



1. Contact

Document Fees: \$30.53

AWM Alliance Real Estate Group Ltd.
958 W 8th Ave - Suite 401
Vancouver BC V5Z 1E5
604-685-3227

2. Identification of Attached Strata Property Act Form or Other Supporting Document

Application Type

LTO Document Reference

Form-I Amendment to Bylaws

3. Description of Land

PID/Plan Number

Legal Description

BCS4123

THE OWNERS, STRATA PLAN BCS4123

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) and that the supporting document is in your possession.

Marnie Gunther
QKY7MA

Digitally signed by
Marnie Gunther QKY7MA
Date: 2022-12-21
14:35:38 -08:00

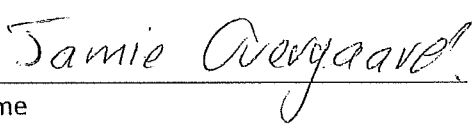
Strata Property Act
FORM I
AMENDMENT TO BY-LAWS
(Section 128)

The Owners, Strata Plan BCS 4123 certify that the following or attached amendments to the by-laws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an Annual or Special General Meeting on November 22, 2022.

Please see the attached



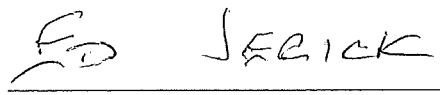
Signature of Council Member



Name



Signature of Council Member



Name

¾ VOTE RESOLUTION #1 – BYLAW AMENDMENT – 15-MINUTE QUORUM

It was **MOVED** (#32) and **SECONDED** (#18) to consider the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation BCS 4123 on November 22nd, 2022 to amend the quorum bylaw per below.

WHEREAS The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

Bylaw amendment procedures

128 (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*

(a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,

(b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or

(c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.

(2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.

(3) [Repealed 2009-17-21.]

(4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.

And, the owners of Strata Plan BCS 4123 approve the repeal and replace bylaw 45 (1) below:

Repeal

Quorum

45 (1) Pursuant to Section 48(3) of the *Strata Property Act*, if, within one ½ hour from the time appointed for an annual or special general meeting a quorum is not present in person or by proxy, those eligible voters present in person or by proxy shall constitute a quorum and the meeting shall be called to order.

Replace

Quorum

45 (1) Pursuant to Section 48(3) of the *Strata Property Act*, if, within one ¼ hour from the time appointed for an annual or special general meeting a quorum is not present in person or by proxy, those eligible voters present in person or by proxy shall constitute a quorum and the meeting shall be called to order.

BE IT RESOLVED By the Owners of Strata Plan BCS 4123 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 45 (1).

As there was no further discussion, a vote was called to approve the resolution as presented, which **CARRIED** (*unanimous*)

¾ VOTE RESOLUTION #3 – BYLAW ADOPTION – AIR CONDITIONING UNITS

It was **MOVED** (#33) and **SECONDED** (#56) to consider the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation BCS 4123 on November 22nd, 2022 to adopt the Air Conditioning Units bylaw per below.

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS section 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, common property and common assets and for the administration of the strata corporation;

BE IT RESOLVED by a ¾ vote resolution of THE OWNERS, STRATA PLAN BCS 4123 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended by adding the following as Bylaw 57:

Air Conditioning Units

- 57** (1) An owner must obtain the written approval of the strata corporation to install an air conditioning unit or heat pump (“AC unit”) within a strata lot or on any common property including limited common property. The only type of AC unit that is currently permitted for installation is a “mini-split” ductless AC unit.
- (2) The strata corporation may require the following as conditions of its approval of an AC unit installation:
- (a) a complete summary of the proposed installation, including a description and the specifications of the equipment to be installed, the method of installation, and the intended location of the installation, which must comply with the strata council’s guidelines for AC unit installations as updated from time to time;
 - (b) any external compressor/condenser component of the AC unit must not be suspended from the exterior of the building, hung or set upon a balcony railing, and must be placed on an anti-vibration pad;
 - (c) without limiting the foregoing or anything in the guidelines, any external component of the AC unit must match the aesthetic design of the building exterior and must be as discreet as reasonably possible so as to not detract from the overall appearance of the building, in the sole discretion of the strata council;
 - (d) the AC unit must be installed such that condensation is drained into an interior drain, as designed by a licensed plumber approved by the strata corporation, or into a balcony, patio or deck drain where possible, or as otherwise specified by council;
 - (e) the AC unit must be installed by a licensed and insured professional installer with WorkSafe BC coverage, and the owner must provide the strata council a copy of the installer’s name, contact

information and proof of licence, insurance and WorkSafe BC coverage at the time of the application, along with any permits required by the municipality pertaining to the installation;

- (f) any electrical work necessary to install the AC unit must be performed by a certified and insured electrician with WorkSafeBC coverage, and the owner must obtain an electrical permit where required, and provide a copy of the permit to the strata council along with the electrician's name and contact information, proof of insurance and WorkSafe BC coverage;
 - (g) the AC unit must not generate noise levels exceeding 60 dB as measured at the point of outdoor condenser/compressor, and must be serviced and maintained by the owner as necessary to ensure that it does not exceed that maximum;
 - (h) the owner of the strata lot must enter into a written assumption of liability agreement taking responsibility for any expense related to the AC unit and the alteration required to install the AC unit;
 - (i) any other restriction or requirement that the strata council may impose, at its sole discretion, as a condition of its approval.
- (3) Portable Air Conditioners: Notwithstanding subsections (1) and (2) of this bylaw, an owner, tenant or occupant may use a portable air conditioner to cool a strata lot without strata council approval, provided that it is located fully within the strata lot and does not require any alteration of the building envelope (including a window) or other common property. A portable air conditioner window seal must be used around the vent, which must be white in colour or clear (no cardboard, plywood or other material to be used as a window seal). The noise level of a portable air conditioner must not exceed 60 dB measured at the point of the air conditioner.
- (4) An owner, tenant or occupant who alters the common property or a strata lot without adhering strictly to this bylaw, must restore, at the owner's sole expense, the common property or a strata lot to its condition prior to the alteration. If the owner, tenant or occupant refuses or neglects to restore the property to its original condition, the strata corporation may conduct the restoration at the expense of the strata lot owner.

A lengthy discussion ensued and multiple owners expressed concerns regarding 57(2)(a)&(b); where the compressors/condensers would potentially be installed, and what the "strata council's guidelines" would be. It was noted that Council felt it was important to present the bylaw first to gauge ownership interest before going through a lengthy and time-consuming property assessment to identify where the compressors/condensers could be installed for each strata lot "type".

It was also further noted that a committee would be formed to assist with creating the strata council's guidelines and that two (2) homeowners present at the AGM were certified HVAC technicians whom were willing to volunteer their time to help with the committee. Lastly, it was noted that a notice would be circulated; following the first council meeting, for anyone else whom would like to join the committee.

As there was no further discussion, a vote was called to approve the resolution as presented on the conditions that no requests would be approved until a Special General Meeting is held to clarify; by way of a 3/4 vote bylaw amendment resolution, what the "Strata Council's Guidelines" are as referenced in bylaw 57(2)(a) and where the

compressors/condensers can potentially be installed for every strata lot type in the complex as referenced in bylaw 57(2)(b), which **CARRIED** (*unanimous*).

¾ VOTE RESOLUTION #4 – BYLAW ADOPTION/AUTHORIZATION OF CRF WITHDRAWAL – IN-SUITE FIRE INSPECTIONS & REPAIRS RESPONSIBILITY

It was **MOVED** (#32) and **SECONDED** (#20) to consider the following resolution.

The purpose of the ¾ vote resolution is to adopt a bylaw making owners responsible for annual in-suite fire inspections/repairs OR should that vote be defeated, then another ¾ vote resolution to authorize a withdrawal up to \$7,500.00 from the Contingency Reserve Fund for the purpose of the strata performing the annual inspections and deficiency repairs.

