

LMS 1416, CHELSEA GARDENS CONSOLIDATED RULES

PREAMBLE

Chelsea Gardens is governed by a set of Bylaws and Rules. Bylaws are approved by a ¾ vote at a General Meeting and provide for orderly governance of the Strata Corporation on common property, limited common property and within a strata lot. Rules are passed by Strata Councils and must be ratified by the owners at the next Annual General Meeting with a simple majority. Rules govern behavior and activities on the common property and limited common property of the Strata Corporation.

The Chelsea Gardens Resident Caretaker and Assistant Caretaker have been given the authority by the Strata Council to enforce all the Rules of the complex but, as per Bylaw 21 (4) (a), (b) and (c), this authority is limited to informing an owner, resident or guest that they are contravening a rule and requesting that they cease the activity and then reporting to the Strata Council.

DEFINITIONS (Approved Amendment at CM held 2023 02 21, ratified at AGM held 2023 04 17)

- ADULT:** 19 years and older
- OWNER:** legally owns 1 or more Strata Lots of Chelsea Gardens, LMS 1416, whether or not they reside in the owned unit(s)
- RESIDENT:** Owner who legally resides in Chelsea Gardens as per Bylaws 36, 37, 38
Tenant who legally resides in Chelsea Gardens as per Bylaws 36, 37, 38
Occupant who is not an Owner or Tenant, but legally resides in Chelsea Gardens as per Bylaws 36, 37, 38 and SPA Section 123
- GUEST/VISITOR:** is anyone who is not an Owner/Resident

1. GENERAL

- a. Owners shall comply strictly with these bylaws, and all other bylaws of the strata corporation and with rules adopted from time to time.
- b. Residents have priority at all times. Guests must **always** be accompanied and supervised by an owner/resident when using recreational facilities
- c. Owners, residents or guests shall not make unreasonable noise on common or limited common property. Unreasonable noise is defined as noise levels above normal conversation that would disturb other residents attempting to sleep.
- d. All electric powered vehicles and scooters in apartments will be charged a monthly fee, determined annually by council, for the use of electricity to charge the batteries. The charge or fee for this is to be determined by the Strata Council at the last Council meeting in March, prior to the approval and distribution of the Annual General Meeting agenda. The new rates or fees will take effect only after owner approval (or amendment) at the AGM.
- e. Visitor parking, beyond 24 hours, is limited to seven days in any 90-day period without permission from the Strata Council which can be obtained by contacting the Strata Manager.

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- f. The speed limit on all Chelsea Gardens internal roadways (including the parkades) is 15 K/PH.
- g. On possession, a new owner will have five calendar days to register all fobs with the office to prevent deactivation of the fobs. For security reasons, on a periodic basis, owners will be notified to reregister all fobs.
- h. There is to be no parking in apartment parking stalls or on townhouse driveway aprons of anything other than licensed and insured passenger vehicles beyond 72 hours without permission from Council. Specifically prohibited (except for up to 72 hours) are RV's, campers, boats, utility trailers and similar items.
- i. Rental rates and user fees for all services, products, parking spaces, guest suites, common spaces, etc. will be set by the Strata Council on an annual basis at the last Council meeting in March prior to the Annual General Meeting. They will not take effect until ratified at the Annual General Meeting.
- j. ***The rental rates for the upcoming year will be:***
Approved changes at Meeting held 2023 02 21, ratified t AGM held 2023 04 17
 - 1) Electric scooters parked in apartments - \$6.00 per month.
 - 2) Electric vehicles parked in apartments and using a 15 Amp/110 Volt plug - \$25.00 per month.
 - 3) Strata owned parking stalls in apartments - \$25.00 per month.
 - 4) Fobs and Scan Cards – **As per the current market price at time of purchase from supplier – Current – Fobs and Scan cards \$20.00 and Clickers \$80.00**
 - 5) Apartment move-in/move-out fees. - **\$300.00** one-time charge.
 - 6) Apartment elevator key security fee. - **\$75.00.**
 - 7) Fireside Room rental fee. - \$50.00.
 - 8) Fireside Room damage deposit. - \$250.00.
 - 9) **Additional deposit of \$200.00 for the use of the speaker in the Fireside Room if requested by an owner/resident.**
 - 10) Guest Suite Rental rate. - **\$50.00 per Night and \$250.00 Damage Deposit**
 - 11) Replacement price for visitor parking passes - \$50.00
 - 12) RV stall rental rate for owners and tenants. – \$25.00 per month.
 - 13) RV stall rental for non-RV vehicles - \$25.00
 - 14) Tow vehicle rental rates. – No charge
 - 15) RV Lot key deposit - \$10.00.
 - 16) RV parking rates for visitors. - \$25.00 per week.
 - 17) Kilometer rate to be paid to Council, Volunteers and Staff. – **As per the rates set by the Government of Canada (\$0.68 per kilometer as of March, 2023).**
 - 18) Service fee for owners using staff for non-strata issues: \$25.00 per half hour with a minimum charge of \$25.00

Revised: April 17, 2023 (Approved & Ratified)

These rental rates and user fees include the following:

- 1) Electric scooters parked in apartments using common electricity.
 - 2) Strata owned parking stalls in apartments available for rental by apartment owners.
 - 3) Fobs and clickers. These prices may be increased during the fiscal year if the cost of purchasing them exceeds the re-sale price.
 - 4) Apartment move-in/move-out fees.
 - 5) Apartment elevator key security fee.
 - 6) Fireside Room rental fee.
 - 7) Fireside Room damage deposit.
 - 8) Guest Suite Rental rate.
 - 9) Visitor parking pass replacement.
 - 10) Owners using staff for non-strata issues
 - 11) RV stall rental rates for owners and tenants.
 - 12) RV lot key deposit.
 - 13) Tow vehicle rental rates, 14) RV parking rates for visitors, 15) Kilometer rate to be paid to Council, Volunteers and Staff. Garage sales are prohibited except during an annual event approved and scheduled by the Strata Council. During a Council approved annual garage sale, apartments will be assigned some ground level visitor parking spaces for their items.
- I. Each Strata Lot is limited to a maximum of 10 fobs and/or clickers unless written permission is granted by the Strata Council for extenuating circumstances.
- m. The use of private vehicles for official strata business by Council members or volunteers is not permitted without prior approval by the Strata Council. When approved, that usage will be compensated by a per kilometer rate that will be established by the Strata Council at the beginning of each fiscal year and that rate will reflect the cost of gas, maintenance, wear and tear and insurance. The Strata Corporation will not be responsible for the cost of any insurance deductible or repairs that are a result of using a private vehicle for Strata Business. Staff members who have been authorized by the Strata Council for private vehicle use may do so on a year-round basis but they will also be compensated by the same per kilometer rate and will not be compensated for any deductibles or vehicle repairs.
- n. Quiet time on common and limited common property is from 10:00PM – 8:00AM except for celebrations like New Year's Eve and Canada Day which are exempt from this rule up to 1:00 AM, after which all parties must be moved inside a unit and the level of noise must not disturb other residents. Owners are responsible for their guests and pets. (Approved at August 18, 2021 CM, ratified at AGM held April 20, 2021)
- o. If the caretaker is required to deal with in-suite owner issues on Strata Time a service fee will be charged to the unit. (Please see Rental Rates and User Fees for details)

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- p. All Chelsea Gardens Residents, returning from out of the country, must self-isolate for a period of 14 days. Self-isolation means that, other than initially returning to Chelsea Gardens and going directly to their unit, all residents are prohibited from accessing all common property during that self-isolation period. For the apartments, this would mean staying entirely within the suite and not accessing common hallways for any reason. For the townhouses, this would mean confining oneself to the unit and the limited common property balcony or patio. **This rule is only in effect in conjunction with pandemic guidelines set out by the B.C. Health Authorities at the specific time.** (Approved by email on March 27, 2020, ratified at SGM held July 28, 2020)
- q. Masks are required in all indoor common areas at Chelsea Gardens until such time as the Provincial order is rescinded or modified.
- r. Owners are permitted to advertise items or services for sale or activities of interest on a bulletin board to be located in the parking garage lobbies and the clubhouse mail room if they are dated and are removed within 10 days and are no larger than letter size (8.5" X 11"), Chelsea residents (not outside contractors) offering services may indefinitely post business cards on these bulletin boards. (Not to exceed a standard business card size) Items posted are not to be removed by other residents.
- s. No food products may be stored in apartment lockers with the exception of canned food in metal containers or preserves in properly sealed glass jars.
- t. The Strata Council may, as a condition of use of the common facilities in the apartments and the Clubhouse, require that all users be fully vaccinated against Covid-19. Owners may apply for an exemption to this rule based on medical or human rights concerns but will be required to submit documentation.

2. USE OF THE EXTERIOR OF THE STRATA LOT

- a. **Phantom Screen Doors** – Owners may install a Phantom screen door on their unit, with prior written approval from Council. The door colour must match the original door frame colour. A similar screen door, from a different manufacturer, may be substituted with council permission and the owner must submit a brochure or photograph with their written application.
- b. **Wind Barriers** – Owners may install wind barriers on the strata lot's balcony at the owner's cost provided written permission is obtained from Council prior to installation. Wind barriers may not enclose more than 60% of the balcony.
Wind barriers/Balcony Enclosures – Townhouse owners may install partial wind barriers/balcony enclosures on the strata lots rear facing balcony at the owner's cost provided that written permission is obtained from the Strata Council prior to installation. Wind barriers/enclosures are to be located in the open area above the railing and may not enclose more than 60% of the total horizontal linear distance of the balcony's open outside perimeter wall and any sliding windows are to be included in that percentage. No balcony or any portion of the balcony may be fully enclosed. (A simple diagram will be included of an example of what is approved and what is not.)
- c. **Sunscreens** – Owners may install sunscreens on the strata lot at the owner's cost provided written permission is obtained from Council prior to installation. The owner must submit a sample or photograph of the proposed product with their written application.

