

BY-LAWS
OF
THE OWNERS: CONDOMINIUM PLAN NO. 9610453

THESE BY-LAWS HAVE BEEN PASSED BY THE OWNERS: CONDOMINIUM PLAN NO. 9610453 FOR THE PURPOSE OF REPLACING AND SUBSTITUTING THE BY-LAWS REGISTERED AS INSTRUMENT NO. 121 129 034 AT LAND TITLES OFFICE FOR SOUTHERN ALBERTA ON THE CONDOMINIUM ADDITIONAL PLAN SHEET FOR THE OWNERS: CONDOMINIUM PLAN NO. 9610453.

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BY-LAWS

of

THE OWNERS: CONDOMINIUM PLAN NO. 9610453

DEFINITIONS AND INTERPRETATION

1.1 In these By-laws unless the context or subject matter requires a different meaning:

- a. "Act" means the *Condominium Property Act*, Revised Statutes of Alberta, 2000, Chapter C-22, as amended from time to time or any statute or statutes passed in substitution therefor;
- b. "Board" means the Board of Directors of the Corporation;
- c. "By-laws" means the by-laws of the Corporation, as amended from time to time, but do not include the statutory by-laws found in the Appendices of the Act;
- d. "Common Expenses" mean the expense of performance of the objects and duties of the Corporation and any expenses specified as Common Expenses in these By-laws;
- e. "Common Property" means so much of the parcel as is not comprised in or does not form part of any Unit;
- f. "Condominium Plan" means the condominium plan registered under the Act as no. 9610453 and any condominium redivision plan thereof;
- g. "Corporation" means the Corporation constituted under the Act by the registration of the Condominium Plan whose legal name is "THE OWNERS: CONDOMINIUM PLAN NO. 9610453";
- h. "Exclusive Use Areas" means those portions of the Common Property described as being an exclusive use area in by-law 58 of these By-laws;
- i. "Insurance Trustee" means an entity authorized to carry on the business of a trust company under the laws of Alberta selected from time to time on Ordinary Resolution of the Board, whose duties include the receiving, holding and disbursing of proceeds of policies of insurance pursuant to these By-laws and the Act. If no Insurance Trustee is appointed, then the Insurance Trustee shall be the Board;
- j. "Interest Rate" means 18.0% per annum or such lesser or greater interest rate that is equal to the maximum rate permitted under the Regulation to the Act. If the Regulation or the Act is amended whereby a maximum interest rate is not specified, the Interest Rate shall be the rate as specified above, being 18.0% per annum;
- k. "Manager" means any property manager contractually retained to assist the Board in carrying the duties imposed on the Corporation, including an employee of the Board or

Corporation;

- l. "Ordinary Resolution" has the same definition and meaning given in the Act;
- m. "Owner" means a person who is registered as the owner of the fee simple estate in a Unit;
- n. "Parcel" means the land comprised in the Condominium Plan;
- o. "Project" means all of the real and personal property and fixtures comprising the Parcel, land and buildings which constitute the Units and Common Property;
- p. "Regulation" or "Regulations" means the *Condominium Property Act* Regulation, currently being Alberta Regulation 168/2000, and any other Regulation made from time to time in substitution replacement or addition thereto by the Lieutenant Governor in Council for Alberta pursuant to the Act;
- q. "Special Resolution" has the same definition and meaning given in the Act;
- r. "Unanimous Resolution" means a resolution:
 - i. passed unanimously at a properly convened meeting of the Corporation by all the persons entitled to exercise the power of voting conferred by the Act or these By-laws representing the total Unit Factors for all Units; or
 - ii. signed by all persons who, at a properly convened meeting of the Corporation, would be entitled to exercise the powers of voting conferred by the Act or these By-laws;
- s. "Unit" means an area designated as a unit by the Condominium Plan;
- t. "Unit Factor" means the unit factor for each Unit and each Common Property Unit as more particularly specified or apportioned and described in and set forth on the Condominium Plan.

Words and expressions which have a special meaning assigned to them in the Act have the same meaning in these By-laws, and other expressions used in these By-laws and not defined in the Act or in these By-laws have the same meaning as may be assigned to them in the Land Titles Act of Alberta or the Law of Property Act of Alberta, as amended from time to time or in any statute or statutes passed in substitution therefor. Words importing the singular number also include the plural, and vice versa, and words importing the masculine gender include the feminine gender or neuter, and vice versa, and words importing persons include firms and Corporations and vice versa, where the context so requires.

MISCELLANEOUS PROVISIONS

1.2 a. HEADINGS

The headings used throughout these By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions

of any by-law.

b. RIGHTS OF OWNERS

The rights and obligations given or imposed on the Corporation or the Owners under these By-laws are in addition to any rights or obligations given or imposed on the Corporation or the Owners under the Act.

c. CONFLICT WITH ACT

If there is any conflict between these By-laws and the Act, the Act prevails.

d. INTEREST AND DATE DUE

Any monies whatsoever payable by an Owner to the Corporation for whatever reason shall bear interest at the Interest Rate (unless the Corporation should otherwise agree in writing) notwithstanding that there may be no reference, inference, or specific provision allowing or permitting the Corporation to charge interest on any amounts, costs, expenses, assessments, sums or charges that may be payable by an Owner to the Corporation pursuant to or under these By-laws. The obligation to pay interest under this provision shall supercede and take priority over any provision that may be contrary to the same, and where there is any provision in these By-laws obligating an Owner to pay monies to the Corporation, the Owner shall automatically be obligated to pay interest at the Interest Rate on such monies by virtue of this provision. Where it is unclear or imprecise in these By-laws as to when interest commences and is calculated from, such interest at the Interest Rate shall be calculated as at and from the date that the Corporation provides an Owner with any written notice, letter, invoice, bill, account, demand or any other written communication whatsoever for the payment of monies by an Owner to the Corporation; PROVIDED, however, that in the event that any by-law specifically stipulates or states when an Owner is required to pay any amounts, costs, expenses, assessments, sums or charges to the Corporation, and such by-law is precise as to the date when interest commences and is calculated from, then those provisions as set forth in such by-laws to the commencement and calculation of interest shall apply.

e. EXTENDED MEANINGS

- i. If and whenever reference hereunder is made to "repair", it is hereby implied and extended to include in its meaning the making of improvements or betterments or the enhancement or replacement with a better thing of or for anything to which such repair could be made;
- ii. If and whenever reference hereunder is made to "Owner", it is hereby implied and extended to include in its meaning a tenant or tenants of an Owner, an occupant of the Owner's Unit or any other person, firm or corporation that an Owner is responsible for at law, unless the by-law in which the term "Owner" appears expressly excludes the inclusion of either a tenant, an occupant or any other person, firm or corporation that an Owner is responsible for at law.

f. CORPORATION'S APPROVAL

Wherever in these By-laws it is necessary for the Corporation's approval or consent to be obtained, the Corporation may at its sole and absolute discretion withhold such approval or consent arbitrarily without any liability to the Corporation for doing so.

DUTIES OF THE OWNERS

2. An Owner SHALL:

- a. permit the Corporation and its agents, at all reasonable times on a minimum of twenty-four (24) hours notice (except in case of emergency when no notice is required), to enter his Unit for the purpose of:
 - i. inspecting the Unit and maintaining, repairing or renewing pipes, wires, cables, ducts, conduits, plumbing, sewers and other facilities for the furnishing of utilities for the time being existing in the Unit;
 - ii. maintaining, repairing or renewing the Common Property;
 - iii. ensuring that the By-laws are being observed;
 - iv. doing any work for the benefit of the Corporation generally;
 - v. gaining access to meters monitoring the use of any utility.

