

STRATA PLAN NW 2715
Bylaws

Turnberry Place
9771 & 9785 152nd B Street
Surrey BC
V3R 9W2

Attached hereto is a copy of the bylaws for the strata corporation taken from the records that C & C Property Group Ltd. maintains for the strata corporation. These are provided to you on a "without prejudice basis". For legal purposes, please obtain a true copy, as currently registered at the Land Title Office. Please also consider if, and to what extent, the "Schedule of Standard Bylaws" in the *Strata Property Act* applies. Bylaws are an extensive legal document and it is recommended that you obtain and rely on professional legal counsel and advice on the content.

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Note: This package may or may not contain all, or portions of, the "Schedule of Standard Bylaws" of the *Strata Property Act* of British Columbia.

**STRATA PLAN NW 2715
TURNBERRY PLACE
SCHEDULE OF BYLAWS**

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Division 1 -- DUTIES OF OWNERS, OCCUPANTS AND VISITORS

BY-LAW 1: Payments

- 1.1 Monthly strata fees set forth in each assessment, will be payable by the strata lot owner, to the strata corporation, or to any other person, firm or corporation to whom the strata corporation will direct payment to be made from time to time. Except where an automatic deposit facility is available and is being utilized by that owner, it is recommended that owners submit a series of 12 post dated cheques up to and including the last month of the Strata Corporation's fiscal year at the beginning of each new fiscal period by each strata lot owner.
- 1.2 Monthly strata fees are due and payable on the first day of each month. Strata fees not received by the 10th day of the due month in question, will be subject to an interest charge of 10% per annum compounded annually.
- At the end of a three month period, a lien will be placed against the delinquent strata owner's lot by registering in the land title office a Certificate of Lien (Form G) at the owner's expense, (including any costs) for the total monies due.
- 1.3 Within ten (10) days, following written application by a strata lot owner, the strata corporation will furnish to said owner, a statement setting forth as of that date, the amount of any unpaid assessments due.
- 1.4 Each strata lot will have one consolidated account receivable for all strata fees, special levies, fines, and any other monies due and payable to the strata corporation. All strata lot payments received from strata lot owners or other sources, will be applied to the applicable strata lot account receivable. The payments will be applied to the oldest outstanding debt for the applicable strata lot.
- 1.5 A strata lot owner or designated representative of the strata lot owner, shall be unable to cast a vote at either an Annual or Special General Meeting, nor stand for election to the strata council, if there is any strata fees or special levies owing.

BY-LAW 2: Repair and Maintenance of Property by Owner

- 2.1 An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- 2.2 Each strata lot has two exterior areas of property. The owner's responsibility is as follows: .../4

- a) The area within the enclosed yards and patios is classified as limited common property. It is the individual strata lot owner's responsibility to maintain their enclosed yards and patios. The gardening contractor will not weed or mow the grass in this area unless the strata lot owner has made separate arrangements outlined in writing to the Strata Council. These arrangements will be at the expense of the strata lot owner who has requested such an arrangement.
- b) The area outside the front of the unit is classified as common property. The gardening contractor is contracted to mow the grass, rake the leaves, and do general cleanup of the common property as instructed by council.
- i) if an individual wants to replace any shrubs, or put in any flowers, etc., in the area directly in front of each unit or in the area along side of the garage, the strata lot owner assumes the cost for the changes and that strata lot owner is responsible for maintenance for same now and with any new owners of the strata lot.
 - ii) owners who have made major changes to their beds and wish the gardening contractor to maintain the beds should contact the strata council in writing.
 - iii) if an owner wishes to make any changes to the curb garden area, it is done so at their expense, once the owner has received the approval of the strata council. This shall become their responsibility to maintain this area both now and with any new owners of the strata lot
 - iv) an owner or resident will not cause damage to trees, plants, bushes, flowers or lawns and shall not place chairs, tables or other objects on the lawn and/or grounds so as to prevent growth or to interfere with the cutting of the lawns or the maintenance of the grounds generally.

