

## RULES AND REGULATIONS STRATA PLAN #1578

The rules that follow are those made under the authority of the Strata Property Act. In the event there is any conflict between the provisions, or the penalties for breach, of these Rules and Regulations and the Bylaws of Strata Plan #1578, the provisions of the Bylaws shall prevail.

### 1. SECURITY

- 1.1 The keys which fit the front door, garage doors, and storage room doors, are the property of the condominium corporation. The electronic garage door openers (fobs) are the property of the owners. As provided in Bylaws 33(2) and (4), replacement keys or garage door openers must be paid for if losses occur. Any loss must be reported to The Rockland Caretaker immediately.
- 1.2 All owners are required to:
  - Watch to see that no unauthorized persons enter the garage doors after passage of a car either in to or out of the garage.
  - Never admit unknown persons to the building **no matter what the pretext**. Unknown callers **MUST** be met in the lobby.
  - Never prop open doors from the garage or from the outside unless the open door is kept under observation. If a door is found propped open and no one is about, release the door and close it.
  - In conditions of high winds, double check to see that the doors latch behind you.
  - Some of the doors leading in from the garages may only be used in cases of emergency. These doors are sign posted and fitted with alarms. Anyone using one of these doors, except in an emergency, may be subject to a fine of up to \$50 or such greater amount as approved by Council on each occasion.

### 2. CLEANLINESS

- 2.1 Cross-reference to the bylaws Division 7 - Miscellaneous Matters.
- 2.2 Garbage, boxes, footwear or the like, or other personal items, shall not be placed in corridors, stairways, garages or any other part of the common property. Door mats are not allowed in hallways.
- 2.3 Nails, screws, etc. shall not be driven into doors and walls in the hallways, except as approved by the Strata Council.

### 3. HOUSEHOLD WASTE

#### 3.1 Recycling

Owners must sort their recycling as per the instructions posted in the recycling area in the upper car garage, and be certain recycled materials are going into the appropriate bin, otherwise our recycling company may refuse service.

Plastic bags and Styrofoam are NOT permitted in the regular recycling bins. Dispose of these items with regular garbage.

### 3.2 **Garbage**

Wet items and other household garbage must be securely wrapped and put down the garbage chute located in the small garbage room at the north end of each floor.

Glass must never be dropped down the garbage chute as it shatters when it lands in the garbage bin.

As provided in Bylaw 3.5(3), pet waste must be bagged and carried to the garbage bin in the garbage room located in upper parking garage. Pet waste must not be dropped down the garbage chute.

Do not leave refuse in the garbage rooms on the floors for disposal by The Rockland Caretaker.

### 3.3 **Returnables**

There is a collection bin at the far right of the recyclable bins for clean, empty containers (e.g. glass alcohol bottles, beer bottles or cans, soft drink cans, etc.) that can be returned for a deposit. This is a fundraising project managed by an owner. All funds from the return are donated to a community project.

### 3.4 **Composting**

Next to the garage door in the upper garage there is a large collection bin for compostable items. Refer to the posted instructions explaining what compostable materials are accepted.

Items placed in the compost bin must be placed in COMPOSTABLE bags - **NO REGULAR PLASTIC BAGS are permitted.**

Special compostable bags can be found in the grocery store (find them with regular plastic bags. They must not be mistaken for “biodegradable bags”.) If you are uncertain about which bag to purchase, please contact The Rockland Caretaker. Our recycling service provider will refuse service if we use the inappropriate bags.

## 4. **STORAGE LOCKERS**

No flammable substances shall be stored in lockers and no item shall be stored in such a manner as to obstruct a sprinkler head. Nothing shall be hung from pipes or other building fittings. No objects should be stored within 18 inches of the sprinkler heads. When leaving the storage room lights must be turned out, and the entry door must be fully closed and latched.

## 5. MOVING

- 5.1 Move In / Move Out procedures are addressed in Bylaw 34.
- 5.2 Delivery or the moving out of large objects or furniture will require that the elevator padding and elevator floor protection be in place for the large elevator. Owners are responsible for arranging the installation and for the removal/storage of the protective materials for the elevator.

## 6. PARKING

- 6.1 Assignment of parking space(s) at no charge is addressed in Bylaw 33(3). In accordance with Bylaws 33(5) and (6), additional parking spaces may be available for rent by owners of The Rockland at the following rate, and subject to the provisions of this Rule 6:

- \$25.00 per month, or such other fee to be determined from time to time by the Council.

Two payment options are available:

- automatic pre-approved payments added to the normal monthly strata fee, or
- by a single annual payment.

If the annual payment method is chosen, the fee (\$300) shall be payable in advance by January 1st. When a rental agreement is established, the initial payment will be prorated for the remaining months in the year on a whole-month basis. When a rental agreement is terminated, the prorated (on a whole-month basis) remainder will be returned to the owner. If the rental payment is delinquent for more than 2 months, the agreement shall be terminated and the space will be reallocated or rented to another owner. Later rental of a parking space to an owner with prior delinquent rental fees will not be permitted until delinquent rental fees have been paid.

- 6.2 The Rockland Caretaker, at the direction of Council, will allocate spaces in order of the following priority:

- owners with mobility problems,
- owners in residence eight months or more each year,
- other owners,
- The Rockland Caretaker, and
- owners who desire more than one additional parking space.

- 6.3 Any owner with three or more spaces may be required to relinquish a space to another owner who desires a second parking space.

- 6.4 Guest parking is permitted in the twelve designated outdoor parking spaces, and sign-posted spaces near the building. Owners are not permitted to use outdoor guest parking spaces unless the garage parking is unavailable for some reason.

