

## **BRADLEY PLACE SP 1176 – SUMMARY OF RULES, REGULATIONS AND BYLAWS**

Bradley Place is a 60-unit Strata titled condominium. Each unit is individually owned, and all owners collectively make up the Strata Corporation. Each suite is occupied by the owners themselves or by a tenant(s). The Strata Council consists of up to seven owners who have been elected to the Council by their fellow owners. The Strata Council is responsible for the management of the operations of the Strata Corporation and the building on behalf of all owners. Westcoast Strata Management Services is the property management company hired by the Strata Corporation to handle maintenance, financial and other operations of the Strata Corporation and the building.

A caretaker/manager is resident at the building and may be contacted at our office in the lobby between the hours of 9:00 a.m. and 12:00 noon, Monday to Friday, at **729-6564**. Calls made to the manager after that time should be in case of emergency only. **Tenant(s) should address all enquiries directly to their owner (or agent).**

All residents, whether owner or tenant, are expected to live in accordance with the rules, regulations and bylaws of the Strata, and in accordance with the Strata Property Act. The following is a guideline of various procedures, bylaws and rules that all owners and tenants must abide by. Violations of these rules can result in warnings, fines, loss of privileges to the resident or eviction.

### **1. Form K / Move-in Fee**

Pursuant to Section 146 of the Strata Property Act, all owners are to provide to the Strata a Form K, signed by the tenant(s), stating that the tenant(s) will comply with the Strata Property Act, the bylaws and the rules and regulations of the Strata. A \$50.00 move-in fee, made payable to Strata Corporation SP 1176, is to be provided to the Strata whenever a new owner or tenant moves into a suite. The Form K, and move-in fee are to be provided to the Strata via Westcoast Strata Management Services, #1-6421 Applecross Road, Nanaimo, BC, V9V 1N1. Fax (250) 390-1715 or their designated agent prior to any tenant(s) moving into the building.

### **2. Pets / Animals**

No pets are allowed at Bradley Place and no animals of any kind are allowed on the property.

### **3. Moving In / Moving Out**

- (a) The caretaker / manager shall supervise the moving in and moving out of their tenant(s) and all owners shall notify the Manager of the move-in / move-out date and time in writing by leaving a letter addressed to the Manager in the office mail box, or by notifying the caretaker / manager directly.
- (b) Moving shall occur between the hours of 9:00 a.m. to 10:00 p.m. only and by prior arrangement with the caretaker / manager.
- (c) Belongings are to be moved through either the side door in the lobby or the side door on the front (fire exit door leading onto Bradley Street). Belongings ARE NOT to be moved via a patio, balcony, through any landscaped area, or through any other door.
- (d) Owners and tenants should ensure that moving trucks do not block access to the underground parking areas.
- (e) For security reasons, doors must not be propped open and left unattended.

- (f) The elevator should not be blocked open. Belongings should be first moved into the lobby, then onto the elevator. Once at your floor, belongings should be moved into the foyer – let the elevator continue its operation until you are ready to load it up again.
- (g) In order to avoid damage, furniture or other belongings are not to be dragged across the carpet. Oversized furniture is not to be forced through stairwells or into the elevator. This practice often leads to damage to the building.
- (h) Furniture, auto parts, tires, etc. are not to be thrown in the garbage bin. The owner / tenant(s) should take this type of material directly to the dump. Any furniture or other debris left by an owner / tenant(s) shall be removed by the Strata at the expense of the owner.
- (i) Any debris or mess left in the lobby, the elevator or the hallways should be cleaned immediately by the owner / tenant(s). Any such debris or mess that occurs during a move that is not cleaned up will be handled by the Strata at the owner's expense.
- (j) Any damage caused to the common property, either inside or outside the building, will be the responsibility of the owner and may be repaired by the Strata at the owner's expense.