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- d. **Storm Doors** – Storm doors may be installed by owners with prior written approval from Council. They must be colour coordinated to match the door trim of their strata lot and must be similar to “Aluminart ®” Sureseal Artra LX-3 Lite, Art Glass or The Aluminart 2 available from various building supply retailers. A brochure or photo must be attached to a written application so that council can determine whether or not any design differences are suitable.
- e. **Satellite Dishes** – Satellite dishes may be installed provided that:
- the satellite dish is no larger than 24” in diameter;
 - the satellite dish is painted to match the adjacent surface of the building prior to installation;
 - the satellite dish is mounted in such a way that cables or mounting devices do not compromise the building envelope;
 - written permission is obtained from Council prior to installation;
 - responsibility for the maintenance and for any damage resulting from the installation is assumed by the owner prior to installation.
- f. **Barbeque Gas Outlets (Townhomes)** – A Resident must obtain written approval from the Strata Corporation to install a barbeque gas outlet. The resident must submit an approved permit, and have the installation performed by a qualified gas fitter.
- g. **Extensions to Patios of the Lower Townhomes** – A resident must obtain written approval from the Strata Corporation to extend a patio. Upon approval, the maximum depth away from the townhome may not exceed 14 feet and the surface area shall be a maximum of 300 square feet. All costs for extending the patios shall be borne by the resident. The construction of the patio shall be consistent with existing patio materials and specifications. The landscaping and sprinkler system shall not be compromised.
- Patios are to be a maximum of 300 square feet. Either 24-inch x 24-inch aggregate pavers are to be used or an aggregate concrete slab may be laid. A diagram of the size of the patio or addition is to be submitted for approval. (Approved at *October 20, 2020 CM*, Ratified at *AGM held April 20, 2021*.)
- h. Townhouse owners may replace patio doors with French doors at their cost (criteria to be established by the Strata Council) and will be responsible for any repair and maintenance. Future owners of the Strata lot must accept responsibility of this alteration by having this alteration included in the Agreement for Sale.
- i. **Smoking on the limited common property** (i.e. patios and balconies) or on common property within 7.5 meters of a doorway or window is not permitted. As per By-law 3(1) (c), if an owner is affected with your smoking, you must not allow your smoke to leave your strata lot.
- j. **Christmas Decorations** – Christmas lights and décor (including illuminated and non-illuminated items) may be put up after November 15 but may not be turned on until November 25 in the current year and they must be taken down by January 15 of the following year. Decorative lighting and accessories for all other significant cultural, religious or civic events may be installed no sooner than two weeks before the event and must be removed no later than one week after the event. (Amendment Approved March 22, 2021 CM, Ratified at AGM held April 20, 2021.)
- k. All vehicles, bicycles and motorcycles stored in the parkades must be operational and roadworthy and not in derelict condition. The condition of the vehicle must be such that the vehicle must be able to move and does not have any major mechanical flaw, leaking oil or flat tires.

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- l. Remote garage and gate clickers may not be left in vehicles on common or limited common property at Chelsea Gardens with the exception of built-in “Home-Link” car openers.
- m. Lockboxes are not permitted to be used anywhere on the common property or limited common property of Chelsea Gardens including all apartments and all townhouses.
- n. Owners may place free standing, pre-manufactured sun protection gazebos on their patios from May 1 to September 30 provided that the gazebo does not extend beyond the boundaries of the patio, is not attached to the patio and that the proposed colour be approved by council. The canopy cannot have any sidewalls and the maximum size permitted is 10’ X 12’ x 10’ high. (Amendment Approved January 19, 2021 CM, Ratified at AGM held April 20, 2021.)
- o. Owners wishing to make permanent alterations to the landscaping on common areas around their unit are required to follow the steps and guidelines below:

Any request must be submitted in writing to the Council. The request needs to contain details of the changes, which will need Council approval (after consultation with the landscaper):

 - The area being affected and its dimensions
 - What actual plants they intend to use, a plan of how they intend to pay it out – diagrams would be helpful. The plants should not be invasive and should be appropriate for the location where they will be planted.
 - The area affected must have a soil base. For example, mulch, garden soil – no form of rock cover.
 - Provide a reasonable timeframe for when the change will be implemented.
 - Any approved changes are subject to inspection by council upon completion.
 - Any approved changes are now the responsibility of the owner (and subsequent owners) to maintain.
- p. Rule re Bird Feeders / Bird Baths –Hummingbird feeders are permitted. Any other bird feeders are not permitted but there will be no prohibition on bird baths. (*Approved Aug. 18, 2020 CM, Ratified at AGM held April 20, 2021.*)
- q. **Front Door Cameras** - Owners may install front door cameras or other cameras provided that the field of view and photo or video memory does not capture or look into any other owner’s unit including their strata lot, their limited common property or the common property considered to be associated with their unit (example front, back or side yards, driveways, patios, balconies). Owners will be required to submit an alteration request and, once installed, a photo showing the field of view must be submitted to Council for verification.
- r. **Other types of lighting** – Owners may display summer seasonal lighting on patios and balconies and other areas between May 15 and September 15. The lights should be fully operational and, if defective, must be repaired or replaced or removed. The lighting cannot interfere with the activities (including pruning or trimming) of the landscapers or other contractors. The lighting intensity should be sufficiently discrete as to not bother other neighbours. Lighting that does bother other neighbours can be, at the discretion of Council, ordered removed or put on a timer to limit the hours of operation. The lighting, including the light strings, must be removed during the remaining part of the year unless the Council approves a written request.

- s. With Council permission (as required by the bylaws) owners may have a reasonable number of vegetable plants, in planters, and these may be located in the front or back yards or on patios and balconies.