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS s. 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, common property and common assets and for the administration of the strata corporation;

AND WHEREAS pursuant to s. 96 of the Act, a strata corporation may spend money from its contingency reserve fund (CRF) if the expenditure is consistent with the purpose of the CRF, as set out in the Act, and first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

AND WHEREAS the owners are being presented with two options.

- a. **Option B** – to approve a CRF expenditure to fund the Strata Corporation arranging and paying for the annual in-suite fire safety system testing and deficiency repairs for the 2022-2023 fiscal year.

If Option A passes then Options B will **NOT** be put to a vote.

If Option A fails to pass then the Strata Corporation will be responsible for in-suite fire safety system inspections and repairs moving forward, and this will be included in future operating budgets, beginning with the Strata’s 2023-2024 fiscal year. The owners would then vote on Option B.

OPTION A – BYLAW AMENDMENT:

BE IT RESOLVED by a ¾ vote resolution of THE OWNERS, STRATA PLAN BCS 4123 (the “Strata Corporation”), that the Strata Corporation’s bylaws be amended to add the following as bylaw 2(3):

Repair and Maintenance of Property by Owner

- 2 (3) An owner must arrange and pay for a professionally conducted inspection of the in-suite fire safety systems in the owner’s strata lot every year, and must submit proof of such inspection to the strata council. If an owner fails to submit such proof in a timely manner, the strata corporation may conduct

the inspection at its sole discretion and at the owner's sole expense. The owner is responsible for repair and maintenance of the fire safety equipment within the owner's strata lot.

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STRATA PROPERTY ACT FILING
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PAGE 1 OF 37 PAGES

- Your electronic signature is a representation by you that:
 - you are a subscriber; and
 - you have incorporated your electronic signature into
 - this electronic application, and
 - the imaged copy of each supporting document attached to this electronic application, and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBC 1996, C.250.
 - Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
 - the supporting document is identified in the imaged copy of it attached to this electronic application;
 - the original of the supporting document is in your possession; and
 - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.
- Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

Marnie Gunther
IWXEF7c=CA, cn=Marnie Gunther
IWXEF7, o=Notary,
ou=Verify ID at
www.juricert.com/
LKUP.cfm?id=IWXEF7

1. CONTACT: (Name, address, phone number)

AWM ALLIANCE REAL ESTATE GROUP LTD.

958 West 8th Avenue - Suite 401

Vancouver

BC V5Z 1E5

Telephone: 604-685-3227
mr

Document Fees: \$28.63

Deduct LTSA Fees? Yes

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

Form-I Amendment to Bylaws

LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

NO PID NMBR THE OWNERS, STRATA PLAN BCS4123Related Plan Number: **BCS4123**


Strata Property Act
FORM I
AMENDMENT TO BY-LAWS
(Section 128)

The Owners, Strata Plan BCS 4123 certify that the following or attached amendments to the by-laws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an Annual or Special General Meeting on November 7, 2018 .

Repeal and Replace



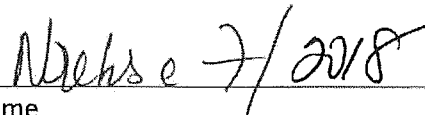
Signature of Council Member



Name



Signature of Council Member



Name

RED MAPLE PARK – BCS.4123

REGISTERED BYLAWS

June 2013; added bylaw #47, #48 and #49.

Amended October 28, 2013

Amended November 12, 2014

Amended January 19, 2015

Amended November 9, 2016

Amended November 6, 2017

Amended November 7, 2018

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Division 1 - Duties of Owners, Tenants, Occupants and Visitors

Payment of Strata Fees

- 1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

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) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

Use of Property

- 3 (1) An owner, tenant, 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) causes unreasonable noise,
 - c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - d) is illegal, or
 - e) 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.
- (2) An owner, tenant, 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) An owner, tenant, occupant shall not:
 - a) use a Strata lot for any purpose which may be injurious to the reputation of the building;
 - b) make or cause to be made any structural alteration to his Strata Lot or paint, decorate, or add to or remove any structure from the exterior of the building or the exterior of the Strata Lot or add to or alter the wiring, plumbing, piping, or other

services on his Strata Lot, or within any bearing or party wall or the common property without first obtaining the written consent of the strata council.

- c) Install any lock on any door leading to or in the Strata Lot without the prior written consent of the strata council.

Inform Strata Corporation

- 4 (1) Within 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 any.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.
- (3) Any owner of a Strata Lot who leases his lot without submitting a Form K in accordance with the *Strata Property Act* shall be liable to a fine of \$50.00 for every month or part thereof that a tenant is in occupancy of the Strata Lot and the Form K is not submitted.

Obtain Approval Before Altering a Strata Lot

- 5 (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.
 - h) The painting of the exterior, or the attachment of sunscreens or greenhouses, or a satellite dish
- (2) The strata corporation must not unreasonably withhold its approval under subsection (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.
- (3) This section does not apply to a strata lot in a bare land strata plan.

Obtain Approval Before Altering Common Property

- 6 (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.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Permit Entry to Strata Lot

- 7 (1) An owner, tenant, 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, 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.
- (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.
- (3) When 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, which are capable of being used in connection with the enjoyment of any other Strata Lot or the common, the strata corporation and its agents shall in carrying out any work or repairs do so in a proper and workmanlike manner. The strata corporation shall 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 2 - Powers and Duties of Strata Corporation

Repair and Maintenance of Property by Strata Corporation

- 8 Subject to Bylaw 8.1 below, 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, balconies 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, railings and similar structures that enclose patios, balconies and yards;
 - 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, balconies and other things attached to the exterior of a building,
 - iv. doors and windows on the exterior of a building or that front on the common property, and
 - v. fences, railings and similar structures that enclose patios, balconies and yards.

8.1 Notwithstanding Bylaw 8(c) above, garage doors are excluded from the repair and maintenance obligations of the strata corporation under Bylaw 8. All strata lot owners shall hereinafter be fully responsible for the repair and maintenance of garage doors which are appurtenant to that owner's strata lot as limited common property. Such repair and maintenance obligations assigned to each owner under this Bylaw shall include the obligation on the part of such owner to fund the cost of any repairs and maintenance to the garage door.

Division 3 - Council

Council Size

- 9** (1) Subject to subsection (2), the council must have at least 3 and not more than 7 members.
- (2) If the strata plan has fewer than 4 strata lots or the strata corporation has fewer than 4 owners, all the owners are on the council.

Council Members' Terms

- 10** (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.
- (2) A person whose term as council member is ending is eligible for re-election.

Council Eligibility

- 11** The following individuals may serve on council:
- a) a spouse of an owner, who is eligible to be elected to council, who is not registered on title, may with the consent of the owner, be elected to council and may be appointed to a vacancy to replace a member of council

Removing Council Member

- 12** (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.
- (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.

Replacing Council Member

- 13** (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (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.

- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% 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.

Officers

- 14 (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.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (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.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

Calling Council Meetings

- 15 (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.
- (2) The notice does not have to be in writing.
- (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.
- (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

Requisition of Council Hearing

- 16 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.

- (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.

Quorum of Council

- 17 (1) A quorum of the council is a) 1, if the council consists of one member, b) 2, if the council consists of 2, 3 or 4 members, c) 3, if the council consists of 5 or 6 members, and d) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

Council Meetings

- 18 (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (3) Owners may attend council meetings as observers.
- (4) Despite subsection (3), 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.

Voting at Council Meetings

- 19 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

Council to Inform Owners of Minutes

- 20 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of Council's Powers and Duties

- 21 (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) The council may delegate its spending powers or duties, but only by a resolution that a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must a) set a maximum amount that may be spent, and b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case, a) whether a person has contravened a bylaw or rule, b) whether a person should be fined, and the amount of the fine, or c) whether a person should be denied access to a recreational facility.