#### 4. Keys

Keys are to be provided to the tenant(s) by the owner. If an owner requires further keys for himself / herself or for a tenant(s), the owner or agent should address the Manager, in writing, setting out the reason that additional keys are needed (ie. Keys lost). Please remember to include your name and telephone number. To replace a broken key, please include the broken key. The cost of keys is as follows:

Each building key -	\$25.00
Storage room -	\$10.00
Bike room -	\$10.00

All cheques should be made payable to Strata Plan 1176 and forwarded directly to Westcoast Strata Management Services. The manager will contact you promptly to arrange for delivery of the keys. Keys will not be sold directly to tenants. All key monies are non-refundable and are payable prior to any keys being released.

#### 5. Parking / Vehicles

- (a) Each unit has been assigned one parking spot. All owners should be aware of their parking spot number and advise their tenant of that number. If additional spots are required, either for a tenant or owner, the owner / tenant can request the same in writing to the Manager via the office mailbox. Additional spots are \$20.00 per month. The request should include the suite number, name of tenant and license plate of the vehicle. Cheques should be made payable to Strata Plan 1176 and forwarded to Westcoast Strata Management Services. We require parking fees to our fiscal year-end (April 30). For example, if you wish to rent a spot commencing December 1, your cheque should be for \$100.00 which will cover you to April 30. A new cheque dated May 1 should be made out for either \$120.00 (six months of parking) or \$240.00 (one year of parking) after that time. All unused parking fees will be refunded.

- (b) Guest parking is for short-term parking for guests only. If a guest wishes to park overnight or for a few days in the guest parking lot, inform the Council in writing of your request. Residents of the building are NOT to park in the guest parking area. Violators will be subject to a fine and may be towed at the Council's discretion and at the resident's expense.
- (c) Parking is not allowed in the drop-off areas (outside lobby door and in front of the building). Violators will be towed. Due to fumes and noise, visitors / residents parked in these areas shall not let vehicles idle, nor shall anyone honk their horn announcing their arrival and departure.
- (d) Major repairs or adjustments to vehicles are not allowed anywhere on the property. This includes oil changes to vehicles.
- (e) All vehicles parked on the property must be adequately insured and Council may request proof of insurance at any time.

#### 6. Locker

Each suite has been assigned one storage locker. Tenant(s) are to be informed of their locker number by the owner, who shall also provide a key for the storage room to the tenant(s). Additional lockers are not available.

#### 7. Garbage / Litter

The garbage area is located outside the gated underground parking. Recycling bins are provided for your use as follows:

- (a) Only **FLATTENED CORRUGATED** cardboard only is to be placed in the recycle bin. All other cardboard should be disposed of in the dumpster.
- (b) Newspapers and flyers only are to be deposited in the newspaper container (no magazines, books or phone books).
- (c) Cans are to be washed and labels removed. They do not need to be flattened.
- (d) Glass containers and bottles must be washed and labels removed. Tops should be thrown out with your regular garbage.
- (e) ALL other garbage should be bagged and tied and thrown in the dumpster.

Furniture, building materials, tires, car batteries and the like should not be disposed of in the dumpster. These items should be taken directly to the dump or to another recycling facility.

The lobby contains a recycling bin for unwanted junk mail and envelopes only. No household garbage should be thrown in any recycling bin or laundry garbage.

Garbage is not to be stored on a patio or balcony. Nothing is to be thrown off a patio. This includes cigarette butts. Shaking of dust mops, rugs, etc. over a patio is not allowed.

ALL GARBAGE is to be disposed of in a proper garbage container. Do not leave garbage in ashtrays or litter on any part of the common property. Help us keep the building clean and DO NOT LITTER.

**8. Bicycles, Etc.**

All bicycles are to be stored in the bike room located in the undercover parking area. A key for the bike room (which is secured by alarm) can be obtained at a cost of \$10.00 by writing to the Manager via the office mailbox and requesting the same. No bicycle is to be stored in any suite.

Bicycles, roller blades and skateboards are not permitted in the lobby, elevator or hallways.