3. APARTMENT – MOVES

- a. A move fee will be charged to all new apartment Owners and this fee covers both moving in and moving out. Owners who rent out their strata unit(s) will be charged a move fee every time their tenant changes. The charge or fee for this is to be determined by the Strata Council at the last Council meeting in March, prior to the approval and distribution of the Annual General Meeting agenda. The new rates or fees will take effect only after Owner approval (or amendment) at the AGM. **(Approved amendment at CM held 2023 03 21 and ratified at the AGM held 2023 04 17)**
- b. The elevator pads must be installed for all moves, in or out, that involve the use of the elevator. They are available, with reasonable notice, from the Resident Caretaker.
- c. The elevator key must be used. The elevator doors must not be propped open. A refundable deposit will be collected by the Resident Caretaker for the use of the elevator key. The charge or fee for this is to be determined by the Strata Council at the last Council meeting in March, prior to the approval and distribution of the Annual General Meeting agenda. The new rates or fees will take effect only after owner approval (or amendment) at the AGM.
- d. Anyone moving in or out of an apartment must have a person stand by the open doors of the building at all times during the move. This person may be a friend, relative or a paid designated person. The resident caretaker/Manager must be informed as to who is taking this responsibility
- e. The Strata Council will publish an Apartment Move-in/Move-out Policy which will be provided to new buyers and all apartment residents. This policy, shown below, may be amended by the Strata Council from time to time as needed.

APARTMENT MOVE-IN / MOVE-OUT POLICY

In order to facilitate a smooth “Move-In and/or Move-Out” function at the Chelsea Gardens Apartments, and, in order to ensure also that the current Owners presently living within the Chelsea Gardens Apartments are not disturbed accessibly by this activity, we require the following steps to be taken:

- Contact the Resident Caretaker at least 24 hours prior to your move.
- The Resident Caretaker will make arrangements for placement of the elevator pads and the issuing of the elevator lock-out key, if required.
- A refundable security deposit for the elevator key is collected at this time for your moving activities.
- **Security Requirements:**

Front entry doors to the building must not be left unattended when propped open. This will be a serious security violation and fines will be assessed for infractions.

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- **Elevator Etiquette:**

”Do not lock-out the elevator for your exclusive use” – except when you are loading and unloading the elevator – the elevator should be released for others to use.

While movement of your furniture from the “Foyer area to your Suite and/or from your Suite to the Foyer area” – the elevator should not be locked out at this time.

- **Carpet Care (if required):**

Mats may be placed from the front door to the elevator by the Resident Caretaker prior to the move.

- **Moving Times:**

Moving times are preferred to be between 8:00 a.m. and 5:00 p.m. Monday to Saturday.

- **Moving Truck Parking:**

Please ensure that the moving truck does not block the fire lanes in front of any of the buildings.

The fire lane must have one complete vehicle access between the moving truck and the buildings.

- **Moving Boxes:**

Ensure the moving company removes all boxes when they leave. Small quantities of “corrugated” cardboard may be placed in recycling bin if they are flattened. Packing paper is to be placed in the blue tote boxes labeled “Mixed Paper”.

- **Emergency Questionnaire:**

Attached to this moving procedure is an emergency questionnaire that we request Owners and/or Tenants to complete, in order to initiate a name change on the Enterphone panel.

- **Vehicle parking:**

Visitor parking must be in the underground Visitor Parking locations.

The loading zones are for drop off or pick-ups only; violators will be towed.

No parking on roadways, as roadways is considered “Fire Lanes”.

Contractors coming to your unit must leave information on the dashboard of their vehicle as to what unit they are attending. If this information is not left in the vehicle, the vehicle is subject to being towed.

4. USE OF THE RECREATION FACILITIES

ANYONE USING ANY OF THE FACILITIES AT CHELSEA GARDENS DOES SO AT THEIR OWN RISK. STRATA PLAN LMS-1416, CHELSEA GARDENS, DOES NOT ASSUME ANY LIABILITY IN THE CASE OF AN ACCIDENT OR INJURY.

a. General

- 1) Smoking is not permitted anywhere within the recreation building. It is permitted only in the designated areas with an ashtray.

Smoking is not permitted in any interior common property area including the underground parkade. (Approved Sept.22, 2021 CM, Ratified at AGM held April 20, 2021)

- 2) Adult residents must accompany and supervise their guests whilst in the recreation facility or the pool/spa area.
- 3) Animals (pets) are not permitted in the recreation facility or on the pool deck.

b. Pool and Spa Area

The following are the rules for the usage by owners/residents and guests accompanied by owners/residents, of the pool and spa:

- 1) Pool hours are 8:30 AM to 9:30 PM; every day during the season the pool is open.
- 2) Guests under the age of 19 and accompanied by an owner are only allowed in the pool and the surrounding pool deck between the hours of **11:00 AM** and **2:00 PM** (daily) and **5:00 PM** to **6:00 PM** Saturday to Thursday during the season the pool is open. **Amended at CM held 2023 03 21, Ratified at AGM held 2023 04 17**
- 3) Spa hours are from **7:30 AM** to **10:00 PM** daily and restricted to owners and accompanied guests only. Use of the spa by persons under the age of 19 years is not permitted. **NO ENTRY TO THE RECREATION BUILDING WILL BE PERMITTED AFTER 10:00 PM.**
- 4) All pool users must access or exit the pool area from the spa area or outside gates – absolutely no access through the Fireside lounge or lobby.
- 5) Adult residents must always accompany and supervise their guests in the pool/spa; a maximum of eight (8) guests are permitted between the hours of 11:00 AM and 2:00 PM daily during the pool season. A maximum of four (4) guests are permitted at all other times. Only adults, 19 years of age or older, are permitted in the spa.
- 6) Clean and proper bathing attire is required when using the pool or spa (i.e. no cut-offs or jeans).
 - Due to health concerns, pool/spa users **must** shower at the recreation centre facilities before entering the pool/spa.
 - No person shall enter the pool/spa who:
 - a. has open wounds, sores or bandages.
 - b. Has discharging ears or nose.
 - c. Is intoxicated.