2.3 An owner will not allow his/her strata lot to become visibly untidy. Rubbish, dust, garbage, boxes, packing cases or the like, will not be thrown, piled or stored on the strata lot or common property. After written notice, the Strata Corporation will be at liberty to remove the rubbish and clean up the common property or Strata Lot and charge the cost of the clean up to the Strata Lot Owner responsible.

2.4 Only ordinary household refuse and garbage, will be removed by the Strata Corporation. Any other material such as, building materials, Christmas trees, and toxic items such as paint are strictly forbidden to be placed in the disposal

BY-LAW 3: Use of Property

- 3.1 As outlined in the original Rental Disclosure Statement filed in Land Titles Office for Turnberry Place, all units in the development are offered for sale with none as being available for rent. A strata lot owner may apply in writing to the strata council requesting a hearing to discuss the rental of their unit based on "hardship". This hearing must be held within three (3) weeks of the date of the request. The Strata Council must offer its decision within one (1) week after the hearing. An owner shall be able to rent their strata lot to a family member as defined in the Strata Property Act.
- 3.2 The fine for violation of By-Law 3.1: Rental Restriction, will be \$ 200.00 monthly but not exceeding more than once every month.
- 3.3 The strata lot will not be used for commercial or professional purposes, other than "Home Businesses" as defined in the City of Surrey By-Laws, or for any purpose which may be illegal or contrary to any Government or Municipal Rules or Ordinances, or is injurious to the reputation of the buildings or the owners.
- 3.5 Barbecues, hibachis, or other forms of outdoor cooking will be permitted within the owners strata lot's limited common property, providing they do not represent a fire hazard and/or nuisance to other owners.
- 3.6 An owner, occupant or visitor must not use a strata lot, the common property or common assets in a way that:
- a) causes a nuisance or hazard to another person,
 - b) nothing should be brought onto or stored within a strata lot or the common property which will in any way increase or tend to increase the risk of hazard or the rate of any insurance policy held by the strata corporation, or which will invalidate any insurance policy, including fire insurance,
 - c) causes unreasonable noise,
 - d) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - e) is illegal, or
 - f) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

3.7 No restrictions or hindrances will be caused to sidewalks, driveways, entrances, exits or other parts of the common property.

3.8 No owner, guest, or visitor will be permitted to trespass on that part of the property to which another owner is entitled to exclusive occupation.

3.9 Visiting children are not allowed to play in common areas without direct supervision.

3.10 An owner, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

3.11 Storage sheds are allowed on the owner's strata lot's limited common property, subject to:

- a) the strata lot owner must obtain written approval from council before installation
- b) shed construction must be of either cedar or aluminum so they will blend with existing structures;
- c) the shed height must not be higher than the top of the fence proper so that it is not visible from either inside or outside the complex;
- d) sheds are not to be attached to the fence or permanently affixed to the ground.

3.12 The fine for violation of any part of By-Laws 3: Use of Property, excluding By-Law 3.1, will be \$ 100.00 per contravention but not exceeding more than once every month.

BY-LAW 4: Exterior Appearances and Alterations

- 4.1 No Real Estate signs, fences, gates, billboards, placards, advertising, campaign posters, or notices of any kind, will be erected or displayed on the common property or the strata lot. The Strata Plan NW 2715 generic "Unit For Sale Sign" is the only "for sale" sign that is allowed to be posted on the holder provided for this purpose outside the West gate. Should an owner decide to sell his own home, his "For Sale by Owner" sign must first be approved by the Strata Council and be at the owners own cost and only hung on the holder provided for that purpose outside the East gate.
- 4.2 "Open House" signs can be posted only while the open house is in progress.
- 4.3 No awning, window covering (e.g. aluminum foil), air conditioning unit, radio or television antennae or satellite dishes shall be hung or attached to the exterior of the building or strata lot without prior consent of the council.
- 4.4 No laundry, washing, clothing, bedding or other articles will be hung or displayed from windows, balconies, or any area outside the buildings, so that they are visible from the exterior of the strata lot.
- 4.5 Items on patios and balconies will be restricted to patio furniture, barbecues and potted plants only. Hot tubs may be installed subject to compliance with pertinent codes and the prior written consent of the council.
- 4.6 To maintain a uniform appearance to the exterior of the buildings, all window coverings must be either white or off-white.
- 4.7 Exterior Christmas lights must not be installed before December 1st and must be removed by January 15th. No permanent fixtures (e.g. nails, hooks, screws or other fittings) which may damage the exterior of the building are allowed.
- 4.8 The fine for violation of any part of by-law 4: Exterior Appearances and Alterations, will be \$100.00 per contravention but not exceeding more than once every month.