In the event the Corporation must gain access for the aforesaid purposes by using a locksmith, the cost of such locksmith shall be borne by the Corporation;
- b. forthwith:
 - i. carry out all work that may be required pursuant to these By-laws or ordered by any municipality or public authority in respect of his Unit;
 - ii. pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of his Unit;
- c. repair and maintain (including replacement where necessary):
 - i. The interior of his Unit;
 - ii. his Unit, including any broken glass and the washing of windows that are accessible to the occupant;
 - iii. any interior wall, ceiling mounted or external air conditioning equipment that provides cooled air to his Unit;
 - iv. all wood, patio, and screen doors and all structural components and hardware relating to all interior doors;
 - v. doorbell buttons, doorknobs and locks;
 - vi. light fixtures and their bulbs attached to the exterior of the Unit;
 - vii. any heating apparatus situated in the Unit including, without limitation, radiators and thermostats;

but excluding the painting of the exterior surface or finishing of any windows or access doors and all other outer boundaries, walls and other outside surfaces and roofs and eaves troughs and all other outside hardware and accoutrements (except as noted herein) affecting the appearance, useability, value or safety of the Unit, and keep his Unit in a state of good repair, except such maintenance, repairs and damages as are insured against the Corporation for which the Corporation is responsible pursuant to the Act and Regulations and these By-laws;

- d. not paint nor make any changes, additions or alterations to the exterior of his Unit or the building (including interior and exterior load bearing or partition walls) of which his Unit forms a part or to the mechanical systems within his Unit (which include, without limitation, plumbing, heating, venting and electrical) without first obtaining the written consent of the Corporation;
- e. use and enjoy the Common Property in accordance with these By-laws and all rules and regulations prescribed by the Corporation and in such a manner as to not unreasonably interfere with the use and enjoyment thereof by other Owners;
- f. not use his Unit or permit it to be used in any manner for any purpose which may be illegal, injurious or that will cause nuisance or hazard to any occupier of another Unit (whether an Owner or not);
- g. notify the Corporation forthwith upon any change of Ownership or of any mortgage, lease or other dealing in connection with his Unit;
- h. comply strictly with these By-laws and with such rules and regulations as may be adopted pursuant thereto from time to time and cause all occupiers of and visitors to his Unit to similarly comply;
- i. pay to the Corporation (or if requested to the Manager) when due all contributions levied or assessed against his Unit together with interest on any arrears thereof at the interest rate calculated from the date due and the Corporation is hereby permitted to charge such interest in accordance with Section 40 of the Act;
- j. pay to the Corporation all legal expenses incurred as a result of having to take proceedings to collect any Common Expenses levied or assessed against his Unit, and such legal expenses shall be paid on a solicitor and his own client full indemnity basis;
- k. allow the Corporation entry to his Unit in the event of an emergency, for the purposes of protecting the property of other Owners or occupiers and the property of the Corporation, and in the event his Unit is so entered, the Owner shall save harmless and indemnify the Corporation, its agents and employees from any claims arising from such entry;
- l. upon the request of the Corporation, obtain or have any Manager who leases the Unit on or behalf of an Owner obtain from any tenant an undertaking in writing to the following effect:

I, _____, covenant and agree that I will, in using the Unit rented to me, any Exclusive Use Areas related to the Unit and all the Common Property, comply with the Condominium Property Act, the By-laws and all rules and regulations of the Condominium Corporation during the term of my tenancy;
- m. keep in a clean and sightly condition, any Exclusive Use Area (and any plants or

landscaping therein) which is located on or which comprises any part of the Common Property to which the Owner has been granted exclusive use pursuant to by-law 58, and the Owner shall comply with, perform and observe all of the terms and provision of by-law 58 or any other provisions of these By-laws that are applicable to Exclusive Use Areas;

- n. if an Owner wishes the Corporation to respond to his suggestions, questions or complaints, express them in writing placed in an envelope delivered to the Manager or a Board member. The Board shall not be required to consider or act on any suggestion, question or complaint that is not in writing and properly submitted to the Board or to the Manager;
- o. deposit with the Corporation, if requested, twelve (12) duly executed post-dated cheques or monthly bank debit, as directed by the Corporation, for duly assessed Condominium contributions.

DUTIES OF THE CORPORATION

- 3. In addition to the duties of the Corporation set forth in the Act, the Corporation through its Board SHALL:
 - a. control, manage, maintain, repair, replace and administer the Common Property (except as hereinbefore and hereinafter set forth) and all real property, chattels, personal property or other property owned by the Corporation for the benefit of all of the Owners and for the benefit of the entire condominium Project;
 - b. do all things required of it by the Act, these By-laws and any other rules and regulations in force from time to time and shall take all necessary steps it sees fit to uphold and enforce these By-laws;
 - c. maintain and repair (including renewal where reasonably necessary), all pipes, wires, cables, ducts, conduits, plumbing, sewers and other facilities for the furnishing of utilities for the time being existing in the Parcel and capable of being used in connection with the enjoyment of one or more Units or Common Property;
 - d. provide and maintain in force all such insurance as is required by the Act and by the provisions of these By-laws and enter into any insurance trust agreements from time to time as required by any Insurance Trustee and approved by the Board and, on the written request of an Owner or registered mortgagee of a Unit, or the duly authorized agent of such Owner or mortgagee, produce to the Owner or mortgagee, a certified copy of the policy or policies of insurance effected by the Corporation or a certificate or memorandum thereof and the receipt or receipts for the last premium or premiums in respect thereof;
 - e. subject to any obligations imposed by the By-laws or by the Corporation upon any Owners to maintain their Unit or any part of the Common Property over which such Owners have exclusive right of use; clean, maintain and repair the exterior or outside surfaces of the buildings comprised in the Project (excluding any broken window, glass and the washing of windows that are accessible to an occupant, the interior surface of interior access doors, all

structural components and hardware relating to all doors, screen doors, doorbell buttons, light fixtures and their bulbs attached to the exterior of any Unit, thermostats and any interior air conditioning equipment, all of which shall be the responsibility of an Owner) but including the repair of any leakage around the exterior windows and the maintenance and repair of all outside accouterments affecting the appearance, usability, value or safety of the Parcel or the Units and the Common Property including the structural maintenance of any Exclusive Use Area which is located on any part of the Common Property to which an Owner has exclusive use by virtue of by-law 58 (subject to an Owner's obligation to repair, replace or remediate any structural damages caused by an Owner to such Exclusive Use Areas), and including all landscaped areas, common sidewalks, driveways, roadways and all balcony walls, rails, fencing and related posts;

- f. collect or cause to be collected and receive or cause to be received all contributions towards the Common Expenses and deposit same in a separate account with a chartered bank or trust company or Province of Alberta Treasury Branch or credit union incorporated under the Credit Union Act;
- g. provide and maintain out of the contributions to be levied by the Corporation towards the Common Expenses and such amounts as may be required from time to time for a capital replacement Reserve fund pursuant to the Act and its Regulations, and generally to comply with the provisions of the Act and its Regulations regarding a capital replacement Reserve fund (hereinafter referred to in these By-laws as the "Capital Replacement Reserve Fund" or the "Reserve");
- h. pay all sums of money properly required to be paid on account of all services, supplies and assessments pertaining to or for the benefit of the Parcel, the Corporation and the Owners as the Board may seem justifiable in the management and administration of the entire condominium Project including, without limitation, payment of any and all property taxes for Common Property Units;
- i. remove snow, slush and debris from and keep and maintain in good order and condition all common areas of the Common Property designated for vehicular or pedestrian traffic or outside parking and keep and maintain in good order and condition all grassed or landscaped areas of the Common Property, PROVIDED THAT the general cleaning and non-structural maintenance of any Exclusive Use Area that has been allocated to a Unit or designated to an Owner shall be the responsibility of the Owner of such Unit;
- j. provide adequate garbage receptacles or containers on the Common Property for use by all the Owners and provide for regular collection therefrom;
- k. at all times keep and maintain for the benefit of the Corporation and all Owners copies of all warranties, guarantees, drawings and specifications, plans, written agreements, certificates and approvals provided to the Corporation pursuant to Section 46 of the Act;
- l. not plant any trees or substantial landscaping or make any unauthorized grade changes within any lands which are the subject of an easement or similar grant to any utility company, municipality or local authority;

- m. establish and maintain lawns, trees and shrubs and other landscaping on the Common Property and promptly replace on a continuing basis, such lawns, trees or shrubs which die;
- n. repair, replace and maintain walls separating Units and the structural components of Common Property unless the reason or cause for such repair, replacement or maintenance is the negligent act or omission of an Owner or any party that an Owner is responsible for at law.

POWERS OF THE CORPORATION

- 4. In addition to the powers of the Corporation set forth in the Act, the Corporation through its Board, MAY and is hereby authorized to:
 - a. purchase, lease or otherwise acquire personal property and/or real property for use by Owners in connection with the maintenance, repair, replacement or enjoyment of the real and personal property of the Corporation or the Common Property, or their Units or any of them, PROVIDED THAT real property shall only be acquired or disposed of by Special Resolution of the Corporation;
 - b. borrow monies required by it in the performance of its duties or the exercise of its powers PROVIDED THAT each such borrowing in excess of fifteen (15%) per cent of the Corporation's revenues as set out in its most recent financial statements has been approved by Special Resolution;
 - c. secure the repayment of monies borrowed by it, and the payment of interest thereon, by negotiable instrument, or mortgage of unpaid contributions (whether levied or not), or mortgage of any property vested in it, or by any combination of those means;
 - d. invest as it may determine any contributions towards the Common Expenses subject to the restrictions set forth in Section 43 of the Act;
 - e. make an agreement with an Owner, tenant or other occupier of a Unit for the provision of amenities or services by it to the Unit or to the Owner, tenant or occupier thereof;
 - f. make such rules and regulations as it may deem necessary or desirable from time to time in relation to the use, enjoyment and safety of the Common Property and do all things reasonably necessary for the enforcement of these By-laws and for the control, management and administration of the Common Property (including, but not limited to, the Exclusive Use Areas as provided for and described in By-law 58) generally including the commencement of an action under Section 36 of the Act and all subsequent proceedings relating thereto;
 - g. determine from time to time the amounts to be raised and collected for the purposes hereinbefore mentioned;
 - h. raise the amounts of money so determined by levying contributions on the Owners in proportion to the Unit Factors for their respective Units or on such other basis as may

be determined by the Board or as otherwise herein provided;