**9. Security / Building Entry**

All residents are to enter the building at either the lobby door, via the parking garage, or the side door at the front of the building. Residents and guests are not permitted to enter the building via a patio, and no one should access any suite through any landscaped area. The fire door along the back of the building (north east side near Rosehill Street) and the gate at the south west corner (on Bradley) are off limits to all residents except in case of fire. No one shall be entering or exiting the building or any suite through these areas.

Doors throughout the common property are not to be left propped open at any time. These include fire doors.

DO NOT let anyone in the building if you do not know them. Guests are not to whistle, honk, yell or knock on outside doors to gain attention. Guests are to use the front entrance only and announce themselves to you via the enterphone. To let someone in the front door, press 6 on your phone (just press 6 and release – you do not need to hold the 6 down). If you are on the phone and someone rings you from the front door, press 3 to talk to the enterphone and either 6 to let the person in or 3 again to resume your original call.

**10. Noise**

The intent of our bylaws is to promote a harmonious atmosphere for everyone. A resident will not make or permit noise in or about the suite or common property such that it is a nuisance or unreasonably interferes with the use and enjoyment of others. Be aware that loud stereos, radios and televisions can quickly become a nuisance to others. The same is true of heavy footfalls which can be disquieting to those living below you as are children running and jumping either in a suite or the hallways. Please tread lightly in your suite, in the stairwells and in the hallways. Do not slam doors, windows or cupboards. Do not allow children to run or jump on floors. Children should be accompanied by an adult when moving throughout the building. Quiet is to be observed between the hours of 11:00 p.m. and 8:00 a.m. This extends to all areas of the building such as hallways and stairwells and includes outside areas such as the parking areas, drop off areas and patios.

We expect all residents and their guests to be considerate of the other residents when moving about the building, common property or the suite at any time of day.

**11. Laundry**

There is a coin-operated laundry room located on each floor which can be accessed with a building door key. The cost per washer or dryer load is \$1.50. These are available for resident use only between the hours of 9:00 a.m. and 10:00 p.m. Ensure your belongings are removed from the machines no later than 10:00 p.m. as the door will be locked. Laundry is not to be left overnight in the laundry room and no machine is to be left running after that time. Do not prop open the laundry room door for any reason.

Laundry is not permitted to hang on or over patios where it can be viewed by others.

**12. Newspaper Delivery**

No newspaper deliveries are permitted.

**13. Hazardous Materials / Barbecues**

Pursuant to the fire code, propane tanks are not to be transported on or through the common property. This includes outside areas. No open flame barbecues (such as charcoal / briquette) are allowed. No resident shall do anything or permit anything that will increase the risk of fire. No resident shall store hazardous or combustible materials anywhere on the property, including their suite, storage locker, patio, balcony or parking area.

**14. Strata Corporation Property**

Anything located throughout the common property, such as walls, furniture, plants and landscaping, fixtures, disposal bins, etc. is the property of the Strata Corporation. Theft or vandalism to any property of the Strata by any resident or guest is considered a serious offence that will be dealt with accordingly, and at the owner's expense.

**15. Christmas Trees**

No live Christmas trees are allowed in any suite.

**16. Signs**

No signs, billboards or advertising shall be erected either on the common property or in the suite without the consent of the Strata Council. No awning, shade or screen shall be hung with the consent of the Council.

**17. Condition of Premises**

Each owner shall ensure that the area around his / her suite is in a neat and tidy condition to the satisfaction of the Strata Council. The Council may remove any rubbish or clean up the common area close to the owner's suite at the expense of the owner. No owner shall allow his / her suite to become unsanitary in the opinion of the Council.

**18. Use of Premises**

Each owner will ensure that nothing is done by any occupier of his suite either in the suite or on the common property that violates any law, whether federal, provincial or municipal.

Residents shall not operate a business from their suite.

**19. Window Coverings**

The exterior appearance of all window coverings must be a neutral colour, such as white or beige. All owners should ensure proper window coverings are in place.