Revised: April 17, 2023 (Approved & Ratified)

- 7) Children under the age of 3, or in diapers (unless approved swim diapers) or who are **not** properly toilet trained are not permitted in the pool.
- 8) Diving or jumping into the pool or spa is **not** permitted.
- 9) Food is **not** permitted in the pool or spa. Food is permitted on the swimming deck provided it is kept ten feet away from the pool/spa unless otherwise authorized by council for a special event.
- 10) Glass containers of any kind are **not** permitted in the pool or spa area.
- 11) Air mattresses and lounge chairs are not permitted in the pool or spa area. Life jackets/Personal Floatation devices must be approved by Transport Canada, Canadian Coast Guard or Fisheries and Oceans Canada.
- 12) Residents must remove all their garbage, articles and other belongings that have been brought to the pool/spa when leaving the pool/spa area.
- 13) Please keep noise down to a reasonable level.
- 14) Those who do not observe the Health Department and Strata Corporation rules may be asked to leave the pool/spa area.
- 15) No perfumes or oils are to be used by persons using the spa.
- 16) There is to be no smoking in the pool/spa or on any of the surrounding deck surfaces.
- 17) The Strata Corporation shall post a summary of these rules in the pool/spa area.
- 18) No alcoholic beverages are permitted in the spa area.
- 19) No alcoholic beverages are permitted while in the pool.

***Note: Persons using the pool or spa do so at their own risk.
(NO LIFEGUARD IS ON DUTY)***

c. **Recreational Facility other than Pool Area and Spa**

The Fireside lounge, library, exercise room, and workshop will be open every morning at 7:00 AM and will be closed at 10:00 PM each day. No entry to be permitted after 10:00 PM. Organizers of Special Events and private rentals will be permitted to remain for clean-up until 11:30 PM but must exit through the fire door at the west end of the pub. (Approved at October 15, 2020 CM, Ratified at AGM held April 20, 2021.)

- 1) Pool tables are for the use of adults, 19 years or older.
- 2) Bookings for the Fireside Lounge and the guest suites will not be accepted more than six months in advance of the date requested and full payment must be made at time of booking. Owners seeking an exception to this rule may apply to council in writing, providing the reasons for seeking the exception. Council recognized Chelsea Gardens groups (such as the Social Committee among others) will be permitted to book the Fireside Lounge one year in advance of the proposed date provided that the event is open to all Chelsea Gardens residents.

- 3) The Clubhouse and the various rooms within such as the library, the Fireside Lounge and the upper card room may be reserved for organized Chelsea Gardens clubs and user groups. All clubs and user groups are to submit, by the end of August each year, their requests for the following calendar year. The requests are to include their average number of participants, the preferred day and time and duration of the activity and their preferred room. They should also submit a second choice of day, time and room. The Strata Council will then allocate the spots for the next calendar year. If there are conflicting requests and should the clubs and user groups be unable to reach a mutual agreement to accommodate those conflicts, the Strata Council will be in a position to allocate spaces as they believe to be fair, including reducing the frequency of use to accommodate clubs and user groups on a seasonal basis or on an alternating week schedule.

d. **Workshop Rules**

THE KEY HOLDER HAS THE ULTIMATE RESPONSIBILITY FOR ASSURING THE RULES ARE KEPT. ANY VIOLATION OF THESE RULES COULD RESULT IN WITHDRAWAL OF WORKSHOP PRIVILEGES.

- 1) Entrance into and use of the shop and equipment is limited to authorized persons only.

An authorized person:

- is a resident of Chelsea Gardens.
- is 19 years and older
- Has taken the Chelsea gardens Workshop Safety Course (cost of the course to be determined from time to time) and,
- Has signed the liability exemption form.
- Any person assisting an authorized person is:
 - not allowed to use any equipment
 - must wear safety goggles
 - must sign a liability waiver and deposit it in the Resident Caretaker's mail slot.

Persons refusing to sign a waiver enter at their own risk and will be required to leave the workshop immediately.

- 2) A logbook is provided for keeping track of those who use the workshop. Authorized persons must sign the logbook in the spaces provided, each time they use the workshop, noting the date of use and equipment used.
- 3) All equipment must be operated in a safe manner with safety shields and/or approved glasses with safety guards in place.
- 4) Exhaust fans must be on while using equipment. Dumping of sawdust outside of the workshop onto the grounds is not permitted.
- 5) All equipment must be left in a clean and safe condition. In the event that equipment is faulty or broken, please:
 - tag out the equipment, and
 - notify the Resident Manager or a member of the Workshop Committee of the faulty or broken equipment.

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- 6) The shop is for personal or hobby use only. Commercial venture, such as using equipment for making items for sale or profit is **not** permitted.
- 7) Notify Resident Manager if any first aid equipment is used so it can be replaced.
- 8) Any donation of power equipment must first be cleared through the Strata Council via the Workshop Committee before leaving such equipment in the workshop.
- 9) Authorized persons shall remove their personal tools from the shop when leaving. Any personal tools left in the workshop shall be deemed usable by all who are authorized to use the workshop.
- 10) Flammable items such as paints, stains and/or solvents are not permitted in the workshop.
- 11) Abuse or disregard for any of these rules may be cause for suspension of workshop privileges.
- 12) Unidentified tools and materials left longer than eight weeks will become property of the woodworking shop.