- i. charge interest under Section 40 of the Act on any contribution or Common Expenses owing to it by an Owner at the Interest Rate;
- j. pay an annual honorarium, stipend or salary to members of the Board in the manner and in the amounts as may be from time to time determined by Ordinary Resolution at a general meeting;
- k. join any organization serving the interests of the Corporation and assess the membership fee in such organization as part of the Common Expenses;
- l. do all things which are, either or both, incidental or conducive to the exercise of its powers granted under the Act and the By-laws;
- m. grant a lease to an Owner under Section 50 of the Act;
- n. perform urgent repairs pursuant to section 62.3 of the Regulations and bill the Owners for such repairs;
- o. pay an insurance deductible in a claim and recover the amount from the Owner who was responsible for the claim pursuant to section 62.4 of the Regulations;
- p. subject to any limitations and prohibitions contained in the Act, these By-laws and otherwise by law, have such powers and do all such things which any body corporate shall be empowered and authorized to do under the Business Corporations Act of Alberta (as amended and replaced from time to time) and do all things and have such rights, powers and privileges of a natural person.

THE CORPORATION AND THE BOARD

- 5. The powers and duties of the Corporation shall, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the Board.

COMPOSITION OF THE BOARD

- 6. The Board shall consist of not less than one(1) nor more than six (6) individuals who may be Owners or spouses of Owners, representatives of mortgagees of Units, representatives or principals of corporate Owners, or any combination of the foregoing, and the composition of the Board pursuant to the provisions of this by-law shall be valid notwithstanding the provisions of Section 28(10) of the Act. The Board shall be elected at each annual general meeting (although members may also be elected at an extraordinary general meeting). Where a Unit has more than one Owner, only one person in respect of that Unit may sit on the Board at any point in time.

RETIREMENT FROM BOARD

7. At each annual general meeting of the Corporation all of the members of the Board shall be deemed to have retired from office and the Corporation shall elect new Board members accordingly.

ELIGIBILITY FOR ELECTION TO BOARD

8. A retiring member of the Board shall be eligible for re-election. An Owner who has not paid to the Corporation the contributions due and owing in respect of that Owner's Unit is not eligible for election to the Board. A Board member must be eighteen (18) years of age or older.

REMOVAL FROM BOARD

9. The Corporation may, by resolution at an extraordinary general meeting, remove any member of the Board before the expiration of his term of office and appoint another Owner in his place, to hold office until the next annual general meeting.

CASUAL VACANCY ON BOARD

10. Where a vacancy occurs on the Board under by-law 19, the remaining members of the Board may appoint a person to fill that office for the remainder of the former member's term.

QUORUM FOR BOARD

11. A quorum of the Board is two where the Board consists of four or less members, and three where the Board consists of five or six members. Any member of the Board may waive notice of a meeting before, during or after the meeting and such waiver shall be deemed the equivalent of receipt of due and proper notice of the meeting. A member of the board may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the board members participating in the meeting and any other persons attending the meeting to hear each other.

OFFICERS OF THE CORPORATION

12. At the first meeting of the Board held after each annual general meeting of the Corporation, the Board shall elect from among its members a president, a vice-president, a Treasurer and/or a secretary who shall hold their respective offices until the conclusion of the next annual general meeting of the Corporation or until their successors are elected or appointed. The president shall be the chairman of the Board and shall have a casting vote in addition to his original vote. A person ceases to be an Officer of the Corporation if he ceases to be a member of the Board. Where a person ceases to be an Officer of the Corporation, the Board shall designate from its members a person to fill that office for the remainder of the term. A person may simultaneously hold more than one office and, if necessary, may hold all offices.

CHAIRMAN OF BOARD MEETINGS

13. The president shall act as chairman of every meeting of the Owners. Where the president is absent from any meeting of the Board or vacates the chair during the course of any meeting, the vice-president shall act as the chairman and shall have all the duties and powers of the chairman while so acting. In the absence of both the president and the vice-president the members present shall from among themselves appoint a chairman for the meeting who shall have all the duties and powers of the chairman while so acting.

DUTIES OF OFFICERS

14. The other duties of the Officers of the Board shall be as determined by the Board from time to time.

VOTES OF BOARD

15. At meetings of the Board all matters shall be determined by simple majority vote. A resolution of the Board in writing signed by all of the members shall have the same effect as a resolution passed at a meeting of the Board duly convened and held.

FURTHER POWERS OF BOARD

16. The Board MAY:
 - a. meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit, and it shall meet when any member of the Board gives to the other members of the Board not less than three (3) days' notice of a meeting proposed by him, specifying the reason for calling the meeting PROVIDED THAT the Board shall meet at the call of the president on such notice as he may specify without the necessity of the president giving reasons for the calling of the meeting;
 - b. appoint or employ for and on behalf of the Corporation such agents or servants as it thinks fit in connection with the control, management and administration of the Common Property and the exercise and performance of the powers and duties of the Corporation;
 - c. subject to any valid restriction imposed or direction given at a general meeting of Owners, delegate to one or more members of the Board such of its powers and duties as it thinks fit, and at any time revoke such delegation;
 - d. obtain and retain by contract the services of a Manager or of any professional real property management firm or professional real property manager or agent for such purposes (including, but not so as to limit the generality of the foregoing, the supervision, management and performance of any or all of the duties of the Corporation) and upon such terms as the Board may from time to time decide SUBJECT ALWAYS to, the control and direction of the Corporation and the Board, such Manager to be reasonably fit and suited to perform such duties. The Manager employed by the Board must be licensed under the *Real Estate Act* of Alberta but need not devote its full

time to the performance of duties of the Corporation so long as those duties are performed in a good and sufficient fashion. If under such contract the Manager holds funds for the Corporation, the contract shall require the Manager to arrange or maintain a fidelity bond owned by and in the name of the Corporation and for the benefit of the Corporation and such bond shall be in an amount required by the Corporation but in any event not less than:

- i. the total amount of any Capital Replacement Reserve Funds as required under the Act or its Regulations in the hands of or controlled by the Manager; and
 - ii. one months' total condominium contributions of the Corporation or one-twelfth (1/12) of the total annual condominium contributions for all Units in the Project (EXCLUDING any Special Levies) whichever is greater; and
 - iii. a sum representing the average monthly amount of cash in the control of the Manager;
- e. enter into an insurance trust agreement in form and on terms as required by any Insurance Trustee;
- f. set and charge for and on behalf of the Corporation reasonable fees to compensate the Corporation for expenses it incurs in producing and providing any documents or copies required to be issued by it under the Act or pursuant to these By-laws.

ADDITIONAL DUTIES OF THE BOARD

17. The Board SHALL:

- a. subject to any valid restrictions or directions given at a general meeting of the Owners, carry on the day to day business and affairs of the Corporation;
- b. keep minutes of its proceedings and, upon written request at the expense of the person requesting, provide copies thereof to Owners and to mortgagees who have notified their interests to the Corporation;
- c. cause minutes to be kept of general meetings of the Owners and, upon written request at the expense of the person requesting, provide copies thereof to Owners and to mortgagees who have notified their interests to the Corporation;
- d. cause proper books of account to be kept in respect of all sums of money received and expended by it and the matters in respect of which receipt and expenditure shall take place;
- e. prepare proper accounts relating to all monies of the Corporation, and the income and expenditure thereof; for each annual general meeting;
- f. maintain financial records of all the assets, liabilities and equity of the Corporation;
- g. on written application of an Owner or mortgagee, or any person authorized in writing by him, make the books of account available for inspection at a time convenient to the Board or the Manager;

- h. at least once a year, cause the books and accounts of the Corporation to be audited by an independent chartered accountant, certified general accountant or certified management accountant to be selected at each annual general meeting of the Corporation and cause to be prepared and distributed to each Owner and to each mortgagee who has, in writing, notified its interest to the Corporation, a copy of the audited Financial Statement of the receipts of contributions of all Owners towards the Common Expenses and disbursements made by the Corporation and a copy of the Auditor's Report within ninety (90) days of the end of the fiscal year of the Corporation. The report of the Auditor shall be submitted to each annual general meeting of the Corporation. The auditing obligations under this paragraph may be waived upon the passing of a Special Resolution to that effect;
- i. keep a register noting the names and addresses of all Owners and any mortgagees who have given notice of their interests to the Corporation;
- j. at all times, keep and maintain in force, all insurance required hereunder and by the Act to be maintained by the Corporation;
- k. within thirty (30) days of a person becoming or ceasing to be a member of the Board, file or cause to be filed at the Land Titles Office a notice in the prescribed form stating the name and address of that person and the day that the person became or ceased to be, as the case may be, a member of the Board;
- l. file or cause to be filed at the Land Titles Office a notice in the prescribed form of any change in the address for service of the Corporation;
- m. appoint committees to fulfill any function the Board deems necessary, including if necessary an audit committee, maintenance committee or social committee and may appoint any other committee for any purpose it sees fit. Each committee shall appoint a chairman and each chairman shall report to the Board on each committees activities. Any committee of the Board shall have only that authority to deal with the Owners of Units, the occupants of Units, or others, as the Board may expressly confer on each committee.