BY-LAW 5: Occupancy of Strata Lot

- 5.1 Turnberry Place is an adult-oriented development. No one under the age of nineteen (19) years may use, occupy, or enjoy a strata lot at "Turnberry Place" as a permanent place of residence.

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- 5.2 The fine for violation of any part of By-Law 5: Occupancy of a strata lot, will be \$200.00 per contravention but not exceeding more than once every month

BY-LAW 6: Vehicles and Parking

- 6.1 Only vehicles with current registration and insurance including third party liability will be allowed within Strata Plan NW 2715. Parking of vehicles other than those owned or leased by or for a resident and/or house guest is prohibited. No inoperable vehicles may be kept within Strata Plan NW 2715.
- 6.2 Vehicles will not be parked, or left unattended, in such a way that they block or infringe on driveways and/or refuse disposal bins.
- 6.3 All major repairs and/or tune-ups or excessive engine running are prohibited.
- 6.4 No vehicle or boat, or equipment attached thereto, that constitutes a fire hazard, in the opinion of the council, will be permitted anywhere within Strata Plan NW 2715.
- 6.5 Driving a vehicle in excess of 10 km/h. within the Strata Plan NW 2715 is prohibited.
- 6.6 The use of motor horns with the Strata Plan NW 2715 is prohibited, except in such case as where the use of a horn is required to prevent an accident.
- 6.7 When visitor vehicles are parked in the visiting parking area, they must display the unit number that they are visiting on the dash of their vehicle. Visitor parking is available for a maximum of 48 hours, in any given week, which may be extended only by permission of a member of the strata council. Each unit will be provided with one (1) unit identification card for visitor parking. This is for identification purposes only as the visitor parking spots are on a first come first serve basis.
- Visitor parking areas are not to be used by owners for parking their own vehicles. If all visitor parking spaces are filled, visitors to the development should park on 152B Street. Cars are not to remain in visitor parking for more than 48 hours in any given week (7 day period).**
- 6.8 Motor vehicles will not be permitted to park in the common property driveways, the area directly in front of the garage door or any of the roadways of the strata corporation.

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NOTE: The two roadways through the property must be kept clear at all times in the event of emergency vehicles requiring entry to any of the strata lots.

- 6.9 Commercial vehicles will be permitted temporarily on common property for the purposes of loading, unloading, delivery or providing a service.
- 6.10 Recreational vehicles, boats and/or campers will be allowed on site only while they are being loaded or unloaded.
- 6.11 Vehicles dripping excessive oil, gasoline or other fluids will be prohibited from parking anywhere within Strata Plan NW 2715. Owners of vehicles causing oil staining will, on the strata corporation's notification, clean up all drippings within seven days. Failure to do so will result in the assessment of the clean up costs and a fine to the offending Strata Lots Owner's account.
- 6.12 The fine for violation of any part of by-law 6: Vehicles and Parking, will be either one or both of the following:
- a) \$25.00 per contravention but not exceeding more than once every 7 days.
 - b) requiring the strata lot owner to reimburse the strata corporation the costs of remedying the contravention.