NOTE: *When finished using the workshop, please ensure that all windows are closed, lights are out, and the doors are locked on leaving. Thank you.*

e. **Exercise Room Rules**

- 1) The Exercise room and equipment are for the sole use of Chelsea Gardens' residents as per the bylaws.
- 2) The Exercise room and equipment is to be used at the user's risk.
- 3) After use, the equipment shall be left in proper and neat order.
- 4) Please report any problems with equipment to the Resident Manager.
- 5) Donations of exercise equipment must first be approved by the Strata Council and/or the exercise room committee.
- 6) The key holder has the ultimate responsibility for assuring the rules are adhered to.
- 7) Any violation of these rules could result in withdrawal of the exercise room privileges for a period of time.
- 8) Entrance into and use of the exercise room and equipment is limited to authorized persons only.

An authorized person is:

- A resident of Chelsea Gardens and is 19 years of age or older
- Has read the statement of liability posted in the exercise room.
- A caregiver, personal trainer, competent relative or friend of a disabled resident, who is designated to assist the resident with therapeutic exercises. It is required that the resident apply, in writing to Council to designate the assistant as an authorized person. Other than using the equipment to assist, set up or demonstrate, they are not to use the equipment.
- Is aware that any program of exercise may require consultation with a doctor prior to commencement.

f. **RULES FOR RENTAL OF FIRESIDE LOUNGE**

- 1) The Fireside Room and kitchen area are available to be rented by an owner or resident for their own personal exclusive use provided it is not required or booked for the Strata Council, or a recognized Chelsea Gardens club or user group. Bookings for the month of December, if **NOT** cancelled **THIRTY** days prior to the event, are **NON-REFUNDABLE**. The areas must not be used for commercial purposes. A rental fee, set annually in these rules, will be required to be paid, by the owner or resident, to the Strata Corporation at the time of booking. Should there be conflicts in bookings, the Strata Council can determine the priority.

If a renter wishes to request, in advance, the use of the speaker to be able to use Bluetooth for music, an additional deposit of \$200.00 is required in advance.

Rule approved at CM held on 2022 08 23, Ratified at AGM held 2023 04 17

- 2) The Resident will also be required to pay to the Strata Corporation, a refundable Damage Deposit of \$250.00 made payable to "THE OWNERS, STRATA PLAN LMS 1416" prior to taking possession of the booked premises. Should the booked premises be damaged or left unclean, the costs will be deducted from the deposit to repair and/or replace damaged and/or missing property, and/or for the cleaning of the premises. Should these costs exceed the amount of the deposit, the resident will be held responsible for the excess.
- 3) All Guests, for special functions, must vacate the premises by 11:00 PM; however, cleanup operations are permitted until 11:30 PM. Cleanup **MUST** be completed by 10:00 AM the day following the special function. **However, the food MUST be cleaned- up the day of the function.**
- 4) A maximum of forty (40) guests is permitted for each special function.
- 5) Smoking is NOT permitted within the premises or around the swimming pool.
- 6) Animals are NOT permitted within the premises.
- 7) The ovens in the kitchen area are to be used for warming of food only – no cooking is permitted. Chairs, tables and the coffee pot may be used. Glasses, dishes, serving plates and cutlery are available for rental at a cost of \$25.00 per event. These items must be cleaned and the dishwasher must be emptied by 11:30 AM the next day.
- 8) Parking is available in the visitor's spaces in the Recreation Centre parking area or outside the complex. **Please note parking is not permitted on the roadways within the complex.**
- 9) It is the sole responsibility of the resident to obtain any liquor licensing, as required by law.
- 10) It is the responsibility of the resident to ensure that guests stay in the rented area **ONLY**.
- 11) The resident is solely responsible for the actions of their guests and agrees that any guests acting contrary to Strata Bylaws, or Rules may be removed at the request of a representative of the Strata Corporation.
- 12) It is agreed and acknowledged that the undersigned take full responsibility for any cost incurred for damages or cleaning.
- 13) The Strata Corporation shall prepare and print a rental agreement, reflecting all these rules and the renter shall sign this agreement prior to the event.

g. **GUEST SUITE RENTALS**

Three suites are available for rental, for the convenience of residents, for overnight guests. The following set of rules has been approved by the Strata Council:

- 1) A rental fee per night will be charged. Personal cheques are payable to “**STRATA PLAN LMS 1416**”, ONLY CHEQUES FROM Residents will be accepted. Bookings for the month of December, if not cancelled thirty days prior to the rental, are non-refundable. For all long weekends and the months of JUNE, JULY, AUGUST must be cancelled 14 days prior or NO refund will be issued. All refunds are done through CrossRoads. The charge or fee for this is to be determined by the Strata Council at the last Council meeting in March, prior to the approval and distribution of the Annual General Meeting agenda. The new rates or fees will take effect only after owner approval (or amendment) at the AGM.
- 2) All bookings for Guest suites may be booked with the appropriate staff member during days and hours that are posted in the clubhouse office. **Guest Suite Check-Out Time – 10:00 AM.** (Amendment Approved January 19, 2021 CM, Ratified at AGM held April 20, 2021.)
- 3) Only two out of the three rooms are allowed to be booked at any one time by one resident. The third suite is to be kept for an overflow suite or for emergency purposes.
- 4) No unit may be booked for more than four consecutive days, after which the unit may be booked one day at a time, such booking for subsequent days must be made no later than 12:00 noon on the prior day.
- 5) The parties interested in renting a room must supply their own linen and pillows and must clean up after themselves.
- 6) There is to be no smoking, food or drinks inside the guest rooms. Violators will be asked to leave.
- 7) No pets are allowed to stay in the guest rooms.
- 8) Any children staying in a guest room must be supervised by a responsible adult whilst within the Recreation Centre complex.
- 9) Guest suites must be vacated no later than **10:00 AM** on the last day the suite is rented. Keys must be dropped in the mail slot to the Resident Manager’s office. Guest suite renters who stay beyond 10:00 AM on check-out day will be charged an additional day’s rental, payable by the owner who booked the suite. (Amendment Approved January 19, 2021 CM, Ratified at AGM held April 20, 2021.)
- 10) The Owner will be liable for any damages caused by their guests.
- 11) Keys to the guest suites must be picked up between 11:00 AM and noon at the clubhouse office otherwise the suite may not be accessible and the rental fee forfeited.

h. Parking Rules for Recreational Vehicles

- 1) Resident owners will be given first opportunity to park in the parking area provided. Resident tenants will be accommodated if space is available. Residents must show proof of registration and ownership at the time a space is allocated. Sole ownership of the RV and tow vehicle by the Chelsea Gardens resident is required. RV and tow vehicle must be registered with the Strata Corporation along with proof of third-party liability insurance with the registered owners name, unit number and space allocated. All trailers and 5th wheels must have a tow vehicle registered with it. Should any license plate expire, proof of liability insurance must be provided to the Strata Corporation who will be responsible to maintain these records.
- 2) Owner requests a stall by contacting CrossRoads and provides detailed information about the size/type of rig.
- 3) Crossroads contacts the RV committee for stall availability.
- 4) Owner comes to CrossRoads with RV registration and insurance papers.
- 5) Owner makes payment arrangements giving PAP authorization. Once all the paperwork is in place, CrossRoads will collect for the key and provide it to the owner.
- 6) When an RV is sold CrossRoads Management must be notified to cancel the use of the RV space and the monthly fees. The user must return the key to CrossRoads.
- 7) When an RV is sold the allocated space reverts to the control of the Strata Corporation. RV spots are not transferable to another owner and are allocated by the RV Committee based on a priority list.
- 8) When an RV is sold it must be removed from Chelsea property upon completion of the sale.
- 9) If the new owner of the RV is a Chelsea resident they should contact CrossRoads to inquire about obtaining a parking space.
- 10) If the resident owner is replacing the RV with another unit they will be given 3 months to replace it without losing their space, providing rental fees for the 3 months are maintained.
- 11) Electrical outlets and water taps are provided on site for vacuuming, power washing, tank filling, power tools, etc. They are not to be used for other purposes such as heating or vehicle block heaters. As available, on a first come first served basis, electrical outlets may be used to prepare an RV for the road for up to 24 hours.
- 12) If parking spots are available, residents' visitors may be allowed to park their RVs in the RV parking area subject to the following conditions:
 - No living (overnight) in the RV parking area is allowed;
 - Visitors will be charged per week for parking in the RV parking area (maximum stay two (2) weeks. Any part of a week is charged at the weekly price and is to be paid in advance to the resident manager. The charge or fee for this is to be determined by the Strata Council at the last Council meeting in March, prior to the approval and distribution of the Annual General Meeting agenda. The new rates or fees will take effect only after owner approval (or amendment) at the AGM.

- 13) No allocated parking spot may be left unoccupied for longer than six (6) consecutive months without prior written approval of the Strata Council, acting upon the advice of the RV Committee. Every RV must be in the RV lot for a cumulative six (6) months out of twelve (12) months without written permission from the Strata Council, acting upon advice from the RV Committee. Regardless of whether or not an RV is in the RV lot, the monthly charges still apply.
- 14) The Strata Council, along with the RV committee will review the allocation of parking spots from time to time. The RV committee consists of a chairman, an appointed member of Strata council and up to six resident RV owners. The Strata Manager will be an ex officio (non-voting) member of the Committee. Should the RV Committee cease to function, the Strata Council will be the only authority administering the RV Lot until such time as a replacement committee is established.
- 15) Notwithstanding the provisions of Bylaw 37 (3), recreational vehicles may be parked temporarily on common property or limited common property for the purposes of loading or unloading, for no more than four (4) hours in a 24-hour period but not overnight. If adjacent driveways are to be blocked the RV owner is to attempt to contact all affected residents in advance so as to give them an opportunity to move their vehicles. Regardless of this advance notice, should an affected resident require that the RV be moved to permit their vehicle to enter or leave the strata lot, the RV owner will promptly move the RV.
- 16) **PARKING FEES FOR RESIDENT RV OWNERS:** A parking fee per year will be charged for resident RV parking spot. The RV owner may pre-pay on a yearly basis or pay per month. It is suggested the RV parking fee be paid to the management company (cheques payable to LMS 1416) along with the monthly maintenance fee. Any RV owner not paying for their parking spot when the RV is off site will automatically forfeit that parking spot along with their place on the RV parking seniority list. (The RV owner must reapply for a parking spot and will have no seniority.) The charge or fee for this is to be determined by the Strata Council at the last Council meeting in March, prior to the approval and distribution of the Annual General Meeting agenda. The new rates or fees will take effect only after owner approval (or amendment) at the AGM.
- 17) **RENOVATIONS** – The RV lot is intended for personal storage of a Recreational Vehicle. Other than minor repairs to a Recreational Vehicle, renovating an RV is not permitted unless and owner receives written permission from the Strata Council.
- 18) RV accessories may be stowed in the RV lot provided they fit within the owner's assigned spot-if not they must be removed from the RV lot.
- 19) STRATA CORPORATION AFTER CONSULTATION WITH THE RV COMMITTEE MAY REFER THE RULES TO THE RV COMMITTEE FOR IMPLEMENTATION. THE RV COMMITTEE WILL REPORT ANY ACTION TO THE STRATA CORPORATION FOR RATIFICATION.
- 20) The Strata Corporation shall prepare and print a contract of use agreement for the use of the RV Lot which must be signed prior to the placement of any RV in the RV Lot.