Spending Restrictions

- 22 (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (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.

Limitation on Liability of Council Member

- 23 (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.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 - Enforcement of Bylaws and Rules

Maximum Fine

- 24 (1) The strata corporation may fine an owner or tenant for each contravention of a bylaw in accordance with the following schedule:
- a) First violation is a written warning

- b) Second violation of the same bylaw, or relating to the same matter may result in a \$50 fine
- c) Third violation of the same bylaw, or relating to the same matter may result in a \$150 fine
- d) Fourth violation, or each violation thereafter, of the same bylaw, or relating to the same matter may result in a \$200 fine.

Continuing Contravention

- 25 If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

Division 5 - Annual and Special General Meetings

Person to Chair Meeting

- 26 (1) Annual and special general meetings must be chaired by the president of the council.
- (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.
- (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.

Participation by Other than Eligible Voters

- 27 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

- 28 (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) 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.
- (3) 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.
- (4) 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.

- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- (6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
- (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.
- (8) Except on matters requiring a unanimous vote, no owner may vote at an annual or special general meeting if;
 - (a) the Strata Corporation is entitled to register a lien against that strata lot under Section 116(1) of the Strata Property Act, or
 - (b) the owner's strata lot account is in arrears due to outstanding fines, charges, fees or any other charges.

Order of Business

- 29 The order of business at annual and special general meetings is as follows:
- 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) ratify any new rules made by the strata corporation under section 125 of the Act;
 - j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
 - k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
 - l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
 - m) elect a council, if the meeting is an annual general meeting;
 - n) terminate the meeting.

Division 6 - Voluntary Dispute Resolution

Voluntary Dispute Resolution

- 30 (1) A dispute among owners, tenants, 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 or the rules.

- (2) A dispute resolution committee consists of
 - a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant 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.
- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 - Marketing Activities by Owner Developer

Display Lot

- 31 (1) During the time that the owner developer of the strata corporation is a first owner of any Strata Lots, it shall have the right to maintain any Strata Lot or Strata Lots, whether owned or leased by it, as a display unit, and to carry on sales functions it considers necessary in order to enable it to sell the Strata Lots or strata lots in a development developed by an affiliated company.
- (2) At the reasonable discretion of the owner developer, it may use the common property to conduct the sale or lease of Strata Lots in the Strata Plan or of strata lots in a development developed by an affiliated company up to 24 months after the date of first occupancy in the final phase of the Development.
- (3) Signs advertising the sale, lease or open house of a Strata Lot must be displayed on the common post supplied by the strata corporation and may not be displayed in the windows or on the balcony of a Strata Lot. Notwithstanding the foregoing, marketing signs may be displayed on the common property and/or the limited common property or window of any Strata Lot owned or leased by the owner developer at the reasonable discretion of the owner developer.

Strata Fees

- 32 (1) Strata fees are due and payable on or before the first day of each month. Strata fees not received by the 10th day of the month in which they are due are subject to a 10% per annum interest penalty compounded annually until paid.
- (2) When arrears of strata fees exceed two monthly payments a lien will be placed by the strata corporation on the Strata Lot involved at the owner's expense for the total monies due, including all legal and other expenses.

Disturbance of Others

- 33 (1) Mops or dusters of any kind shall not be shaken and nothing shall be thrown out of any window, door, passage, or other parts of the Strata Lot or the common property.
- (2) No barbecues other than those fueled by propane or natural gas or electricity may be used. No owner, tenant or occupant shall operate his barbecue in a manner which, in the opinion of

the Strata Council, interferes with another owner's enjoyment of his Strata Lot. All barbecues must be kept at a minimum distance of 24 inches away from the building exterior walls. Owners, tenants or occupants will be held responsible for heat damage to the building envelope.

- (3) Carpentry or similar alterations shall be limited to the hours as allotted by the municipal authority or local government.

Hazards

- 34 (1) Fire hazards must be minimized. No item shall be brought onto or stored in a Strata Lot or the common property which will in any way increase or tend to increase the risk of fire or the rate of fire insurance or any other insurance policy held by the strata corporation, or which will invalidate any insurance policy.
- (2) No material substances, especially burning material such as cigarettes or matches, shall be permitted to be discharged from any window, door, patio or other part of a Strata Lot or the common property.

Cleanliness

- 35 (1) All household refuse and recycling material shall be secured in suitable plastic bags or recycling containers. Owners, tenants and occupants will comply with the City's recycling program as it is implemented
- (2) Any waste material, other than ordinary household refuse and normally collected recycling materials shall be removed by the individual owner, tenant or occupant of the Strata Lot.

Exterior Appearance

- 36 (1) No signs, fences, gates, billboards, placards, advertising or notices of any kind shall be erected or displayed on the common property or the Strata Lot without prior written approval by the Strata Council.
- (2) No awning, shade screen, smoke stack, satellite dish, radio or television antenna shall be hung from or attached to the exterior of the Strata Lot without prior written consent of the Strata Council.
- (3) No laundry, clothing, bedding, or other articles shall be hung or displayed from windows, patios, or other parts of the Strata Lot so that they are visible from the outside.
- (4) Draperies or window coverings that are visible from the exterior of any Strata Lot shall be cream or white in colour.
- (5) Balcony, patio and roof deck furnishings are restricted to patio furniture, barbeques and plants. For example, no laundry or other like articles shall be hung or displayed so that they are visible from the outside of the building. Balconies, patios or roof decks shall not be used for the storage of bicycles, refrigerators, freezers, storage boxes or cleaning materials.

Common Area

- 37** (1) The Strata Council shall administer all common areas and any rules and regulations formulated by the Strata Council from time to time shall be binding upon all owners, tenants, occupants and visitors.
- (2) The common facilities are for the use of owners, tenants, occupants and their invited guests only. An owner, tenant or occupant must accompany guests when using these facilities.

Parking

- 38** (1) An owner, tenant or occupant shall only park in the garage space(s) that is/are included as part of their Strata Lot or on the driveway apron designated as limited common property for the use of their Strata Lot, save and except for private arrangements with other owners, tenants or occupants for the use of their garage. Garages and driveway aprons designated as limited common property shall not be leased or rented to a person who is not an owner, tenant or occupant within the strata corporation.
- (2) No major repairs or adjustments shall be made to motor vehicles on the common property.
- (3) Guest parking shall be permitted only in the spaces provided. Owners, tenants and occupants and/or their guests shall not use guest parking overnight without written consent of the Strata Council.
- (4) A maximum speed of 15 km/h shall apply within the common property.
- (5) Owners, tenants and occupants will be responsible for the cleanup of all spills on common property.
- (6) No parking is permitted except in a designated parking space, nor shall a vehicle park in a manner, which will reduce the width of an access roadway.
- (7) No vehicles exceeding 4,000 kg. G.V.W. shall be parked or brought onto the common property without the consent of the Strata Council, except when used in delivery to or removal from the premises. No RV, boat, or trailer shall be permitted on the surface parking stalls at any time. The storage of any RV, boat, trailer or unlicensed vehicle shall be completely enclosed within a parking garage appurtenant to a Strata Lot.
- (8) Any vehicle which does not comply with this bylaw may be removed at the owner's expense.
- (9) All vehicles not parked in a garage must be licensed, insured and operable.

Visitor Parking

- 39** (1) Only guest vehicles may park in visitor parking with a valid visitor pass displayed.
- (2) Guest vehicles are able to be parked in visitor parking spot overnight, provided that a valid visitor parking pass is displayed.
- (3) All vehicles not displaying a visitor parking pass will be removed or fined.

