and \$15.00 for building access only.
2. Owners who wish to book the party room must pay a non-refundable fee of \$75.00.
3. Owners who wish to charge electric vehicles must pay an annual fixed rate of \$400.00 on May 1st. The above noted user fee is subject to a formal application to the Strata Corporation/Council allowing for an alteration to common property.
4. A non-refundable cheque of \$150.00 made payable to the Strata is required before a move-in can proceed. This fee is for the first move in and the final move out. This fee applies to any subsequent move-ins other than the initial occupancy move-in (the 1st move-in) to Loughheed Heights Tower 2.