



## Brentwood Tower 3

# GENERAL RULES

*DRAFTED APRIL 21<sup>st</sup> 2021*

### 1. MOVING

1. A Resident must provide notice to the Strata Council/Manager in writing of moving arrangements at least 48 hours before the moving date. Moves must be booked through the AWM Alliance/Brentwood Tower 2 website via the booking calendar.
2. All moves must take place between 8:00 am and 7:00 pm daily. To ensure fairness to all Residents, each unit may request one move slot per day between:
  - a. 8:00 am– 10:00 am
  - b. 11:00 am- 1:00 pm
  - c. 2:00 pm – 4:00 pm
  - d. 5:00 pm – 7:00 pm
3. All residents must check in with the concierge on duty upon arrival for the move. The concierge desk is located in the main lobby entrance, close to the main entrance door
4. 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.
5. 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.
6. A Resident must ensure that all common areas are left clean and damage free after a move. Damage of any kind to corridors, elevators and other common property will be assessed to the strata lot responsible. A pre and post inspection will be made by building staff to verify damages. Any waste and cardboard should be properly disposed of in the designated garbage room.

7. An owner, tenant or occupant will be required to pay a move in fee of \$150 prior to any move in to the strata corporation. (NOTED IN BYLAWS) This does not apply to the first move in by the owner, following the initial purchase from the Developer. This payment must be made via cheque or money order in advance of the move occurring.
8. Large item deliveries that only require one elevator trip do not require a booking, however arrangements must be made directly with the concierge staff in advance.

## **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. All residents must park efficiently, in the center of their stall, to avoid obstructing other residents from accessing their vehicles.
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. No items are to be stored between parking stalls.
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. Residents are not permitted to park in visitor parking
2. Only visitors of Owners and Residents of the building are permitted to park in visitor parking.
3. Only one (1) digital parking pass is issued and valid per suite. Special permission to display physical, extended or multiple passes are the only exceptions.
4. Parking passes are valid for a duration of twenty-four (24) hours only. Time starts and runs continuously when a pass is activated.
5. Vehicles without a parking pass are subject to immediate towing and or fines.
6. Vehicles have in/out privileges and can park in another stall during valid pass time.
7. Parking passes must be renewed after twenty-four (24) hours if additional parking time is required.
8. Vehicles cannot park in visitor parking for more than three (3) consecutive twenty-four (24) hour periods.
9. The same vehicles must not return and park in visitor parking after three (3) consecutive twenty-four (24) hour periods, until one (1) additional twenty-four (24) hour time period has elapsed.
10. The Strata Management is not responsible for any damage or loss while your vehicle is parked on the property. Unregistered vehicles are subject to fine and/or towing by Parking Enforcement.

### **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 compactors. 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 Brentwood Tower 2 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 as indicated on the posted signage.

## **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. All plant pots must each sit in a drip-pan/tray to avoid water spill onto lower levels and each pot must be raised on legs to prevent damage to the membrane. All plant materials must be in accordance with Bylaw #34.
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. Fire pits of any kind are not permitted.
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. Lockers must remain locked at all times, regardless of if they are in use or empty.

## **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 to not 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.
6. The maximum allowable number of FOBS/Access devices that will be programmed to each suite will be four (4).
7. To maintain safety and security for our community members, all residents must beep in regardless of if pedestrian doors are in an open or closed position in order to demonstrate residency.

## **8. HOLIDAY DÉCOR**

1. Live Christmas trees are not permitted.
2. Holiday décor including but not limited to Christmas lights is permitted from November 15<sup>th</sup> to January 15<sup>th</sup> 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. COMMON AREA STORAGE**

1. No items are to be stored in the common area hallways at any time. This includes items such as shoes, household waste, door mats, or decorative items. Decorative items may be placed on the front door of the suite, so long as it does not cause damage of any kind to the front door.

## **10. HEALTH ORDER MASK**

*An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that Breaches an order of the Health Department or other governing body where conditions and or restrictions are in place as to the use of any common property and or access to and through common property to a strata lot by any person.*

*\* A breach of a Rule may result in a fine of up to \$50.00. Once the Rule is ratified by the owners into a Bylaw, the fine increases to a maximum of \$200.00 per breach. \**

Individuals, including residents, their visitors, contractors and delivery service personnel who fail to observe this requirement, will have a fine of \$50.00 assessed without exception for each occurrence in accordance with the Strata Corporation rules.

**11. EV/ACCESIBLE PARKING STALL SWAPS**

An owner who requests to be reassigned an EV Stall or an Accessible Stall, as such terms are defined in the bylaws, must pay the strata corporation a fee of \$400 for the strata corporation's legal costs associated with preparing the necessary documentation to affect the stall exchange.