

**STRATA PLAN BCS 3636  
SMART**

**RULES**

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**APPROVED RULES**

**GARBAGE ROOM RULES**

*(Revision approved March 26, 2014 AGM)*

1. The garbage room is for normal day to day household waste only; no household furniture and/or other bulky items may be disposed of in the garbage room.
2. Owners and/or tenants wishing to dispose of household furniture and/or other bulky items must arrange for their pick up and disposal at their own cost.
3. All recyclables must be sorted and placed in the appropriate recycling receptacles provided.
4. All cardboard and/or other paper waste must be flattened before being placed in the appropriate recycling receptacles provided.
5. Plastic bags must not be placed in the recycling receptacles.
6. Garbage bags must be placed in the compactor, and the compactor operated after each deposit of garbage bags.
7. No garbage bags or other waste is to be left on the floor.
8. Any accidental mess e.g. garbage bag bursting, must be cleaned up by the owner and/or tenant causing the mess.
9. In the event of a compactor malfunction, owners and/or tenants must temporarily make their own arrangements for garbage storage and/or disposal.

**MEETING ROOM RULES**

*(Revision added March 23, 2020 council meeting, to be ratified at the next AGM)*

1. The Meeting Room may be booked for exclusive use by owners and/or tenants between the hours of:
  - (a) 9:00am and 8:00pm Monday to Friday;
  - (b) 9:00am and 5:00pm on weekends and statutory holidays.
2. *Reservation and booking of the Meeting Room is via the Strata email account Smart.BCSC3636@GMail.com. \**

3. A \$50 refundable deposit must be paid at time of booking to secure the reservation; the key will only be provided once the deposit has been paid.
4. Use of the Meeting Room is limited to owners and/or tenants and their accompanying visitors.
5. The Meeting Room may not be booked on behalf of or used by any third party without the prior consent of the Strata Council.
6. Owners and/or tenants must accompany visitors at all times.
7. No-one under the age of 18 is permitted in the Meeting Room unless accompanied by and supervised by an adult (19 years or older).
8. No Strata owned furniture is to be removed from the Meeting Room.
9. Personal belongings are brought to the Meeting Room at the owner's own risk; the Strata Corporation is not liable for any injury, damage or loss whatsoever.
10. All personal belongings must be removed from the Meeting Room after each use.
11. Owners and/or tenants using the Meeting Room are responsible for clean up after each use.
12. Use of the Meeting Room is at the users own risk; the Strata Corporation is not liable for any injury, damage or loss whatsoever.

## **WORKSHOP ROOM RULES**

*(Revision added March 23, 2020 council meeting, to be ratified at the next AGM)*

1. The workshop may be booked for exclusive use by owners and/or tenants between the hours of:
  - (a) 9:00am and 8:00pm Monday to Friday;
  - (b) 9:00am and 5:00pm on weekends and statutory holidays.
2. *Reservation and booking of the Workshop Room is via the Strata email account Smart.BCSC3636@GMail.com. \**
3. A \$100 refundable deposit must be paid at time of booking to secure the reservation; the key will only be provided once the deposit has been paid.
4. Use of the Workshop Room is limited to owners and/or tenants and one visitor.
5. Owners and/or tenants must accompany visitors at all times.
6. No-one under the age of 18 is permitted in the Workshop Room unless accompanied by and supervised by an adult (19 years or older).
7. No Strata owned tools or equipment is to be removed from the Workshop Room.

8. Owners and/or tenants must bring their own tools and equipment for use.
9. Tools, equipment and personal belongings are brought to the Workshop Room at the owner's own risk; the Strata Corporation is not liable for any injury, damage or loss whatsoever.
10. All personal tools, equipment and other personal belongings must be removed after each use.
11. Owners and/or tenants using the Workshop Room are responsible for clean up after each use.
12. Use of the Workshop Room is at the users own risk; the Strata Corporation is not liable for any injury, damage or loss whatsoever.

## **GYM ROOM RULES**

*(Revision approved February 28, 2019 AGM)*

1. Gym hours are open 24/7.
2. Use of Gym equipment is at the users own risk; the Strata Corporation is not liable for any injury, damage or loss whatsoever.
3. Use of the Gym is limited to owners and/or tenants and one visitor.
4. Owners and/or tenants must accompany visitors at all times.
5. The number of Gym users per Strata lot is limited to 2 at a time.
6. No-one under the age of 18 is permitted in the Gym unless accompanied by and supervised by an adult (19 years or older).
7. The Gym is a shared facility; owners, tenants and/or their visitors must be courteous to others using the Gym.
8. No Strata owned Gym equipment is to be removed from the Gym.
9. Use of fitness equipment is limited to 30 minutes per machine / station.
10. Gym equipment must be wiped down after each use.
11. Appropriate attire and shoes must be worn at all times in the Gym.
12. No food or drink (except water bottles), are permitted in the Gym.
13. Personal belongings are brought to the Gym at the owner's own risk; the Strata Corporation is not liable for any injury, damage or loss whatsoever.
14. All personal belongings must be removed from the Gym after each use.