DEFECTS IN APPOINTMENTS TO BOARD

- 18. All acts done in good faith by the Board are, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any member of the Board, as valid as if the member had been duly appointed or had duly continued in office.

VACATING OFFICE OF BOARD MEMBER

- 19. The office of a member of the Board shall be vacated if the member:
 - a. by notice in writing to the Corporation resigns his office; or
 - b. dies; or

- c. is in arrears more than sixty (60) days of any contribution, levy or assessment required to be made by him as an Owner; or
- d. becomes bankrupt; or
- e. is found lunatic or becomes of unsound mind, or is the subject of a certificate issued under the Mental Health Act or the Dependant Adults Act;
- f. is convicted of an indictable offence; or
- g. is absent from meetings of the Board for a continuous period of three (3) months or three (3) consecutive meetings without the consent of the remaining members of the Board and a majority of the remaining members of the Board resolve at the next subsequent meeting of the Board that his office be vacated; or
- h. in the case of a company which is a member of the Board, if the company shall become bankrupt or make an assignment for the benefit of creditors or if proceedings are commenced to wind up the company, otherwise than for the purpose of amalgamation or reconstruction; or
- i. is refused bonding, at a reasonable premium, by a recognized bonding institution; or
- j. commences any legal proceedings against the Board or the Corporation.

SIGNING AUTHORITIES

- 20. The Board shall determine, by resolution from time to time, the manner in which an Officer or Officers shall sign cheques, drafts, notes and other instruments and documents, including banking forms and authorities not required to be under corporate seal and may authorize the Manager to sign the same with or without co-signing by any Officer or Officers.

CORPORATE SEAL

- 21. The Corporation shall have a common seal which shall at no time be used or affixed to any instrument except in the presence of at least one member of the Board or by the persons as may be authorized from time to time by resolution of the Board.

ANNUAL GENERAL MEETINGS

- 22. Annual general meetings shall be held once in each calendar year, and not more than fifteen (15) months shall elapse between the date of one annual general meeting and that of the next.

EXTRAORDINARY GENERAL MEETINGS

- 23. All general meetings other than annual general meetings shall be called extraordinary general meetings.

CONVENING EXTRAORDINARY GENERAL MEETINGS

24. The Board may whenever it thinks fit and shall upon a requisition in writing by Owners representing not less than 5000 Unit Factors for all the Units or upon the request in writing from mortgagees holding registered mortgages (and who have notified their interests to the Corporation) against Units in respect of which corresponding Unit Factors represent not less than 5000 Unit Factors or a combination of such Owners or mortgagees entitled to vote with respect to 5000 Unit Factors convene an extraordinary general meeting which meeting shall be held within thirty (30) days of the Board's receipt of the said requisition. The agenda for such meeting shall include any items specified by the requisitioners.

NOTICE OF GENERAL MEETINGS

25. A minimum of fourteen (14) days notice of every general meeting specifying the place, the date and the hour of meeting, and in the case of special business the general nature of such business, shall be given to all Owners and mortgagees who have notified their interests to the Corporation. Notice shall be given to the Owner and to such mortgagees in the manner prescribed in these By-laws, but the accidental omission to give notice to an Owner or mortgagee or non-receipt by an Owner or mortgagee does not invalidate the meeting or any proceedings thereat. In computing the number of the days of notice of a general meeting required under these By-laws, the day on which the notice is deemed to have been received and the day of the meeting shall be counted. Notice of any meeting may be waived either at, before or after the meeting by persons entitled to vote at the meeting and such waiver shall be deemed the equivalent of receipt of due and proper notice of the meeting.
- 25.1 Within 60 days after an annual general meeting, the Corporation shall provide each Owner and each Mortgagee who has given written notice under section 26(3) of the Act with the approved minutes, or draft minutes if no minutes have been approved, of the annual general meeting, which must include:
- i. if an Ordinary Resolution was proposed, the results of the vote;
 - ii. if a Special Resolution was proposed:
 - (1) the number of persons entitled to exercise the power of voting who voted in favour of the resolution and the number of unit factors represented by these persons, and
 - (2) the number of persons entitled to exercise the power of voting who did not vote in favour of the resolution and the number of unit factors represented by these persons;
 - iii. for an election of Board members determined by a vote, the number of votes in favour of each candidate.

PROCEEDINGS AT GENERAL MEETINGS

26. All business that is transacted at an annual general meeting, with the exception of the consideration of accounts and election of members to the Board, or at any extraordinary general meeting, shall be deemed special.

QUORUM FOR GENERAL MEETINGS

27. Save as in these By-laws otherwise provided, no business shall be transacted at any general meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business and one-quarter (1/4) of the persons entitled to vote representing not less than 2,500 Unit Factors present in person or by proxy shall constitute a quorum. Subject to the Act, Regulations and these Bylaws, a person may attend a meeting by way of electronic means or other communication facilities if the electronic means or other communication facilities enable those persons participating in the meeting and any other persons attending the meeting to hear each other.

ADJOURNMENT FOR LACK OF QUORUM

28. If within thirty (30) minutes from the time appointed for a meeting of the Corporation, a quorum is not present, the meeting shall stand adjourned for a further fifteen (15) minutes and if after the fifteen (15) minute adjournment a quorum is not present, the persons entitled to vote who are present constitute a quorum.

CHAIRMAN FOR GENERAL MEETINGS

29. The president of the Board shall be the chairman of all general meetings or in his absence from the meeting or in case he shall vacate the chair, the vice-president of the Board shall act as chairman PROVIDED ALWAYS that if the president and vice-president be absent or shall vacate the chair or refuse to act, the meeting shall elect a chairman.

ORDER OF BUSINESS FOR GENERAL MEETINGS

30. The Order of Business at general meetings, and as far as is appropriate at all extraordinary general meetings, shall be:
- a. if the president or vice-president of the Board shall be absent or elects to vacate the chair or refuses to act, the election of the chairman of the meeting;
 - b. call to order by the chairman and establish quorum;
 - c. calling of the roll and certifying of proxies;
 - d. proof of notice of meeting or waiver of notice;
 - e. reading and disposal of any unapproved minutes;
 - f. reports of Officers;
 - g. reports of committees;
 - h. financial report;
 - i. appointment of auditors;

- j. election of Board;
- k. unfinished business;
- l. new business;
- m. adjournment.

VOTING BY SHOW OF HANDS

31. At any general meeting a resolution by the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by any Owner or registered mortgagee present in person or by proxy. Unless a poll be so demanded, a declaration by the chairman that a resolution has, on the show of hands, been carried is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against the resolution. Except for matters requiring a Special Resolution or Unanimous Resolution, all matters shall be determined by Ordinary Resolution.

POLL VOTES

32. A poll, if demanded, shall be taken in whatever manner the chairman thinks fit, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. In the case of equality in the votes, whether on a show of hands or on a poll, the chairman of the meeting is entitled to a casting vote in addition to his original vote. A demand for a poll may be withdrawn.

VOTING CALCULATION

33. On a show of hands, each person entitled to vote for any Unit shall have one vote for that Unit. On a poll, the votes of persons entitled to vote for such Unit shall correspond with the number of Unit Factors for the respective Units owned or mortgaged to them.

VOTES PERSONALLY OR BY PROXY

34. Votes at any general meeting may be given either personally or by proxy. An Owner that is not an individual may be represented in a vote by a member of the board of directors of the Owner, or, if there is no board of directors, by a member of a similar body in respect of that Owner, or by an individual to whom the Owner has given a proxy.

PROXIES

35. An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney, and may be either general or for a particular meeting. A proxy may be any individual, provided that the proxy is invalid if it is given to a minor or, unless the proxy contains a limitation that it was given only for the purposes of establishing quorum for a meeting, a Manager or employee of either the Corporation or Manager. Where 2 or more proxies are presented to the Corporation in respect of the same Unit by the same Owner, only the most

recently given proxy is valid.