- 21) **Resident passenger vehicle Parking in RV Lot** - If space is available and not required for RV's or tow vehicles or strata use, residents may apply for permission to park passenger vehicles, registered and insured in the name of the Chelsea Gardens resident, at a monthly fee as set out annually in the rules. The maximum size for such vehicles is a 12-person passenger van. Rentals are based on a "last-in" – "first-out" basis and a vehicle will have to be removed within 7 days should the space be required for an RV, a tow vehicle or strata use. The fee for a key deposit will still apply.

i. **Committee Rules**

- 1) **Committees may be appointed by Strata Council from time to time as requested.**
- Committees are ad hoc committees of the Strata Council'
 - All Committees are independent of each other.
 - Council is governed by Sections 3, 4 and 119 of the Strata Property Act in relation to committees.
 - Committees shall submit a list of proposed members by the first regular Strata Council meeting after the AGM.
 - Additions and deletions to a Committee membership shall be submitted to the Strata Council.
 - Approval shall be given as submitted, unless, there is some compelling objection by Council.
 - The membership and length of term on the committee shall be open.
 - A member of the Strata Council may-be part of each Committee if a council member is available to serve on that committee. Committees shall appoint member(s) to report to the Strata Council. Reports to the Strata Council may be made in person or in writing.
- 2) **Financial**
- Committees that maintain bank accounts/ledgers shall prepare financial statements each month and submit it to the Strata Council.
 - Committees that maintain bank accounts/ledgers shall prepare an annual financial statement which will reflect the entire fiscal year's activities and will be included in the AGM agenda.
 - Committee funds shall be held by the Strata Corporation Management firm along with all other Strata Corporation accounts and shall be named for the Committee. The Social Committee may maintain an additional operating account, separate from the Strata Management firm, of up to \$3,000.00 provided that two signatures are required and that financial statements are also provided for inclusion in the AGM agenda and minutes.
 - No disbursements of the Committee Fund shall be made without the prior approval of the Committee.

- With the exception of the separate operating account maintained by the Social Committee all cheques to be issued on behalf of the committees shall be prepared and signed by the Management Firm's signatory plus one of the strata council signatories.
 - Committees may maintain a petty cash fund as well as a float for regular activities if required.
 - Committee's fiscal year shall be concurrent with the Strata Corporation's fiscal year.
- 3) **Workshop Committee**
- A Workshop Committee shall be authorized by council from time to time.
- 4) **Exercise Room Committee**
- An Exercise Room Committee shall be authorized by council from time to time.
- 5) **RV Committee**
- An RV Committee shall be authorized by council from time to time.
- 6) **Social Committee**
- A Social Committee shall be authorized by council from time to time.
 - **Purpose**
 - **The Social Committee is an ad hoc committee of the Strata Council. Their responsibility is to facilitate the social needs of the Strata members.**
 - **Activities**
 - The Social Committee will submit a list of proposed activities at appropriate times, which the Strata Council shall approve providing there is no compelling reason to discuss modifications.
 - At any time during the year, the Social Committee can advise the Strata Council of additional functions or changes to this plan. The Strata Council shall not unreasonably withhold approval unless they believe that the function is not in the best interest of the Strata Corporation.
 - No activity, method of raising funds or cause should bring any financial or legal risk or obligation to Chelsea Gardens.
 - Should an event, sponsored by the Social Committee, involve contracting with an outside provider, performer or any other company the Social Committee shall indemnify the Strata Corporation by ensuring a signed liability release is received from the performer, provider or outside firm.

Revised: April 17, 2023 (Approved & Ratified)

j. **REMEDIES**

In accordance with the Strata Property Act, the Strata Council may enforce Rules on behalf of the Strata Corporation and in so doing may:

- 1) warn the owner in writing of the non-compliance of Bylaws or Rules by the owner, a resident, or a guest of the owner; and/or
- 2) impose a fine; and/or
- 3) remove privileges in the use of certain facilities; and/or
- 4) request removal of pets.

Guest Parking in RV Lot

Extra vehicle parking spaces within the RV lot can be rented out on a short-term basis at Council discretion for a fee **set by Council** for guests of Owners. **(Please see Rental Rates and User Fees for details)**

Precedence will be given to RV Owners if the spot is required for their Tow vehicle. Deposit fee **set by Council** for the RV **key will be required. (Please see Rental Rates and User Fees for details)**