- 6.5 In accordance with Bylaw 33, overnight or longer guest parking in the upper parking garage must have the approval of The Rockland Caretaker. There is no guest parking in the lower parking garage.
- 6.6 Parking stalls #59 and #60 in the lower parking garage are not to be used for overnight parking by either owners or guests, as these two spaces are designated as "Loading Zones" for short-term use only.
- 6.7 One car washing space is available at the southeast corner of the building. This is the only common area in which vehicles can be washed.
- 6.8 No vehicle exceeding 9000 lbs. GVW shall be parked on common property without the consent of the Strata Council, except for commercial vehicles making deliveries or pickups. Trailers, boats, campers, and motor homes are not allowed in common areas unless written approval from the Strata Council is granted.
- 6.9 Parking is NOT permitted along fire routes nor shall a vehicle be parked in such a manner as to restrict access driveways. Offending vehicles will be towed away at the owner's expense.

## 7. GUEST SUITE

The Strata Council will administer the guest suite, and any rules and regulations formulated by the Council shall be binding on all users of this facility.

- 7.1 The guest suite may be booked for day or evening use. The cost is \$25.
- 7.2 The guest suite may be booked overnight under the following conditions:
  - Bookings commence at 3:00 pm and expire at 11:00 am on the last day.
  - The suite will cost \$45 per night, (cheque made out to Strata Plan 1578).
  - The suite can only be booked by owners of The Rockland, and the owner making the booking is responsible for the conduct of his guests and for any damage which may occur while the suite is occupied. The Rockland Caretaker will make a pre-inspection and post-inspection check for each booking.
  - The suite may be booked by one owner for a maximum of 7 days in any one month. This rule may be relaxed by special application to the Strata Council for extenuating circumstances.
  - No more than 4 persons can be accommodated in the guest suite.
  - Bed linens (sheets, blankets, pillowcases, etc.) and towels are the responsibility of the owner booking the suite to provide and remove when their guest stay has ended.
  - The guest suite is a no smoking AND no-pets area.
  - The sound insulation between the guest suite and Unit 105 is not the best and therefore guests are requested to be mindful of their next-door neighbours, and to cease noisy activities between the hours of 10:00 PM and 8:00 AM.

- When the guest suite is occupied, its cleanliness is the responsibility of the occupants and the owner who booked it. If the suite is not left in satisfactory condition, the Strata Council will have the suite cleaned and the cost will be billed to the owner. The amount will be determined by Council but a minimum of \$45 will apply.
- If the owner does not wish to undertake the cleaning, he or she may make advance arrangements with The Rockland Caretaker to perform the necessary clean-up at a cost of \$45 per hour (1 hour minimum).
- The Library and Herb Garden, which are accessed via the guest suite, is not available to an owner while the guest suite is booked and occupied.

## 8. WORKSHOP

The Strata Council will administer the workshop located on the lower level of the parking garage, and any rules and regulations formulated by the Council shall be binding on all users of this facility.

8.1 The workshop, including any tools or equipment located in the workshop, may be used by any owner under the following conditions:

- Use of the workshop is on a “first come, first served” basis.
- Owners using the workshop are responsible for leaving the workshop and any tools or equipment in a clean and tidy condition. If the workshop is not left in satisfactory condition, the Strata Council will have the workshop cleaned and the cost will be billed to the owner. The amount will be determined by Council but a minimum of \$45 will apply.
- An owner using the workshop is responsible for ensuring the workshop is locked whenever the owner leaves the space.
- Tools and equipment must be operated in a safe way.
- The workshop contains miscellaneous screws, nails and other similar items which may be utilized by owners.
- Any tools and equipment removed from the workshop must be promptly returned to the workshop after use.
- An owner will be responsible to the Strata Council for the cost to replace or repair any damaged or lost tools and equipment, ordinary wear and tear excepted.
  - Tools and equipment are used at the sole risk and responsibility of the owner and the Strata Corporation makes no representation as to the fitness for use of such equipment by the owner, and the Strata Corporation shall not have any liability to the owner relating to the use of such tools and equipment.
  - Any items left by an owner in the workshop must not impede any other owner from using the workshop. Any such material is left in the workshop at the sole risk and liability of the owner.

- Damaged or malfunctioning tools and equipment must be reported to The Rockland Caretaker.

## 9. DONATIONS

If an owner wishes to make a donation to the garden or to the decoration of the building, Council shall first review the offer to determine if the gift is in keeping with the landscaping or decorating plans. If so, the offer must be put before the owners for a general vote and shall only be accepted if a majority of owners approve by ballot. Once donated, the item becomes the property of the Corporation and cannot be retrieved by the donor. The transaction will be documented for the record.

## 10. ALTERATIONS AND RENOVATIONS

Owners planning to renovate are responsible for following the requirements specified in Bylaw 5 and for obtaining and adhering to the “Renovations Guidelines for Contractors.” This document is available on-line or may be obtained from The Rockland Caretaker.

## 11. BORROWING OF STRATA EQUIPMENT

Owners can borrow certain equipment owned by the Strata under the following conditions:

- Equipment is for use within suites or on limited common or common strata property only.
- Equipment is used at the sole risk and responsibility of the Owner borrowing the equipment and the Strata Corporation makes no representation as to the fitness for use of such equipment by the Owner, and the Strata Corporation shall not have any liability to the Owner relating to the use of such equipment.
- Equipment must be signed out by The Rockland Caretaker.
- Equipment must be operated in a safe way.
- Equipment must be cleaned after use.
- Damaged or malfunctioning equipment must be reported to The Rockland Caretaker.
- In the case of the carpet cleaner, only chemicals provided by The Rockland Caretaker can be used. This will cost \$5 per unit used.

Equipment available for borrowing includes:

- Extension ladder
- Step ladder
- Pressure washer, electric vacuum cleaner, wet/dry carpet cleaner