ELIGIBILITY TO VOTE

36. Except in cases where by or under the Act or these By-laws a Unanimous Resolution or Special Resolution is required, no Owner is entitled to vote at any general meeting unless all assessments payable in respect of his Unit have been duly paid to the date thirty (30) days prior to the date of such meeting but the presence of any such defaulting Owner shall be included in the count for quorum constitution purposes pursuant to by-law 27.

VOTE BY CO-OWNERS

37. a. Co-Owners may vote by proxy but only if the proxy is jointly appointed by them or by one of the co-Owners appointed by the other or all others, as the case may be, and in the absence of such proxy, co-Owners are not entitled to vote separately on a show of hands except when a Unanimous Resolution is required by the Act, but any one co-Owner may demand a poll.
- b. On any poll, each co-Owner is entitled to such part of the vote applicable to a Unit as is proportionate to his interest in the Unit. The joint proxy (if any) on a poll shall have a vote proportionate to the interests in the Unit of the joint Owners as do not vote personally or by individual proxy.

RESOLUTION OF THE OWNERS

38. A resolution of the Owners in writing signed by each Owner or his duly appointed proxy shall have the same effect as a resolution passed at a meeting of the Owners duly convened and held.

SUCCESSIVE INTERESTS

39. Where Owners are entitled to successive interests in a Unit, the Owner entitled to the first interest (or if his interest is mortgaged by registered first mortgage notified to the Corporation, the mortgagee under such mortgage) is alone entitled to vote, whether on a show of hands or a poll.

TRUSTEE VOTE

40. Where an Owner is a trustee, he shall exercise the voting rights in respect of the Unit to the exclusion of persons beneficially interested in the trust, and those persons shall not vote.

VOTING RIGHTS OF MORTGAGEE

41. Notwithstanding the provisions of these By-laws with respect to appointment of a proxy, where the Owner's interest is subject to a registered mortgage and where the mortgage or these By-laws or any statute provides that the power of vote conferred on an Owner may or shall be exercised by the mortgagee and where the mortgagee has given written notice of his mortgage to the Corporation, no instrument or proxy shall be necessary to give the mortgagee the said power to vote and the mortgagee's power to vote shall not be limited or proscribed by the

Owner's failure to pay contributions.

VIOLATION OF BY-LAWS

42. a. Before imposing a sanction on a person who fails to comply with a bylaw, the Corporation must serve a notice of proposed sanction on the person. In the event of any infraction or violation of or default under these By-laws on the part of an Owner, his servants, agents, licensees, invitees, occupants or tenants, the Corporation may provide written notification of proposed sanction of such infraction, violation or default, which shall contain the following information:

- i. the unit number associated with the failure to comply with the Bylaw;
- ii. the name of the person subject to the proposed sanction, if known;
- iii. the provision of these Bylaws that has not been complied with;
- iv. in respect of non-compliance with a rule, the rule that has not been complied with;
- v. the date and time of the non-compliance, if applicable;
- vi. other relevant particulars of the failure to comply;
- vii. if applicable, the maximum monetary sanction for non-compliance with the Bylaw, including pursuant to paragraph c. below;
- viii. a description of corrective or other action, if any, that must be taken in respect of the non-compliance, including pursuant to paragraph b. below; and
- iv. the deadline for taking the required actions or providing a written response to the notification, being a period of ten (10) days, if any;

and shall be delivered to the Owner of the respective Unit, along with a copy to his servants, agents, licensees, invitees, occupants or tenants as may be required.

b. Any infraction, violation or default for which the Corporation has provided written notification of proposed sanction pursuant to paragraph a. above that has not been corrected, remedied or cured, or a satisfactory written response has not been provided to the Corporation, within ten (10) days of having received written notification from the Corporation to do so, may be corrected, remedied or cured by the Corporation and any costs or expenses incurred or expended by the Corporation including costs as between a solicitor and his own client on a full indemnity basis, in correcting, remedying or curing such infraction, violation or default shall be charged to such Owner and shall be added to and become part of the assessment of such Owner for the month next following the date when such costs or expenses are expended or incurred (but not necessarily paid) by the Corporation and shall become due and payable on the date of payment of such monthly assessment and shall bear interest both before and after judgment at the Interest Rate until paid. Prior to imposing such sanction, the Corporation shall provide written notification of sanction, including:

- i. in respect of a monetary sanction, the amount of the sanction and the instructions and the deadline for payment of the sanction;
- ii. in respect of a sanction other than a monetary sanction, a description of the sanction and the date and time at which it comes into effect;

- iii. reasons for issuing the sanction; and
- iv. the date of the board resolution approving the sanction.

Prior to imposing a sanction on a tenant, the Corporation shall provide the Owner of the Unit with copies of the notice of proposed sanction under paragraph a. and notice of sanction under this paragraph b.

- c. In addition, the Corporation may also recover from an Owner by an action for debt in any court of competent jurisdiction any sum of money which the Corporation is required to expend as a result of any act or omission by the Owner, his servants, agents, licensees, invitees, occupants or tenants, which violates these By-laws or any rules or regulations established pursuant to these By-laws and for which ten (10) days prior written notice has been given by the Corporation and there shall be added to any judgment, all costs of such action including costs as between a solicitor and his own client on a full indemnity basis. Nothing herein shall be deemed to limit any right of any Owner to bring an action or proceeding for the enforcement and protection of his rights and the exercise of his remedies.
- d. In addition, the Corporation may also exercise the powers provided for in Section 35 and Section 36 of the Act, and accordingly, if the Board determines that a breach or violation of any of these By-laws has occurred or is occurring, the Board may impose a penalty by fine, except for failure to comply with a rule, as follows:
 - i. for a first breach or infraction of a by-law by an Owner (which for the purpose of this by-law includes such Owner's servants, agents, licensees, invitees, customers, contractors, occupants or tenants), the Board may impose a penalty by fine on such Owner not to be less than \$50.00 and not to exceed \$500.00;
 - ii. for a second breach or infraction of a by-law by an Owner (which for the purpose of this by-law includes such Owner's servants, agents, licensees, invitees, customers, contractors, occupants or tenants), the Board may impose a penalty by fine on such Owner not to be less than \$75.00 and not to exceed \$1,000.00;
 - iii. for a third (or more) breach or infraction of a by-law by an Owner (which for the purpose of this by-law includes such Owner's servants, agents, licensees, invitees, customers, contractors, occupants or tenants), the Board may impose a penalty by fine on such Owner not to be less than \$100.00 and not to exceed \$1,000.00;
 - iv. if the breach or infraction of a by-law by an Owner (which for the purpose of this by-law includes such Owner's servants, agents, licensees, invitees, customers, contractors, occupants or tenants) is in the determination of the Board a continuous infraction or violation of the by-law, the Board may impose a penalty by fine on such Owner not to be less than \$25.00 per day and not to exceed \$500.00 for the first week for the first instance of non-compliance and \$1,000.00 for each subsequent week or each week of any subsequent continuing non-compliance. (Each day of a continuing breach shall be deemed a contravention of a by-law).

The foregoing penalties shall be payable immediately by an Owner, subject to the Owner's right to appeal herebelow within ten (10) days of receipt of a written notice from the Board specifying the violation and the amount of the penalty or fine imposed.

- e. An Owner aggrieved by a fine levied pursuant to paragraph d. above may appeal the actions of the Board to an extraordinary general meeting of the Owners convened in the manner specified by these By-laws;
 - i. The Owners convened in an extraordinary general meeting may rescind, amend or confirm the actions of the Board, and in so doing may inquire into all the circumstances of the alleged breach, its rectifications, any fine levied or leviable, the collection or forgiveness of any fine, and generally, to act in their discretion to uphold the By-laws;
 - ii. The appeal to the Owners shall be conducted according to rules of natural justice. No error in procedure shall operate so as to nullify the proceedings unless the error is sufficiently grave so to prejudice the rights of all or any one of the Owners;
 - iii. An Owner's right to appeal any penalty imposed by the Board pursuant to paragraph d. above shall expire sixty (60) days following receipt of the notice specified in paragraph d. above or the date that proceedings have been commenced against the Owner pursuant to Section 36 of the Act, whichever shall last occur.
- f. The rights and remedies of the Corporation as set forth in this by-law 42 are supplemental to and not in substitution for any other rights or remedies that the Corporation may have under these By-laws, the Act and the Regulations under the Act, at law or at equity, or otherwise. The Corporation may exercise, employ or pursue its rights and remedies under these By-laws including, without limitation, the rights and remedies under this by-law 42, either selectively, cumulatively or consecutively, and the election by the Corporation to pursue or employ any one right or remedy or to pursue or employ several rights or remedies together shall not constitute an election by the Corporation to abandon any of its other rights or remedies, none of which are waived by the Corporation.
- g. Where a person who is the subject of a proposed sanction is not an Owner, a notice required to be served under this by-law 42 may be served on the person electronically, if the person has provided the Board with an electronic address, by personal service, ordinary or recorded mail addressed to the Unit with which the sanction is associated, or by being left with a person apparently over the age of 18 years at the Unit.
- h. Unless otherwise stated in the By-laws, the Corporation may delegate a power or duty under this by-law 42, including service of notice of proposed sanctions. The Corporation shall not delegate the power to decide to impose a sanction.