BY-LAW 7: Pets/Animals

- 7.1 Any strata lot owner keeping a pet that has become the subject of a complaint by owners, by reason of being vicious, malodorous, noisy, loose on the common property or has created a nuisance on the common property, must remove said pet within seven days of receiving due notice to that effect from the council, subject to an appeal to the council by the pet owner.
- 7.2 Pet owners are to ensure that their pets do not urinate or foul any part of the common property or grassed areas on 152nd Street and 152B Street adjacent Strata corporation NW 2715.
- 7.3 An owner, occupant or visitor must ensure that all animals are leashed or otherwise secured on a lead not exceeding six feet in length when on the common property or on land that is a common asset.
- 7.4 An owner or occupant must not keep any pets on a strata lot other than one or more of the following:

- a) a reasonable number of fish or other small aquarium animals;
- b) a reasonable number of small caged animals;
- c) up to 2 caged birds;
- d) two dogs or two cats or one of each;
- e) subject to bylaw 7.4 (d), dogs will be restricted to a weight of no more than ten (10) kilograms (22 pounds) or ten (10) inches at the shoulders, which ever is less.
- f) all residents must submit to the Strata Council, a photo of their pets and its name for identification purposes. These pictures are to be posted in the club house and are to be provided at the strata lot owners expense.

7.5 The fine for violation of any part of by-law 7: Pets/Animals, will be one or both of the following:

- a) \$50.00 per contravention but not exceeding more than once every month.
- b) the pet found unleashed on common property may be delivered to the City Pound at council discretion and at the offending strata lot owner's expense.

BY-LAW 8: Inform Strata Corporation

8.1 Within two (2) weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if applicable.

BY-LAW 9: Obtain Approval Before Altering a Strata Lot

9.1 An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

- a) the structure of a building;
- b) the exterior of a building;

- c) chimneys, stairs, balconies or other things attached to the exterior of a building;
- d) doors, windows or skylights on the exterior of a building, or that front on the common property;
- e) fences, railings or similar structures that enclose a patio, balcony or yard;
- f) common property located within the boundaries of a strata lot;
- g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.

9.2 The strata corporation must not unreasonably withhold its approval under subsection (9.1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration, for now and with any new owners of the strata lot .

BY-LAW 10: Obtain Approval Before Altering Common

- 10.1 An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets. (i.e.) a storage shed, a patio awning, satellite dish, hot tub, whirl pool etc.
- 10.2 The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for all expenses relating to the alteration, for now and with any new owners of the strata lot.

BY-LAW 11: Permit Entry to Strata Lot

- 11.1 An owner, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
 - a in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - b) at a reasonable time, on 48 hours' written notice,

- i) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act, or
 - ii) to ensure compliance with the Act and the bylaws.
 - c) all owners are requested to provide the Strata Council with the name, address and telephone number of the closest person who may have a key to their unit, in case access is needed during an emergency or in the case of a repair matter. This information is to be made available to each council member and is for reference only.
 - d) the Strata Council shall be saved harmless from any additional damage resulting because entry could not be made to their unit as the information requested in subsection (11.1)[c] was not provided by the strata lot owner.
- 11.2 The notice referred to in subsection 11.1 (b) must include the date and approximate time of entry, and the reason for entry.
- 11.3 In the event of any emergency emanating from a strata lot whose owner or contact person as noted in (11.1)[c] cannot be contacted immediately, access may have to be gained by force at said strata lot owner's expense, for the protection of other property.

Division 2 -- POWERS AND DUTIES OF THE STRATA CORPORATION

BY-LAW 12: Repair and Maintenance of Property by Strata Corporation

- 12.1 The strata corporation must repair and maintain all of the following:
- a) common assets of the strata corporation;
 - b) common property that has not been designated as limited common property;
 - c) limited common property, but the duty to repair and maintain it is restricted to
 - i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and

- ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - A) the structure of a building;
 - B) the exterior of a building;
 - C) chimneys, stairs and other things attached to the exterior of a building;
 - D) doors, windows or skylights on the exterior of a building or that front on the common property;
 - E) fences and similar structures that enclose patios and yards;
 - F) the cost to repair any self damage is the responsibility of the strata lot owner;
 - G) painting of the patio decks and stairs are excluded from the strata corporation's responsibility to the limited common property.

d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to

- i) the structure of a building,
- ii) the exterior of a building,
- iii) chimneys, stairs and other things attached to the exterior of a building,
- iv) doors, windows or skylights on the exterior of a building or that front on the common property, and
- v) fences and similar structures that enclose patios, balconies and yards.