- (4) Additional temporary passes may be obtained through the AWM website. Passes for guests that require extended stays (over 3 days in the month), are available through the AWM website.
- (5) Owners vehicles are not to be parked in visitor parking at any time. Owners vehicles that are parked in visitor parking will be removed at the owners expense.
- (6) For the purpose of this rule, overnight is defined as the time period between 1:00 am and 6:00 am. A visitor is a guest that does not stay in excess of 3 nights per month.
- (7) The strata corporation will not be responsible for any damage or expenses occurred from a vehicle being removed from the premise.
- (8) As per the disclosure statement Strata Lots with parking spaces on the driveway apron in front of their garage have had these spaces designated as limited common property for the exclusive use of the owners of those Strata Lots.
- (9) Other strata lots may use the common property driveway aprons in front of their garages provided that;
 - a) Any vehicle parked therein is a licensed, insured and operable motor vehicle (i.e. cars and motorcycles);
 - b) Oversized vehicles including but not limited to boats, RVs, trailers, etc. are not permitted to park or be stored on the driveway apron at any time;
 - c) Vehicles must be parked perpendicular to the garage door. No vehicle shall be parked diagonally or horizontally on the garage apron;
 - d) No portion of the vehicle overhangs the roadway or otherwise restricts access and/or visibility through common fire lanes. This includes vehicle accessories (ie. bike racks, tow hitches);
 - e) Vehicles parked on the driveway apron are not to leak oil, coolant or other substances which may stain the concrete. Any spills must be cleaned up immediately by the Owner.
- (10) The unit owner is wholly liable for any incident or damage(s) caused either directly or indirectly from a vehicle parked in the driveway apron. Any damage to the garage, garage door, common property driveway and/or other Strata Corporation property will be reported to ICBC and/or charged back to the responsible Strata Lot.
- (11) This rule is not intended to supersede any Township of Langley bylaws or regulations. The Strata Corporation will not be held responsible for any enforcement conducted by the Township of Langley of their bylaws and/or regulations pertaining to vehicles parked in driveway aprons not specifically outlined in the Disclosure Statement.

Damage to Property

- 40 (1) An owner, tenant or occupant shall not cause damage to trees, plants, bushes, flowers or lawns and shall not place chairs, tables or other objects on lawns or grounds so as to damage them or prevent growth.

Security

- 41 (1) Owners, tenants or occupants are responsible for anyone they admit onto or about the common property, inclusive of agents, servants, licensees, or invitees.
- (2) The Strata Council shall form a Security Committee to provide guidelines for the security of individual Strata Lots, and to establish resident-based voluntary crime prevention programs such as Block Watch.

Moving and Resale

- 42 (1) It will be the express responsibility of the owner to ensure that all moves in or out by the owner, tenant or occupant conforms to the rules and regulations as established by the Strata Council from time to time.
- (2) Advertising for the resale or rental of a Strata Lot shall only be permitted within the boundaries of the strata corporation on Directory Trees which shall be located, supplied and maintained by the Strata Council.

Changes to Flooring Finishing (Intentionally deleted)

Leasing Requirements

- 43 (1) An owner must:
- a) provide the strata corporation with a true and complete copy of every written tenancy agreement (as described in the *Residential Tenancy Act* (British Columbia) as amended or replaced); and
 - b) cause the tenant to execute a Form K – Notice of Tenant’s Responsibilities as provided in the *Strata Property Act* (British Columbia), as amended or replaced, prior to his or her occupation of the Strata Lot and provide the Strata Corporation with a copy thereof.

Pets and Animals

- 44 (1) An owner, tenant 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 dog and one cat.
- (2) No vicious dogs are permitted in any Strata Lot or on any portion of the common property. For the purposes of this bylaw, a vicious dog means the following:
- a) any dog that has killed or injured

- i. any person, or
 - ii. another animal while running at large
 - b) any dog that aggressively harasses or pursues another person or animal while running at large;
 - c) any dog primarily owned or in part for the purpose of dog fighting or is trained for dog fighting; or
 - d) a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier, or any dog of mixed breeding which includes any of these breeds, or any dog which has the appearance and physical characteristics predominately conforming to these standards for any of the above breeds, as established by the Canadian Kennel Club or the American Kennel Club or the United Kennel Club, as determined by a veterinarian licensed to practice in the Province of British Columbia.
- (3) The owners of pets will be fully responsible for: a) the behaviour of their pets; b) cleaning-up after their pets, and c) removing pet waste from the common property immediately and disposing of it in designated containers that may be specified for this purpose from time to time.
- (4) An owner, tenant, occupant or visitor must ensure that all pets are leashed or otherwise secured when on the common property or on land that is a common asset, except where Strata Council has designated an off-leash dog area, in which case, the dog must be under the supervision and control of a responsible individual.
- (5) Without limiting the generality of this bylaw, if a pet is causing a nuisance or unreasonable noise, the Strata Council may, among other things, require that the pet be removed from the Strata Lot permanently.
- (6) An owner, tenant or occupant shall not feed nuisance birds such as pigeons, seagulls, crows, starlings and other birds from any Strata Lot or the common property.
- (7) Owners, tenants or occupants will be responsible for informing their guests or visitors about the rules concerning pets and will be responsible for cleaning-up and/or repairing damage caused by pets brought onto the common property by their guests or visitors.
- (8) The Strata Corporation may fine an owner of a pet \$50.00 for each contravention of this bylaw.

Quorum

- 45 (1) Pursuant to Section 48(3) of the *Strata Property Act*, if, within one ½ hour from the time appointed for an annual or special general meeting a quorum is not present in person or by proxy, those eligible voters present in person or by proxy shall constitute a quorum and the meeting shall be called to order.

Adherence to Bylaws

- 46 (1) Owners must ensure that their tenants, occupants, guests and visitors do not contravene any bylaws applicable to the owner.

Change of Civic Addresses

47 (1) Owners shall not change their civic addresses / unit numbers of their Strata Lots.

Grow Op Protection

Grow Op Bylaw

48 (1) No owner, tenant or occupant shall permit a marijuana grow operation or production facility to operate or function within or outside of a strata unit, regardless of whether such operation is licensed or otherwise permitted by any government authority. Nothing in this bylaw shall be construed as restricting the use or storage of medical marijuana provided that such use or storage does not interfere with the quiet enjoyment and safety of other Owners.

(2) Should any owner, tenant or occupant violate Bylaw 3(1) herein, any resultant increase in the insurance premium of the Strata Corporation shall be borne solely by the offending owner, tenant or occupant payable within fourteen (14) days of written notification from the Strata Corporation. Nothing in this bylaw shall be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law, including injunctive relief.

Application of Payments

49 Such interest is not a fine and forms part of an Owner's strata fees for the purposes of s. 116 of the Strata Property Act (referred to herein as the "Act").

The Strata Corporation may, at its sole and complete discretion, attribute any and all payments to it by an Owner or Tenant to any category of debt owing to the Strata Corporation by the Owner or Tenant. In particular, the Strata Corporation may attribute any payment to any one of the following: a fine, interest, expense reimbursement, special levies, strata fees, or any other debt obligation, in its sole and absolute discretion.

Charge of Insurance Costs

50 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement necessary to the common property or to any strata lot, including fire sprinkler heads, by the owner's act, omission, negligence or carelessness or by that of any member of the owner's family, guest, relation, agent or tenant, but only to the extent that such expense is not met by the strata corporation's insurance coverage. The deductible paid or payable by the strata corporation shall be considered an expense not covered by the strata corporation's insurance coverage. Such amount as is due and owing to the strata corporation from an owner pursuant to this bylaw will be charged to the owner as soon as possible and, in particular, where appropriate, in the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the owner's assessment for that month.