VISITOR PARKING

- 43. Subject to the Corporation's obligation to provide parking spaces as specified and outlined in by-law 58(b)(ii), the Corporation shall have the exclusive authority and discretion to allocate as much of any parking areas comprising the Common Property as visitor parking and shall have, in addition to all other powers that the Corporation may have under these By-laws and the Act, the right to regulate, specify and limit the nature and extent of the use or uses of such visitor parking, and such visitor parking shall only be used in accordance with and subject to such by-

laws, rules and regulations enacted by the Corporation from time to time. Without limiting the generality of the foregoing, an occupant of a Unit shall not be entitled to use any portion of the parking areas designated by the Corporation as visitor parking. For the purpose of determining whether or not a person is deemed to be an occupant of a Unit and is, therefore, denied the use or access to visitor parking, for the purpose of this by-law 43 only, an occupant of a Unit means a regular and ordinary presence in the Unit whether or not the person is frequently absent by reason of employment or ill health, and accordingly, a person shall be deemed to be an occupant of a Unit if such person's occupation of such Unit exceeds thirty (30) consecutive days or a cumulative total of sixty (60) days (which do not have to be consecutive) within a three hundred sixty-five (365) day period.

DAMAGE OR DESTRUCTION

44. a. In the event of damage or destruction as a result of fire or other casualty, the Board shall determine within sixty (60) days of the occurrence whether there has been substantial damage. For the purpose of this paragraph, substantial damage shall mean damage to the extent of twenty-five (25%) per cent or more of the replacement value of all Units and Common Property immediately prior to the occurrence. Prior to making any determination under this subparagraph the Board shall obtain the opinion of an independent insurance appraiser to the effect that substantial damage has or has not occurred. If there has been substantial damage the Board shall convene an extraordinary general meeting and give at least ten (10) days' notice by registered mail to all registered mortgagees.

Unless there has been substantial damage and the Owners by Special Resolution resolve not to proceed with repair or restoration within one hundred (100) days after the damage or destruction, the Board shall arrange for prompt repair and restoration using proceeds of insurance for that purpose. The Board shall cause the proceeds of all insurance policies to be disbursed to the contractors engaged in such repair and restoration in appropriate progress payments. Any costs of such repairs and restoration in excess of the insurance proceeds shall constitute a common expense and the Board may assess all the Unit Owners for such deficiency as part of the Common Expenses.

Where there has been substantial damage and the Owners resolve by Special Resolution within one hundred (100) days after the damage or destruction not to repair, the Board shall on behalf of the Owners make application to terminate the condominium status of the Parcel in accordance with the provisions of the Act, and each of the Owners shall be deemed to consent to such application. Upon termination of the condominium status:

- i. any liens or charges affecting any of the Units shall be deemed to be transferred in accordance with their existing priorities to the interests of the respective Owners in the Parcel; and
 - ii. the proceeds of insurance shall be paid to the Insurance Trustee, if any, the Owners and mortgagees, as their respective interests may appear, in proportion to their respective interests in the Parcel in accordance with the terms of any insurance trust agreement in effect.
- b. The Corporation is not responsible for any damage or loss whatsoever caused by or to any property or contents of any nature or kind in or upon a Unit or in or upon any part

of the Common Property designated for the exclusive use of any Unit Owner.

- c. No Owner shall be entitled to claim any compensation from the Corporation for any loss or damage to the property or person of the Owner arising from any defect or want of repair of the Common Property or any part thereof unless such loss or damage is covered by the insurance held by the Corporation.
- d. Where the Corporation is required to enter a Unit for the purpose of maintaining, repairing or renewing pipes, wires, cables and ducts for the time being existing in the Unit, the Corporation and its servants, employees and agents shall in carrying out any work or repairs do so in a proper and workmanlike manner and shall make good any damage to the Unit occasioned by such work and restore the Unit to its former condition, leaving the Unit clean and free from debris.
- e. An Owner shall indemnify and save harmless the Corporation from the expenses of any maintenance, repair or replacement rendered necessary to the Common Property or to any Unit by his act or omission or by that of any of his employees, contractors, customers, servants, agents, invitees, licensees or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the Corporation.

INSURANCE

- 45.
 - a. The Board, on behalf of the Corporation, shall obtain and maintain, subject always to the Act, in particular Section 47 thereof and the Regulations under the Act pertaining to insurance, the following insurance:
 - i. property insurance with extended coverage endorsement for all perils as stipulated in the Act, including fire, leakage from fire protective equipment, lightning, smoke, windstorm, hail, explosion of natural, coal or manufactured gas, water damage caused by flood, water damage caused by sewer back-up or the sudden and accidental escape of water or steam from within a plumbing, heating, sprinkler or air conditioning system or a domestic appliance that is located within an insured building, impact by aircraft, spacecraft, watercraft and land vehicles, riot, vandalism or a malicious act (other than vandalism or a malicious act caused by an Owner to the Unit the Owner owns or by an occupant or tenant to the Unit that the occupant or tenant occupies) and such perils as the Board shall deem advisable insuring: (1) all of the insurable Common Property; (2) all insurable property of the Corporation, both real and personal of any nature whatsoever; (3) all of the Units (EXCLUDING all improvements and betterments made to the Units by Owners and EXCLUDING furnishings not included in any applicable standard insurable unit description, and other personal property of each Owner, whether or not installed in the Unit), for the full replacement cost thereof, including fixtures and finishing as required pursuant to the Regulations; without deduction for depreciation; (4) the interests of and naming as insureds all Owners from time to time; (5) the Corporation and (6) the Board and any person referred to in by-law 12 hereof; (all of the foregoing parties are hereinafter collectively called the "Insureds") as their respective interests may appear;
 - ii. boiler and vessel insurance if any boilers or vessels should exist in the Project;

- iii. commercial general liability insurance insuring the Insureds against any liability to the public and/or to the Owners and their invitees, licensees or tenants, incidental to the Ownership and/or use of the Common Property and Units and such insurance shall be limited to liability in an amount not less than TWO MILLION (\$2,000,000.00) DOLLARS inclusive for bodily injury and/or property damage per occurrence;
 - iv. liability insurance in such amounts and with such deductible as the Board may determine, insuring the Board and every member thereof from time to time from and against all loss, costs, and expenses, including counsel fees, reasonably incurred by them in connection with any action, suit or proceeding to which they may be made a party by reason of being or having been a Manager or Officer of the Corporation, except as to matters as to which they shall be finally adjudged in such action, suit or proceeding to be liable for fines or penalties imposed in a criminal suit or action or for unjustified profit or advantage or for any wrongful act done or attempted in bad faith or dishonesty;
 - v. such other insurance and coverage for such other risks or causes as the Board may determine or as may be determined by Special Resolution.
- a. Each and every said policy of insurance shall name the insureds and shall, as available and where applicable, provide that the policy may not be cancelled or substantially modified without at least thirty (30) day's prior written notice to all insureds.
- b. A certificate or memorandum of all insurance policies and endorsements thereto shall be issued by the Board, or by the Manager on its behalf; as soon as practicable to each of the Insureds immediately upon written request therefore, and a duplicate original or certified copy of each such policy shall be forwarded as aforesaid to each mortgagee who has in writing notified the Board of its interest. Further, a renewal certificate or memorandum of new insurance policies shall be furnished to each Insured. The Master policy of all insurance coverage shall be retained by the Corporation in its offices, and shall be available for inspection by and any all of the insureds upon reasonable request.
- c. Notwithstanding anything aforesaid, all proceeds of insurance on loss or claim shall be paid to the Insurance Trustee (if any), and exclusive authority to adjust losses and settle proceeds under all insurance policies shall be vested in the Board or its authorized representative, and the Insurance Trustee (if any) and any expenses of the Insurance Trustee shall be treated as Common Expenses of the Corporation.
- d. The Owners may, and upon written request of any mortgagee shall, carry insurance on their own as permitted by the Act PROVIDED THAT the liability of the insurers issuing insurance obtained by the Board hereunder shall not be affected or diminished by reason of insurance so carried by any Unit Owner AND PROVIDED FURTHER that neither the Corporation nor the Board shall be required or have any duty to insure the interests of tenants against liability or the interests of tenants or Owners for their improvements and betterments, trade fixtures, furnishings, personal property or any other property. The insuring of any of the foregoing within a Unit is the sole responsibility of the Owner, tenant or occupier of the Unit and they shall not require the Corporation or the Board to repair any damage to any of the same however caused.