12.2 Where the strata corporation is required to enter a strata lot for the purpose of maintaining, repairing or renewing pipes, wires, cables and ducts for the time being existing in the strata lot and capable of being used in connection with the enjoyment of any other strata lot or the common property, the strata corporation and it's agents will, in carrying out any work or repair, do so in a proper and workmanship manner and will make good any damage to the strata lot occasioned by such works and restore the strata lot to its former condition, leaving the strata lot clean and free from debris.

Division 3 -- COUNCIL

BY-LAW 13: Council Size

13.1 The council must have at least 3 and not more than 7 members.

BY-LAW 14: Eligibility for Council

14.1 Further to Section 27 (1), "the only persons who may be council members are the following:

- (a) owners;
- (b) individuals representing corporate owners;
- (c) spouse of owner;
- (d) person(s) who is legally authorized to act for the person with respect to the strata lot;

14.2 No person will be able to stand for council or continue to be on council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under Strata Property Act, Section 116 (1).

BY-LAW 15: Council Members' Term of Office

15.1 The term of office of a council member ends at the end of the annual general meeting at which the new Council is elected.

- 15.2 A person whose term as council member is ending is eligible for reelection.
- 15.3 In the election of council members held at each annual general meeting, the members elected are elected for a term of one (1) year.

BY-LAW 16: Removing Council Member From Office

- 16.1 Unless all the owners are on the council, the strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- 16.2 After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

BY-LAW 17: Replacing Council Member

- 17.1 If a council member resigns or is unwilling or unable to act for a period of two (2) or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- 17.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 17.3 The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- 17.4 If all the members of the council resign or are unwilling or unable to act for a period of two (2) or more months, persons holding at least 26% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

BY-LAW 18: Officers

- 18.1 At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.

- 18.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 18.3 The vice president has the powers and duties of the president
 - a) while the president is absent or is unwilling or unable to act, or
 - b) for the remainder of the president's term if the president ceases to hold office.
- 18.4 If an officer other than the president is unwilling or unable to act for a period of two (2) or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

BY-LAW 19: Calling Council Meetings

- 19.1 Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- 19.2 The notice does not have to be in writing.
- 19.3 A council meeting may be held on less than one week's notice if
 - a) all council members consent in advance of the meeting, or
 - b) the meeting is required to deal with an emergency situation, and all council members either
 - i) consent in advance of the meeting, or
 - ii) are unavailable to provide consent after reasonable attempts to contact them.
- 19.4 The council must inform owners about a council meeting as feasible after the meeting has been called, unless the Strata Council feels that the matter to be discussed is included under subsection (22.3) of these By-Laws .

BY-LAW 20: Requisition of Council Hearing

- 20.1 By application in writing, stating the reason for the request, an owner may request a hearing at a council meeting.
- 20.2 If a hearing is requested under subsection (20.1), the council must hold a meeting to hear the applicant within one month of the request.
- 20.3 If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

BY-LAW 21: Quorum of Council

- 21.1 A quorum of the council will exist when 50% of the council members are present.
- 21.2 Council members must be present in person or by electronic means at the council meeting to be counted in establishing quorum. The council meeting may be held at another location where such an electronic means may be available

BY-LAW 22: Council Meetings

- 22.1 Council meetings can be held by electronic means.
- 22.2 Owners may attend council meetings as observers.
- 22.3 Despite subsection (22.2), no observers may attend those portions of council meetings that deal with any of the following:
 - a) bylaw contravention hearings under section 135 of the Act;
 - b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

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BY-LAW 23: Voting at Council Meetings

- 23.1 At council meetings, decisions must be made by a majority of council members present in person or by electronic means at the meeting. In the case of a tie, the President is able to cast a deciding second vote.
- 23.2 The results of all votes at a council meeting must be recorded in the council meeting minutes.

BY-LAW 24: Council to Inform Owners of Minutes

- 24.1 The council must inform owners of the minutes of all council meetings within two (2) weeks of the meeting, whether or not the minutes have been approved, except for any in camera sections where no minutes are taken.