Security Cameras and Video Surveillance

- 51 (1) The strata corporation shall install or maintain and operate a video surveillance system on the Clubhouse of the strata corporation, such system including but not limited to video cameras in common areas of the Clubhouse which transmit and record images of activities on the Clubhouse property.
- (2) The strata corporation shall collect information through the use of the strata corporation's video surveillance system, including but not limited to personal information of persons who pass over the Clubhouse Common property. Such personal information may include but is not limited to video and still photographic images.
- (3) The strata corporation shall collect information through the use of the Clubhouse computerized access fob system, including but not limited to personal information of owners and occupants. Such personal information included but is not limited to the name of the individual to whom the fob is issued and dates and times of access by the associated fob to those parts of the building accessed via fob.
- (4) The strata corporation shall use the personal information collected by the video surveillance system and access fob system for the purposes set out in the strata corporation's Privacy Policy, as may be amended or replaced, from time to time.

Small Claims

- 52 The strata corporation may proceed under the Small Claims Act, without further authorization by the owners, to recover from an owner or other person, by an action in debt in Small Claims Court. Money owing to the strata corporation, including money owing as administration fees, bank charges, fines, penalties, interest or the costs, including legal costs, of remedying a contravention of the bylaws or rules and to recover money which the strata corporation is required to expend as a result of the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family.

Prohibition of Short-Term Occupancy or Accommodation

- 53 (a) No owner, tenant, sub-tenant or occupant shall lease, offer for lease, permit, license, advertise or use a strata lot for the purposes of temporary residence or occupancy.
- (b) No owner, tenant, sub-tenant or occupant shall engage in the business activity of or engage in the use of a strata lot as a motel, hotel, vacation rental, bed and breakfast, home sharing or for provision of transient accommodation.
- (c) Paragraphs (a) and (b) shall not apply to a short-term accommodation or occupancy referred to in paragraph (a) where the owner, tenant or sub-tenant continues to reside in the unit on a full-time basis for each day of the duration of the short-term accommodation or occupancy.

Marijuana Bylaw

54

- (1) An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot (including the owner's strata lot) as a result of damage arising from a grow operation, clandestine laboratory or other illegal activity installed in or operated from the owner's strata lot, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy held by the strata corporation. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner

A resident or visitor must not use a Strata lot for any of the following uses or purposes:

The purpose of growing, producing, harvesting, storing, marketing, selling or distribution of marijuana or any other "controlled substance" as that term is defined in the Controlled Drugs and Substances Act.

Privacy Policy

55 The *Personal Information Protection Act* of British Columbia (PIPA) requires strata corporations to have a privacy officer and to develop and follow policies and practices necessary to meet their obligations under PIPA. The Office of the Information Privacy Commissioner (OIPC), in its Privacy Guidelines for strata corporations, has required strata corporations to create and follow a privacy policy. This document is the Privacy Policy of BCS 4123 (the "Strata Corporation").

This Privacy Policy will address the following, among other things:

1. Purposes for Collection, Use or Disclosure of Personal Information
2. Description of Personal Information Collected
3. Collection of Personal Information
4. Consent and Withdrawal of Consent
5. Use and Disclosure of Personal Information
6. Retention of Personal Information
7. Personal Information of Employees and Independent Contractors
8. Security of Personal Information
9. Correction of Personal Information

10. Provision of Access to Personal Information

11. Role of the Privacy Officer

PIPA provides rules about collecting, using and disclosing personal information while at all times trying to provide the appropriate balance between two essential principles:

- (a) The right of an individual (owner, tenant, occupant) to the protection of his or her personal information; and
- (b) The need of an organization (strata corporation) to collect, use and disclose information for reasonable statutory purposes, subject to statutory requirements.

DEFINITIONS

“Personal Information” – PIPA defines personal information as information about an “identifiable individual” and includes things such as name, age, weight, height, home address, home phone number, race, ethnic origin, sexual orientation, medical information, marital status, religion, finances, education and employment, as well as factual accounts or opinions about that individual. For example, one owner’s opinion of another owner would be the personal information of the person being described.

Some of the common types of personal information that strata corporations manage include:

- name, address and phone number
- banking or credit card information
- emergency contact information
- owner/tenant’s insurance particulars
- names of family members living with an owner or occupying the strata lot
- debts owed to the strata corporation by an owner
- vehicle license numbers

“Contact Information” - Personal information does not include “contact information”, which is information that enables an individual to be contacted at a place of business. Contact information includes a person’s name, business address, business telephone number, business fax number and business email address.

“Employee Personal Information” - personal information about an individual that is collected, used or disclosed solely for the purposes reasonably required to establish, manage, or terminate an employment relationship between the organization and that individual, but does not include personal information that is not about an individual’s employment.

Employee personal information is a distinct category of personal information. PIPA has special rules for the collection, use and disclosure of the personal information of employees. An employee is someone employed by the strata corporation (it includes a volunteer not being paid for performing services for

the organization but does not include an independent contractor). A strata council member, who is a volunteer, would still be considered an “employee” of the strata corporation under PIPA.

“Express Consent” - means that the individual specifically consents either orally or in writing to the strata corporation collecting, using or disclosing his or her personal information for specified purposes. For example, a strata corporation might obtain express consent from an owner or tenant to collect personal information to allow the strata corporation to automatically deduct monthly strata fees from a bank account.

“Implied Consent” - is considered to be given when an individual, knowing the purpose for the collection of his or her personal information, voluntarily gives the information to the strata corporation. For example, owners or tenants who sign a volunteer sheet for yard clean-up have provided implied consent to be contacted by the strata corporation for that purpose. It is not necessary for words of consent to be used.

COLLECTION OF PERSONAL INFORMATION

PIPA requires that the Strata Corporation must not collect personal information unless:

the owner, tenant or occupant gives consent to the collection;

PIPA authorizes the collection without the consent of the owner, tenant or occupant; or

PIPA deems the collection to be consented to by the owner, tenant or occupant.

The Strata Corporation will only collect the minimum amount of personal information that is reasonable for the Strata Corporation to fulfill its obligations under the *Strata Property Act (SPA)* and other relevant legislation.

The purposes for which personal information is collected by the Strata Corporation may include:

identifying and communicating with each strata unit owner, tenant and/or occupant;

processing strata fee and special levy payments;

responding to emergencies;

investigating complaints with respect to bylaw and rule contraventions;

ensuring the orderly management of the Strata Corporation;

complying with statutory and regulation requirements; and

(if applicable) allowing for the use of video surveillance to ensure the safety of owners, tenants and guests to the strata corporation property.

The Strata Corporation will make reasonable efforts to restrict the collection of personal information to:

names, addresses and phone numbers;

banking or credit card information;

emergency contact information;

vehicle description/license plates;

pet information; and

names of family members living with an owner or occupying the strata lot.

The Strata Corporation will not collect, use or disclose personal information except for the identified purposes unless it has received further consent from the individual, or as permitted or required under PIPA or SPA.

CONSENT AND WITHDRAWAL OF CONSENT

The Strata Corporation will get individuals' consents to collect, use or disclose their personal information, except where the Strata Corporation is legally authorized or required by law to do so without consent.

With Consent:

The Strata Corporation may obtain express consent from an owner or tenant to collect personal information to allow the Strata Corporation to automatically deduct monthly strata fees from a bank account. Individuals are considered to have given implied consent when the purpose for collection, use or disclosure of personal information would be considered obvious and the individual voluntarily provides personal information for that obvious purpose.

Some individuals may volunteer personal information to the Strata Corporation. Before collecting or recording such personal information, the Strata Corporation shall determine whether it has the consent of the person who provided the information to use it or disclose it to others. The Strata Corporation shall decide whether or not to return the personal information to the person providing it, to destroy the information immediately, or to retain that information. If the Strata Corporation decides to retain this personal information in its records, it shall determine how long the personal information should be stored before it is securely destroyed.