- e. In the event an Owner incurs or suffers damage or loss to his Unit that is covered or insured under any insurance policy of the Corporation and such Owner elects to pursue recovery of such loss or damage under any insurance policy of the Corporation, such Owner shall be responsible for and pay the full amount of any deductible on such claim if, in the sole opinion of the Board, such damage or loss was caused by or arose out of any act or omission by such Owner, his employees, contractors, customers, servants, agents licensees, invitees or tenants and such amount shall be recoverable by the Corporation as a contribution against all other costs, charges and liabilities arising out of any loss that may be sustained or incurred by the Corporation.
- f. Each Owner shall carry insurance with respect to insurance deductibles in at least the amount of which an Owner can be required to pay in the event that such Owner is responsible for an insurance claim.

CONTRIBUTIONS FOR COMMON EXPENSES AND BUDGETS

- 46.
 - a. The Common Expenses of the Corporation shall be paid by the Unit Owners in proportion to the Unit Factors for their respective Units and, without limiting the generality hereof, shall include the following:
 - i. all levies or charges on account of garbage removal, electricity, water, sewer, gas and fuel services and television antenna or cable services (if any) supplied to the Corporation for the Project and for the benefit of all Owners and not charged directly to any one Owner either by meter or otherwise;
 - ii. management fees and Insurance Trustee fees, if any, wages, salaries, taxes and other expenses payable to or on account of employees or independent contractors of the Corporation;
 - iii. all the charges on account of cleaning or sweeping of Parking Areas, lawn maintenance and landscaping and for ice, snow and debris removal from Common Property not designated as Exclusive Use Areas;
 - iv. all charges on account of lighting fixtures situated on any Unit owned by the Corporation or on Common Property except the balcony or patio light fixture on every Unit;
 - v. all charges on account of maintenance for any Unit owned by the Corporation, or those portions of a Unit or Common Property for which the Corporation is responsible under these By-laws;
 - vi. all costs of furnishings, tools and equipment for use in and about the Project facilities or amenities including the repair, maintenance or replacement thereof;
 - vii. all insurance costs in respect of the insurance for which the Corporation is responsible under these By-laws and/or the Act;
 - viii. all costs of and charges for all manner of consultation, professional and servicing assistance required by the Corporation including, without limiting the generality of the foregoing, all legal, accounting, auditing and engineering (including Capital Replacement Reserve Fund studies as required under the Act and its Regulations) fees and disbursements;
 - ix. all reserves for repairs and replacement of Common Property and portions of Units or buildings the repair or replacement of which is the responsibility of the Corporation;
 - x. maintenance of the exterior walls, roofs and other structural costs of the

- buildings in the Project;
 - xi. the cost of borrowing money for the purpose of carrying out the duties and objects of the Corporation;
 - xii. the allocable or pro rata portion of the cost of any electricity taken from any exterior plug which is billed directly to an Owner by the provider of such electricity and which is used by the Corporation for purposes of operating or maintaining Common Property;
 - xiii. the cost of maintaining fidelity bonds as provided in these By-laws.
- b. Not less than thirty (30) days prior to the end of the current fiscal year the Corporation shall deliver or mail to each Owner at the municipal address of his Unit:
 - i. a copy of the budget for the ensuing fiscal year; and
 - ii. a notice of the assessment for his contribution towards the Common Expenses for said ensuing fiscal year. Said assessment shall be made to the Owners in proportion to their Unit Factors.
- c. The budget shall set out by categories an estimate of the Common Expenses of the Corporation for the next fiscal year.
- d. In establishing a budget, the Board shall comply with the requirements set forth in the Act and its Regulations respecting the Capital Replacement Reserve Fund. The Capital Replacement Reserve Fund may be used for the repair or replacement of any real and personal property owned by the Corporation and the Common Property, but is not intended to be used to cover annually recurring maintenance and repair costs which are to be set out and provided for in the annual budget.
- e. The Common Expenses set forth in each contribution shall be payable to the Corporation, or to any other person, firm or corporation to whom the Corporation shall direct payment to be made from time to time, in twelve (12) equal consecutive monthly instalments payable, in advance on the first day of each month, the first instalment to be made on the 1st day of the month immediately following receipt of such notice of assessment, or such other time as may be prescribed by the Corporation.
- f. All payments of whatsoever nature required to be made by each Owner and not paid within ten (10) days from the due date for payment shall bear interest at the interest rate from the date when due until paid. All payments on account shall first be applied to interest and then to the assessment payment first due.

NON-WAIVER RE: ASSESSMENTS AND CONTRIBUTIONS

47. The omission by the Board to fix the contributions hereunder for the next ensuing fiscal year or other period provided for herein, shall not be deemed a waiver or modification in any respect of the provisions of these By-laws or release of the Owner or Owners from their obligation to pay the contributions or Special Levies, or any instalments thereof for any year or period, but the contributions fixed from time to time shall continue until new contributions are fixed. No Owner can exempt himself from liability for his contributions toward the Common Expenses by waiver of the use or enjoyment of any of the Common Property or by vacating or abandoning his Unit;

SPECIAL LEVIES

48. If at any time it appears that the annual contributions towards the Common Expenses will be insufficient to meet the Common Expenses, the Corporation may by Ordinary Resolution of the Board assess and collect a special levy, contribution or assessment against each Unit in an amount sufficient to cover the additional anticipated Common Expenses. The Corporation shall give notice of such further levy to all Owners which shall include a written statement setting out the purpose for the levy, the total amount of the levy, the method used to determine each Unit's share of the levy, the amount of the Owner's Unit's share of the levy and each levy shall be due and payable by each Owner in the manner and on the date or dates specified in the notice. Each such Special Levy shall be determined and assessed against the Owners in proportion to their Unit Factors. All such Special Levies shall be payable within ten (10) days of the due date for payment as specified in the notice and if not paid shall bear interest at the Interest Rate from the due date until paid. If the purpose of the special levy is for the making of a capital improvement, a Special Resolution is required before the Board may approve the special levy.

DEFAULT IN PAYMENT OF ASSESSMENTS

49. a. The Corporation shall and does hereby have a lien on and a charge against the estate or interest of any Owner for any unpaid contribution, assessment, instalment or payment due to the Corporation, which lien shall be a lien against such estate or interest subject only to the rights of any registered mortgagee and any municipal or local authority in respect of unpaid realty taxes, assessments or charges of any kind against the Unit title or interest of such Owner. The Corporation shall have the right to file a caveat or encumbrance against the Unit title or interest of such Owner in respect of the lien or charge for the amount of such unpaid contribution, assessment, instalment or payment as hereinbefore mentioned, and for so long as such unpaid contribution assessment, instalment or payment remains unpaid, PROVIDED THAT each such caveat or encumbrance shall not be registered until after the expiration of thirty (30) days following the due date for the first payment in arrears. As further and better security, each Owner responsible for any such unpaid contribution, assessment, instalment or payment which is in arrears for more than thirty (30) days, shall give to the Corporation a mortgage or encumbrance for the full amount thereof and all contributions, assessments, instalments and/or payments, and interest thereon at the Interest Rate from the due date or dates for payment of the same, and the Corporation shall be entitled to enforce its lien, charge and security and pursue such remedies as may be available to it at law or in equity, from time to time including the recovery by the Corporation of its legal fees and disbursements on a solicitor and his own client basis from such defaulting Owner.
- b. Any other Owner or person, firm or corporation whatsoever may pay any unpaid contribution, assessment, instalment or payment after the expiration of thirty (30) days following the due date for payment by the Owner in default, with respect to a Unit, and upon such payment, such party, person, firm or corporation shall have a lien, subject to the estates or interests hereinbefore mentioned and shall be entitled to file a caveat or encumbrance in respect of the amount so paid on behalf of the Owner in default, and shall be entitled to enforce his lien, thereby created, in accordance with the other terms

and conditions of this provision.

- c. Notwithstanding and in addition to any other term, condition or provision herein contained or implied, each unpaid contribution, assessment, instalment or payment shall be deemed a separate, distinct and personal debt and obligation of the Owner against whom the same is assessed and collectible as such. Any action, suit or proceeding to recover such debt or to realize on any judgment therefore shall be maintainable as a separate action, suit or proceeding without foreclosing or waiving the lien, charge or security, securing the same.
- d. In the event of any assessment against or instalment or payment due from an Owner remaining due and unpaid for a period of ninety (90) days, the Board shall give notice of such default to all mortgagees having an interest in such Owners Unit who have notified their interests to the Corporation.
- e. In the event of any assessment against or instalment or payment due from an Owner remaining due and unpaid for a period of thirty (30) days, the Board, at its election, may accelerate the remaining monthly contributions, assessments, instalments and payments for the fiscal year then current upon notice to the Owner in arrears, and thereupon all such unpaid and accelerated monthly contributions, assessments, instalments and payments shall become payable on and as of the date of the said notice.
- f. All reasonable costs of the Manager and legal costs and disbursements incurred by the Corporation (including costs on a solicitor and his own client basis) in registering and discharging a Caveat which either the Manager or the Corporation expends as a result of any act or omission of an Owner, his servants, agents, licensees, invitees or tenants which violates these By-laws or any rules or regulations established pursuant thereto or incurred or in any way for securing or enforcing its interests hereunder or the taking of any remedies to cure any default hereunder shall constitute a payment due the Corporation.