## MOVE RULES

*(Revision approved January 28, 2015 AGM)*

1. All owners will be charged a \$100 move in fee, and a \$100 move out fee for use of the elevator and common areas. All moves must be arranged with National Building Maintenance (NBM) via email [smart.bcsc3636@gmail.com](mailto:smart.bcsc3636@gmail.com) to ensure an elevator is properly locked off.
2. Email National Building Maintenance (NBM) at [smart.bcsc3636@gmail.com](mailto:smart.bcsc3636@gmail.com) to request a move booking.
3. When booking a move out, include details of your Enterphone entry so that it can be deleted; when booking a move in, please provide your name and telephone number for Enterphone programming.
4. Moves are managed by NBM staff, at their sole discretion. Movers must follow any instruction or direction given by NBM staff, at all times. This applies equally to residents and any trades residents may engage e.g. moving companies.
5. Bookings must be made 2 weeks in advance by the Owner of the suite or their designated representative e.g. rental property management agency.
6. A moving fee of \$100 is due in advance by cheque, payable to BCS-3636, to be given to on-site NBM staff.
7. A refundable damages deposit of \$200 is due in advance by cheque, payable to BCS-3636, to be given to on-site NBM staff.
8. All moves must be completed during normal business hours.
9. Moves are not permitted on statutory holidays.
10. If two or more moves are requested on the same date, you will be allocated a time slot.
11. You will receive an elevator key from on-site NBM staff, and assigned an elevator to use. You must only use your assigned, padded elevator.
12. The RHS front door (facing out) will be unlocked for your move. The front door must be attended by movers at all times.
13. When your move is complete, return the elevator key to on-site NBM staff who will inspect for damages. If none are found, your damages deposit will be returned.
14. If damage is found, your damages deposit will be forfeit. Should the damage exceed \$200, the remainder will be charged to your Strata Account and is immediately payable.
15. If keys are not returned, your Strata Account will be charged the full cost of re-keying any common property that may be required.

## BUILDING APPEARANCE RULES

*(Revision approved February 28, 2019 AGM)*

1. A resident must ensure that drapes or blinds visible from the outside of the building are cream or white in colour to match the existing aesthetic of the building.

## BALCONIES, DECKS AND PATIOS RULES \*

*(Added at July 20, 2020 Council Meeting)*

- 1 *No barbeques, or other similar devices of any size, make or model may be used on a balcony, deck, or patio unless such a device is powered by electricity.*
- 2 *No open flame devices of any size, make, or model may be used on any balcony, deck, or patio, this includes fire pits and other similar devices that do not have an enclosed flame.*
- 3 *When in use, any barbeques, heaters, or other similar devices must not be placed directly on or near flammable materials, including building walls, soffit ceilings, patio, deck, and balcony floors. For greater clarity, devices that emit heat downwards or are on short legs/support systems that get hot to the touch (such as tabletop barbeques) cannot be placed directly on balcony, deck, and patio surfaces.*
- 4 *Any device (electric, fuel or other operational material/s) of any size, make or model that are deemed "NOT PERMITTED" by either the Strata Corporation's Insurance Provider and/or the Strata Corporation's Insurance Broker and/or items (currently available or newly manufactured items) deemed to "void" the Strata Corporation's Insurance Policy MUST be IMMEDIATELY removed from any patio, deck, balcony, walkway or any other building location.*
- 5 *Any barbeque or heater-like devices of any size, make or model that may fall outside the guidelines as noted in 1 through 4 above must be FIRST presented to the Strata Council in order for the Strata Corporation's Insurance Provider and/or the Strata Corporation's Insurance Broker to review and approve or reject such a device. Failure to comply may result in fines and/or IMMEDIATE removal of such item/s by the Strata Corporation.*
- 6 *No flammable/combustible fuel sources may be stored within a strata lot, on balconies, decks and patios, in storage units, and common areas.*

*Please be reminded of the applicable Bylaws that:*

- *Prohibits the use of propane heaters on all balconies, terraces, and patios.*
- *Prohibits the use of all barbeques on Juliette balconies on levels 3-9.*

## **FACE MASKS \***

*(Added on November 17, 2020)*

1. *Face masks must be worn by all residents and guests in all common areas of the building, with the exception of persons who have medical reasons preventing them from wearing a mask, children under 2 years of age and people who require other accommodation. \**

### **FAQ**

#### **Why are masks now being required?**

This Rule is being implemented after the latest guidance change that Dr Theresa Tam announced on Tuesday, November 3<sup>rd</sup>, 2020 for mask usage in shared indoor spaces.

To protect yourself and others, wear a non-medical mask or face covering when:

- you're in public and you might come into close contact with others
- you're in shared indoor spaces with people from outside your immediate household

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

#### **Who is required to wear masks in common areas?**

All owners/residents, guests, employees (of the strata and commercial units), and contractors.

*\* Exceptions for medical reasons, children under 2 years of age, and those that require other accommodations.*

#### **Where are masks required?**

All common areas which include:

- Hallways
- Lobby
- Elevators
- Garbage room
- Bike rooms
- Locker rooms
- Parkade

Basically, everything outside each of our units and outside our cars.

#### **What should I do if someone is not wearing a mask?**

These times can be stressful, and everyone is trying to protect their health and their loved ones. Please don't assume or confront others if you see someone that is not wearing a mask. If you do not feel comfortable sharing an elevator or other common areas with someone without a mask, please use that space at a later time. Any concerns can be sent to Wynford at [Property@Wynford.com](mailto:Property@Wynford.com).

*\* Balconies, Decks and Patio Rules #1 to #6 added at July 20, 2020 Council Meeting – to be ratified at next AGM*

*\* Face Masks Rule #1 added on November 17, 2020 – to be ratified at next AGM*

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