Without Consent:

Section 35 of SPA provides authority for the Strata Corporation to collect personal information without the consent of owners or tenants in order to create the following records:

minutes of annual general meetings, special general meetings and strata council meetings, including the results of any vote;

a list of council members;

a list of owners with their strata lot addresses, mailing addresses (if different), strata lot numbers as shown on the strata plan, parking stall numbers (if any), and unit entitlements;

a list of names and addresses of mortgagees who are individuals, not organizations, who have filed a Form C Mortgagee's Request for Notification under SPA;

a list of names of tenants;

a list of assignments of voting or other rights by landlords to tenants under SPA;

books of account showing money received and spent and the reason for the receipt or expenditure; and

any other records required by the *Strata Property Regulation*, for example a list of contractors and subcontractors responsible for the original construction of the strata corporation.

The Strata Corporation may also collect personal information pursuant to SPA provisions, for example sections 59, 115 and 116.

Section 59(3) of SPA lists the information that must be included in a Form B Information Certificate, including the amount an owner owes the Strata Corporation, strata fees payable, parking stalls and storage locker numbers.

Section 115 of SPA relates to a Form F Certificate of Payment, in relation to monies that are owed by an owner to the Strata Corporation.

Section 116 of SPA relates to a Form G Certificate of Lien. If an owner owes money to the Strata Corporation, the Strata Corporation may have registered a lien against an owner's strata lot at the Land Title Office.

The Strata Corporation may have from time to time bylaws requiring that owners and tenants provide the following personal information so that the strata council can properly manage the Strata Corporation:

banking or credit card information to allow pre-authorized payments ("PAP") to pay strata fees;

information regarding pets in a suite;

personal information collected through the use of video surveillance equipment;

names of all persons living in a suite; and

information created by a computerized access key fob system, if the activity of the fob is being collected and/or recorded by the Strata Corporation.

The Strata Corporation might also collect personal information without the consent of the owner, tenant or occupant, examples of which include:

The collection is clearly in the interests of the individual and consent cannot be obtained in a timely way;

It is reasonable to expect that collection with the consent of the individual would compromise the availability or the accuracy of the personal information, and the collection is reasonable for an investigation or a proceeding. The Strata Corporation may collect personal information without consent for the purpose of investigating complaints about bylaw infractions only if obtaining consent would compromise the availability or the accuracy of the information. As well, the collection of the information must be reasonably required for the investigation;

Personal information that is reasonably required to collect debts owing to the Strata Corporation;

The personal information is available from a public source, such as a telephone directory.

Withdrawal of Consent:

An individual may withdraw consent to the collection, use or disclosure of his or her personal information by giving the Strata Corporation reasonable notice that the person is revoking his or her prior consent. However, if the personal information is required pursuant to sections 35, 59, 115, 116 or another section of SPA, or pursuant to the Strata Corporation bylaws, then consent may not be withdrawn. For example, an individual could not withdraw his consent to his personal information being used to collect outstanding strata fees especially if it would frustrate the performance of such a legal obligation. The Strata Corporation will inform the individual seeking to withdraw his or her consent to the collection, use or disclosure of his or her personal information of the potential consequences of such a withdrawal of consent.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Use:

The Strata Corporation can use personal information for the purposes for which it was collected.

The “primary purposes” for which personal information is collected by the Strata Corporation shall be identical to those purposes identified in the Strata Corporation’s privacy policies and procedures.

Any other use of the personal information would be an unauthorized secondary use of personal information unless the individual the information is about has consented to the change in use or PIPA authorizes the change in use without the individual’s consent.

The Strata Corporation will ensure that it uses only the minimum amount and type of personal information necessary to carry out those primary purposes.

The Strata Corporation may use personal information without consent for the same reasons it may collect personal information without consent, as provided above. Those situations include, but not exhaustively, emergencies, the investigation of bylaw infractions, the collection of debts or if otherwise authorized by PIPA or other laws.

Disclosure:

The Strata Corporation may disclose personal information to someone else including another organization, providing the Strata Corporation fulfills the same purposes that it relied upon when collecting it and those purposes would be considered appropriate by a reasonable person. The Strata Corporation will ensure that it discloses only the minimum amount of personal information necessary to carry out those purposes.

If express consent is given to the Strata Corporation, it may disclose personal information to a third party. If express consent is not obtained, there are still certain circumstances that allow the Strata Corporation to disclose personal information without the consent of the individual. These are generally the same situations for which the Strata Corporation can collect or use personal information without consent, including but not exhaustively, emergencies, the investigation of bylaw infractions and the collection of debts. In addition, the Strata Corporations may disclose personal information without consent to a lawyer who is representing the Strata Corporation.

If it is required to or authorized by law, the Strata Corporation can disclose personal information without consent. For example, s. 36 of SPA states that on receiving a request the Strata Corporation must make the records referred to in s. 35 of SPA available for inspection by, and provide copies to, an owner or other person authorized in writing by an owner or tenant to inspect and obtain copies of records for their benefits.

The Strata Corporations may receive requests for personal information from federal, provincial or municipal government agencies or law enforcement agencies such as the police. If the Strata Corporation is asked to disclose personal information to a public body or a law enforcement agency without a warrant, subpoena or court order, the Strata Corporation will do its best ensure that the request is a bona fide request in aid of an investigation in considering whether or not to disclose the information. The Strata Corporation will confirm that the disclosure is to a public body or a law enforcement agency in Canada, which concerns an offence under Canadian laws, and which would assist in their investigation or making a decision whether or not to undertake an investigation. The disclosure of personal information should be such that its disclosure will assist the public bodies in determining whether the offence has taken place or whether charges should be laid or the offence should be prosecuted.

If a public body or a law enforcement agency makes an oral request to the Strata Corporation for an owner or tenant's personal information, the Strata Corporation will request that the agency put its demand in writing, set out its statutory authority for making the request, and provide the agency's internal file number. For example, the police may request access to video surveillance or access records for their investigation into a criminal act.

RETENTION OF PERSONAL INFORMATION

Pursuant to PIPA, if the Strata Corporation uses the personal information of an owner, tenant or occupant to make a decision that directly affects the individual, it must keep that information for at least one year after the date of that decision.

As required by PIPA, the Strata Corporation shall destroy or securely dispose of personal information when it is no longer needed to fulfill the purpose for which it was originally collected or retention is no longer necessary for legal or business purposes, and it is no longer required to be maintained by SPA.

If other laws require personal information to be retained longer than set out in PIPA, the Strata Corporation will ensure that it complies with the longer retention period applies. For example, Part 4.1 of the *Strata Property Regulation* stipulates that the Strata Corporation must retain (all of which may contain personal information):

permanently any decision of an arbitrator or judge in a proceeding in which the Strata Corporation was a party, and any legal opinions obtained by the Strata Corporation;

for at least six years all minutes of annual and special general meetings and council meetings, the book of accounts showing money received and spent and the reason for the receipt or expenditure, waivers and consents under ss. 41, 44 or 45 of SPA, the budget and financial statement for the current year and for previous years, bank statements, cancelled

cheques and certificates of deposit, information certificates issued under s. 59 of SPA and written contracts to which the Strata Corporation is a party;

for at least two years all correspondence sent or received by the Strata Corporation and strata council;

current copies of the following records and documents: a list of council members, a list of owners (with their strata lot addresses), mailing addresses (if different), strata lot numbers as shown on the strata plan, parking stall numbers (if any), unit entitlements, names and addresses of mortgagees who have filed a Form C Mortgagee's Request for Notification, names of tenants, and assignments of voting or other rights by landlords to tenants under ss. 147 and 148 of SPA; and

for various time periods the records and documents given to the Strata Corporation by the owner developer under s. 20 of SPA, or obtained by the Strata Corporation under s. 23 of SPA.