BY-LAW 25: Spending Restrictions

- 25.1 A council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
- 25.2 If a proposed expenditure has not been put forward for approval in the budget or at an annual or special meeting, the strata corporation may only make the expenditure in accordance with the Act, which allows an expenditure to a maximum of \$2,000 or 5% of the total contribution to the operating fund for the current year, whichever is less.
- 25.3 The council members will be reimbursed for all expenses incurred while performing the duties and powers of the strata council.
- 25.4 All strata lot owners may submit expenses prior to performing duties pertaining to the strata corporation to the strata council for authorization for reimbursement. All reasonable expenses will be reimbursed to the owner.

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BY-LAW 26: Limitation on Liability of Council Member

- 26.1 A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- 26.2 Subsection (26.1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 -- ENFORCEMENT OF BYLAWS

BY-LAW 27: Continuing Contravention

- 27.1 If an activity or lack of activity that constitutes a contravention of a bylaw continues, without interruption, a cumulative fine may be imposed, as provided in this Schedule of By-Laws.

Division 5 -- ANNUAL AND SPECIAL GENERAL MEETINGS

BY-LAW 28: Person to Chair Meeting

- 28.1 Annual and special general meetings must be chaired by the president of the current council.
- 28.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- 28.3 If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

BY-LAW 29: Participation by Other Than Eligible Voters

- 29.1 Owners may attend annual and special general meetings, whether or not they are eligible to vote.

BY-LAW 30: Voting

- 30.1 A vote for a strata lot owner will not be exercised, except on matters requiring a unanimous vote, if the strata corporation is entitled to register a lien against that strata lot under section 116, unless all the contributions payable have been paid by a certified cheque or money order at the time that the meeting is called to order.
- 30.2 At an annual or special general meeting, voting cards must be issued to eligible voters.
- 30.3 At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- 30.4 If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- 30.5 The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- 30.6 If there is a tie vote at an annual or special general meeting, the chair may break the tie by casting a second, deciding vote.
- 30.7 Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

BY-LAW 31: Order of Business

- 31.1 The order of business at annual and special general meetings is as follows, unless by an ordinary resolution the meeting decides differently:
- a) certify proxies and corporate representatives and issue voting cards;
 - b) determine that there is a quorum;
 - c) elect a person to chair the meeting, if necessary;
 - d) present to the meeting proof of notice of meeting or waiver of notice;
 - e) approve the agenda;

- f) approve minutes from the last annual or special general meeting;
- g) deal with unfinished business;
- h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- i) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- j) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- k) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- l) elect a council, if the meeting is an annual general meeting;
- m) terminate the meeting.

Division 6 -- VOLUNTARY DISPUTE RESOLUTION

BY-LAW 32: *Voluntary Dispute Resolution*

- 32.1 A dispute among owners, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- a) all the parties to the dispute consent, and
 - b) the dispute involves the Act, the regulations, the bylaws.
- 32.2 A dispute resolution committee consists of
- a) one owner of the strata corporation nominated by each of the disputing parties and one owner chosen to chair the committee by the persons nominated by the disputing parties, or
 - b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

32.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

BY-LAW 33: Owners' Responsibility for the Schedule of By-Laws

33.1 This Schedule of By-Laws are the Property of Turnberry Place, Strata Corporation NW 2715.

33.2 One (1) copy of this schedule will be provided to each strata lot owner for their reference.

33.3 It is the responsibility of each strata lot owner that this copy and any future revisions be retained inside each unit.

33.4 It is also the responsibility of each strata lot owner that they and all visitors abide by this Schedule of By-laws.

33.5 Should any additional copies of this document be required they will be provided by the strata council at a cost of \$ 25.00 per copy of the Schedule.

BY-LAW 34: Severability

34.1 The provisions hereof will be deemed independent and severable and the invalidity in whole or in part of any By-Law does not affect the validity of the remaining By-Laws, which will continue in full force and effect as if such invalid portion had never been included therein.

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