PERSONAL INFORMATION OF EMPLOYEES AND INDEPENDENT CONTRACTORS

Since employee personal information is a distinct category of personal information PIPA has special rules for the collection, use and disclosure of the personal information of employees. An employee is someone employed by the Strata Corporation, and includes an unpaid volunteer performing services for the organization but does not include an independent contractor. A strata council member, who is a volunteer, is still be considered an "employee" of the Strata Corporation under PIPA.

The Strata Corporation shall not disclose, without the explicit consent of the employee, an employee's personal cellphone number or personal email address to other strata lot owners, tenants and occupants.

Employee personal information does not include contact information or work product information. If an employee makes a request for access to their own personal information, the response from the Strata Corporation does not have to include the employee's work product information. The Strata Corporation acknowledges work product information may contain personal information about other individuals, in which case such individuals would be entitled to their own personal information if they made a request under PIPA.

With the exception of s. 18 of PIPA, if the Strata Corporation intends to disclose employee personal information without the consent of the individual, the Strata Corporation will notify that employee of the material that it intends to release and the purposes for the disclosure prior to the release of the materials. Section 18 of PIPA states that there are certain circumstances where the Strata Corporation would not be obligated to provide prior notice to the employee; for example a situation where seeking the consent of the individual would compromise an investigation or proceedings and the disclosure is reasonable for those purposes.

SECURITY OF PERSONAL INFORMATION

The Strata Corporation will do its best to implement reasonable security arrangements to protect personal information from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks. These risks include:

someone being able to read, collect, use, copy or disclose personal information when he or she is not supposed to be able to;

someone stealing or losing personal information; or

someone changing, destroying or improperly disposing of personal information.

The following security measures will be followed:

locking file cabinets and areas where files that contain personal information are stored;

if there is a strata manager's office or strata council meeting room, ensuring a "clean desk" policy is followed. In other words, when records containing personal information are not being used, they are stored in a locked filing cabinet as opposed to being left on a desk;

allowing only authorized individuals access to files;

when storing personal information on a portable storage device, such as a laptop computer, that device shall have a wire cable and lock attaching it to something solid such as a heavy desk, which prevents someone easily walking off with it. When the laptop is not being used, it shall be stored in a locked cabinet;

ensuring that all personal information stored on a personal computer or other electronic storage device is encrypted;

since PIPA requires that the Strata Corporation take reasonable security measures for the protection of personal information under its care and control, the Strata Corporation will endeavor to ensure that when a person wishes to discard a computer or any other memory storage device, it shall be physically destroyed or completely erased using appropriate commercially available wiping software programs;

shredding papers containing personal information rather than just placing them in a garbage can or recycling bin;

developing and implementing confidentiality policies for members of the strata council;

ensuring that strata council members understand that the personal information they are privy to is only to be used for Strata Corporation business and not for sharing with their neighbours or spouses; and

ensuring that any third party hired to manage personal information on behalf of the Strata Corporation is aware of and bound by the Strata Corporation's privacy policy.

CORRECTION OF PERSONAL INFORMATION

The Strata Corporation will make a reasonable effort to ensure that personal information collected by or on its behalf is accurate and complete. If the Strata Corporation uses that personal information to make a decision about that owner, tenant or occupant, or if the Strata Corporation intends to disclose personal information to another organization, such as a strata management company or its representative, it will ensure the records are accurate and complete.

The Strata Corporation acknowledges that an owner, tenant or occupant who believes there is an error or omission in his or her personal information under the control of the Strata Corporation may ask, in writing and with sufficient detail to identify the personal information, the Strata Corporation to correct the personal information.

If the Strata Corporation determines, on reasonable grounds that the information should be corrected, the Strata Corporation will do so as soon as possible and send the corrected information to every organization to which it disclosed the incorrect information during the year before the correction is made. If the Strata Corporation determines that the information in its records is correct and therefore declines the request to correct, it will attach a note to the records showing the corrected information requested by the individual whose personal information it is was requested but not made.

PROVISION OF ACCESS TO PERSONAL INFORMATION

The Strata Corporation may receive two different types of requests for information. One is a request for personal information made under PIPA. The other is a request made for strata corporation records pursuant to SPA. The Strata Corporation acknowledges that there are different rules for each type of request.

Access under PIPA:

Owners, tenants and occupants have a right to request access to their own personal information, to know how their information is or has been used, and to whom the Strata Corporation has disclosed the information. The Strata Corporation may charge a minimal fee for providing copies of records that contain personal information, but must not charge a fee to an employee for giving access to that employee's own personal information.

PIPA does not give an individual the right to request and receive someone else's personal information unless that other individual provides written authorization for that access. In addition, PIPA does not provide a right of general access to the Strata Corporation's records.

Pursuant to PIPA, the Strata Corporation will respond to written requests for personal information within 30 business days. The response must include:

A statement of whether or not the person is entitled to access the requested records;

If access is denied, the reasons and legal authority for refusing access; and

The name and contact information of someone who can answer questions about the response.

In some circumstances, the Strata Corporation will refuse a person's request to access their own information. For example, s. 23 of PIPA lists some exceptions, including if disclosure would put another person's safety at risk, would harm an investigation or legal proceeding, would reveal someone else's personal information, or would reveal confidential business information. The Strata Corporation will, wherever possible, sever the record, and withhold only the information that PIPA allows or requires the Strata Corporation to refuse to disclose and release the remainder of the record.

If an individual is not satisfied with the Strata Corporation's response, he or she may ask the OIPC to review the matter. Anyone can request their own personal information that is being retained by the Strata Corporation. For example, a guest visiting the Strata Corporation building could request a copy of the video surveillance record that shows the guest entering the building. Despite the fact that the person requesting the information is not an owner, tenant or occupant of the building, the Strata Corporation acknowledges that it is still obliged to respond to this person's request pursuant to PIPA.

Access under SPA:

Pursuant to s. 36 of SPA, any registered strata lot owner, a tenant who has been assigned a landlord's right to obtain copies of documents, tenants who are family members (as defined in the Strata Property Regulation), tenants who have leases of three years or greater, and any person authorized in writing by an owner or tenant can request copies of the records listed in section 35 of SPA.

The Strata Corporation acknowledges that it must comply with a request for records under s. 35 of SPA within two weeks of receipt of the request, unless the request is for the Strata Corporation bylaws or rules, in which case it has only one week to comply.

Under SPA, an owner or tenant is not entitled to receive any information relating to a lawsuit in which they are a party with an interest contrary to that of the Strata Corporation. In that case, the Strata Corporation is authorized, pursuant to s. 169(1)(b) of SPA, not to provide that owner or tenant with information or documents relating to the lawsuit, including any legal opinions kept by the Strata Corporation under s. 35(2)(h) of SPA.

In the event that a Bylaw Violation Report is requested, the Strata Corporation will provide a copy of the complaint with any and all information related to the identity of the complainant redacted to protect their personal information. This information includes, but is not limited to: name, email address, phone number, and/or any other information deemed to jeopardize the anonymity of the parties.

Information provided under this section may be subject to a fee as per s.36 of the Strata Property Act and the related regulations.

ROLE OF THE PRIVACY OFFICER

PIPA requires that the Strata Corporation appoint one person to be accountable on the Strata Corporation's behalf for ensuring compliance with PIPA, referred to as the "Privacy Officer". The Privacy Officer will vary from time to time and typically will be either a strata council member or a delegate of the Strata Corporation's managing agent. Upon request, the Strata Corporation will give individuals the Privacy Officer's name and contact information (e.g., address, telephone number and email address).

The responsibilities of the Privacy Officer will include, but not exhaustively:

- ensuring that the Strata Corporation's privacy policy and procedures are being followed;
- responding to requests by strata owners and tenants for access to their personal information;
- reviewing personal information security safeguards, storage and retention policies and procedures on a periodic basis;
- responding to requests for access to personal information under PIPA; and
- handling all complaints in relation to the collection, use and disclosure of personal information under PIPA.

Responding to a Privacy Complaint:

Owners, tenants, occupants or guests should direct any privacy complaints, concerns or questions regarding the compliance of the Strata Corporation in writing to the Privacy Officer of the Strata Corporation setting out:

- contact information for follow-up purposes (address, phone number, email, etc.);
- preferred method for follow-up contact;
- the nature of the privacy complaint, concern or question;

the date of incident giving rise to the complaint, concern or question;

the date that the incident was discovered;

particulars of who/what was involved;

estimated number of individuals affected by this incident.

When a privacy complaint is received by the Strata Corporation, the written complaint will be immediately forwarded to the Privacy Officer responsible for ensuring compliance with this Policy and PIPA.

The Privacy Officer will:

promptly acknowledge receipt;

investigate;

contact the individual to clarify the complaint, if required; and

follow a fair, impartial and confidential process.

The Privacy Officer will take all reasonable steps to ensure:

If the Privacy Officer does not conduct the investigation, ensure that any person assigned to investigate the complaint is able to conduct it fairly, impartially and confidentially;

the Privacy Officer has a working knowledge of PIPA;

the investigation is not delegated to a person who is the subject of the complaint;

the Privacy Officer or assigned investigator has ready access to all relevant records and Strata Corporation representatives who handled the personal information involved; and

document all privacy complaints and every decision made resulting from the investigation.

If the Privacy Officer becomes aware, after investigation, of a privacy breach, the Privacy Officer will follow the key steps outlined in the online guide "Privacy Breaches: Tools and Resources, with the link <https://www.oipc.bc.ca/guidance-documents/1428>.

The Strata Corporation, through its Privacy Officer shall:

address privacy complaints quickly and effectively;

identify and address any systemic or ongoing compliance problems;

work toward rectifying the situation, including correcting policies and practices where necessary;

notify the complainant of the outcome of the investigation and communicate any correction and prevention steps taken; and

verify that any changes required to policies, procedures or practices have been made.

If an owner, tenant, occupant, guest, or Strata Corporation employee or independent contractor is not satisfied with the response given by the Privacy Officer or the Strata Corporation to the privacy complaint, then that person has the right to contact the Office of the Information and Privacy Commissioner (OIPC) at:

Mailing Address: PO Box 9038, Stn Prov Gov't
Victoria, B.C. V8W 9A4

Location: 4th Floor, 947 Fort Street
Victoria, B.C. V8V 3K3

Phone: 250-387-5629

Fax: 250-387-1696

Website: www.oipc.bc.ca

1. Contact

Document Fees: \$32.51

AWM Alliance Real Estate Group Ltd.
958 W 8th Ave - Suite 401
Vancouver BC V5Z 1E5
604-685-3227

2. Identification of Attached Strata Property Act Form or Other Supporting Document

Application Type

LTO Document Reference

Form-I Amendment to Bylaws

3. Description of Land

PID/Plan Number

Legal Description

BCS4123

THE OWNERS, STRATA PLAN BCS4123

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) and that the supporting document is in your possession.

Alan Ives Chim
GBW49K

Digitally signed by
Alan Ives Chim GBW49K
Date: 2024-12-16
16:58:16 -08:00

Strata Property Act
FORM I
AMENDMENT TO BY-LAWS
(Section 128)

The Owners, Strata Plan BCS 4123 certify that the following or attached amendments to the by-laws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an Annual or Special General Meeting on December 2, 2024

Please see the attached



Signature of Council Member

Jamie Overgaard

Name



Signature of Council Member

EVELYN BALLAR

Name

¾ VOTE RESOLUTION #2 – BYLAW ADOPTION – HOT/SOFT TUB & POOL RESTRICTION

PREAMBLE to add some clarity to the AC bylaw regarding where condensers/compressors may be located.

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS section 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, common property and common assets and for the administration of the strata corporation;

BE IT RESOLVED by a ¾ vote resolution of THE OWNERS, STRATA PLAN BCS 4123 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended by adding the following as Bylaw 59:

Hot/Soft Tubs & Pools

59 (1) An owner, tenant or occupant must not (without the written permission of the strata corporation) install a hot tub/soft tub or pool anywhere on common or limited common property.



1. Contact

Document Fees: \$33.01

AWM Alliance Real Estate Group Ltd.
958 W 8th Ave - Suite 401
Vancouver BC V5Z 1E5
604-685-3227

2. Identification of Attached Strata Property Act Form or Other Supporting Document

Application Type

LTO Document Reference

Form-I Amendment to Bylaws

3. Description of Land

PID/Plan Number

Legal Description

BCS4123

THE OWNERS, STRATA PLAN BCS4123

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c 250, that you certify this application under section 168.43 (3) of the Act, and that the supporting document is in your possession.

Christopher Dupuis 2A9V2A

Digitally signed by Christopher Dupuis 2A9V2A
Date: 2025-12-16 09:46:28 -08:00

Strata Property Act
FORM I
AMENDMENT TO BY-LAWS
(Section 128)

The Owners, Strata Plan BCS 4123 certify that the following or attached amendments to the by-laws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an Annual or Special General Meeting on December 10, 2025

Please see the attached



Signature of Council Member

Derrick Spencer

Name



Signature of Council Member

ED JERICK

Name

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of THE OWNERS, STRATA PLAN BCS 4123 (the "Strata Corporation") that the bylaws of the Strata Corporation be amended by adding the following as Bylaw 60:

Owner-Installed Security Cameras

- 60**
- (1) An owner, tenant or occupant must not install any security camera on common property, including limited common property, with the exception of a doorbell-style security camera, which may be installed at the owner's unit entrance in accordance with subsection (2) of this bylaw.
 - (2) An owner may apply for the written approval of the strata council to install a doorbell-style security camera for the safety and security of the owner's strata lot, subject to the following requirements:
 - (a) The camera must be positioned such that:
 - i. it only captures the owner's strata lot entryway, and/or any limited common property to which the owner has exclusive use;
 - ii. it does not capture the interior of another strata lot, the limited common property of another strata lot, or any common property except as specifically provided in subsection (i) above;
 - (b) With respect to the type of camera and installation:
 - i. the application for council approval of the camera must include the type and proposed location of the camera, and the proposed installation method;
 - ii. the installation method must not penetrate or otherwise damage the unit door or the building envelope;
 - iii. the camera must be a battery-powered device that operates independently of the building's electrical system;
 - iv. the camera and any related equipment must be as discreet as reasonably possible, such that it does not substantially change the overall appearance of the common property building exterior;
 - v. the owner must ensure that the camera does not capture or record audio;
 - vi. the camera must be set to doorbell-activated and/or motion-activated only, and must not be continuously recording;
 - vii. the camera and installation thereof complies with any guidelines of the strata council concerning doorbell cameras, as may be amended from time to time.
 - (c) Despite any other bylaw, owners are responsible for the repair, maintenance and replacement of their doorbell cameras.
 - (d) The strata council will maintain a list of the strata lots with doorbell cameras, which will be available to any owner or tenant upon request.

- (e) Upon request from the strata corporation, the owner must provide the strata corporation with copies of any recordings which are taken by the owner's camera(s) of any individuals on the common property, in accordance with the *Personal Information Protection Act* (PIPA) and the strata corporation's privacy policy.
- (f) If the strata corporation is the subject of a complaint under PIPA as a direct or indirect result of an owner-installed security camera, the strata corporation may, at the sole discretion of the strata council, require the owner to remove the camera from the common property or limited common property at the owner's expense. Should the owner fail to remove the camera in accordance with this bylaw, the strata corporation may proceed to remove the camera and charge the related costs to the owner.