INFORMATION TO BE PROVIDED BY CORPORATION

- 50. a. In accordance with section 43.2 of the Act, the Corporation shall, on written request of an Owner, purchaser or mortgagee, or solicitor or other person authorized in writing by any of those persons, certify within ten (10) days:
 - i. the amount of any contribution payable by the Owner;
 - ii. the frequency at which contributions are payable;
 - iii. the amount of contributions payable that is in arrears, if any; and
 - iv. the amount of interest owing, if any, on any unpaid balance of a contribution;and, in favour of any person dealing with that Owner, the certificate is conclusive proof of the matters certified therein.
- b. Upon written request of an Owner, purchaser or mortgagee, or solicitor or other person authorized in writing by any of those persons, the Corporation shall, within ten (10) days of receiving that request, provide to the person making the request one or more of the following as requested by that person:

- i. an information statement that includes all of the following:
 - (1) the particulars of
 - (A) any action commenced against the corporation in respect of which the corporation has been served, including the amount claimed against the corporation,
 - (B) any unsatisfied judgment or order for which the corporation is liable, and
 - (C) any written demand made on the corporation for an amount in excess of \$5000 that, if not met, may result in an action being brought against the corporation;
 - (2) a statement setting out the amount of the capital replacement reserve fund;
 - (3) a statement setting out the amount of the contributions and the basis on which that amount was determined;
 - (4) a statement setting out any structural deficiencies that the corporation has knowledge of at the time of the request in any of the buildings that are included on the condominium plan;
 - (5) loan disclosure statements for current loans, including documents showing the starting balance, current balance, interest rate, monthly payment, purpose of the loan, amortization period and default information, if applicable;
- ii. the particulars or a copy of any subsisting or prior management agreement;
- iii. the particulars or a copy of any subsisting recreational agreement;
- iv. the particulars respecting any post tensioned cables that are located anywhere on or within the property that is included in the condominium plan;
- v. a copy of the budget of the corporation;
- vi. a copy of the annual financial statements of the corporation;
- vii. a copy of the bylaws of the corporation;
- viii. in respect of a particular fiscal year, a copy of
 - (1) all approved minutes of all general meetings of the corporation, if available,
 - (2) draft minutes of general meetings, if approved minutes are not available, for meetings that occurred at least 30 days before the date of the request, and
 - (3) approved minutes of board meetings;
- ix. a statement setting out the unit factors and the criteria used to determine unit factor allocation;
- x. a copy of any lease agreement or other exclusive possession agreement with respect to the possession of a portion of the common property or real property of the corporation, including a parking stall or storage unit;
- xi. a consolidation of all the rules made by the corporation under section 32.1 of the Act;
- xii. the text of written ordinary and special resolutions voted on by the corporation and the results of the voting on those resolutions, other than the results of a vote conducted by a show of hands;
- xiii. copies of reports prepared for the corporation by professionals, including professional engineers but excluding reports requested and obtained by the

- corporation's legal counsel in relation to actual or contemplated litigation;
- xiv. copies of insurance certificates held by the corporation;
- xv. copies of insurance policies held by the corporation;
- xvi. the current standard insurable unit description for the residential units or classes of residential units;
- xvii. copies of reserve fund plans, reserve fund reports and annual reports;
- xviii. any other information that the Corporation is obligated to provide under section 44 of the Act or section 20.52 of the Regulations.

The Corporation may provide any prescribed information or documents requested under this paragraph b. in electronic form unless the person requesting the information or documents specifically requests that they be provided in paper form.

- c. Any certificate as to an Owner's position with regard to contributions, expense assessments or otherwise, issued by an Officer of the Corporation or the Manager shall be deemed to be an estoppel certificate and the Corporation and all of the Owners shall be estopped from denying the accuracy of such certificate against any mortgagee, purchaser or other person dealing with the Unit Owner but this shall not prevent the enforcement against the Unit Owner incurring the said expense of all obligations of the said Unit Owner whether improperly stated in such estoppel certificate or not.
- d. The Board or the Manager supplying any documents required to be provided in these By-laws or under the Act shall be entitled to charge a reasonable fee for the production thereof.

LEASING OF UNITS

- 51.
 - a. In the event that any Owner desires to lease or rent his Unit he shall furnish to the Corporation an undertaking, in form satisfactory to the Corporation, signed by the proposed lessee or occupant, that the proposed lessee or occupant of the Unit will comply with the provisions of the Act and of the By-laws of the Corporation. The Owner shall not be released of any of his obligations and shall be jointly and severally liable with the proposed lessee or occupant with respect to such obligations.
 - b. The Corporation is authorized to:
 - i. impose and collect deposits under Section 53 of the Act. If any deposit is used in accordance with the Act or these By-laws, the Owner shall replace that portion of the deposit used within ten (10) days of being notified, in writing, by the Board of its use;
 - ii. give notices to give up possession of Units under Section 54 of the Act; and
 - iii. make applications to the Court under Sections 55 and 56 of the Act.
 - c. No tenant shall be liable for the payment of contributions or assessments or Common Expenses under these By-laws unless notified by the Corporation that the Owner from whom he rents the Unit is in default of payment of contributions, in which case the tenant shall deduct from the rent payable to the Owner, such default contributions and shall pay the same to the Corporation. Any such payment by the tenant shall be deemed to be a rental payment made to the Owner.

SEVERABILITY

52. The provisions hereof shall be deemed independent and severable and the invalidity in whole or in part of any by-law does not affect the validity of the remaining by-laws, which shall continue in full force and effect as if such invalid portion had never been included herein.

NOTICES

53. Subject to section 53.1 below, unless otherwise expressly provided in these By-laws, service of any Notice required to be given under the Act or under these By-laws shall be well and sufficiently given if sent by prepaid registered mail to the Owner at the address of his Unit or other known address or if left with him or some adult person at the said address or to the Corporation at its address for service shown on the Condominium Plan, or to a mortgagee at its address supplied to the Corporation. Any Notice given by post shall be deemed to have been sent and received forty eight (48) hours after it is posted.
- 53.1 In the event that an Owner has requested and consented to receive Notice from a corporation by electronic means and has provided an electronic address for this purpose (which must be either an email address or another type of address allowed that is expressly allowed by the Rules or has been approved by the Board by resolution) the Corporation shall send Notices to that address and such notices shall be deemed to have been sent and received twenty four (24) hours after being sent.
- 53.2 An Owner or a mortgagee may at any time in writing advise the Corporation of any change of address at which notices shall be served or given and thereafter the address specified therein shall be deemed to be the address of such Owner or a mortgagee, as the case may be, for the giving of notices. The word "Notice" shall include any request, statement, minutes, notices and notifications, including, without limitation, notices of meetings or notices of non-compliance with bylaws and notifications of new rules, or other writing required or permitted to be given hereunder or pursuant to the Act, Regulations or these By-laws.

NOTICE OF DEFAULT TO MORTGAGEES

54. Where a mortgagee has notified the Corporation of its interest, any Notice of default sent to an Owner shall also be sent to the mortgagee.

DEBT RETIREMENT ON TERMINATION

55. Subject to the provisions of the Act, upon termination of the condominium status for any purpose, all debts of the Corporation shall first be paid out of the assets, and the balance of the assets, if any, shall be distributed to the Owners in proportion to their Unit Factors subject to the interests of any mortgagees.

COMPANY WHICH IS MEMBER OF BOARD

56. A company which is a member of the Board may by proxy, power of attorney or resolution of its directors appoint such person as it thinks fit to act as its representative on the Board and to

attend meetings thereof and vote at such meetings on behalf of the company and such representative shall be entitled to act provided Notice in writing thereof shall have been given to the Board. Where a company is the only member of the Board a minute or resolution signed by its representative or by the alternate of its representative duly appointed pursuant to the by-law next following shall be deemed to be a resolution of the Board.

ALTERNATE BOARD REPRESENTATIVE

57. A representative of a company on the Board may appoint any person whether another Owner or not and whether a member of the Board or not to serve as his alternate representative on the Board and as such to attend and vote in his stead at meetings of the Board and to do anything specifically provided for in these By-laws. Such alternate shall, if present, be included in the count for quorum and if he be a member of the Board he shall be entitled to two votes, one as a member of the Board and the other as an alternate representative of a member of the Board. If the representative so directs, notice of meetings of the Board shall be sent to the alternate representative of a member of the Board. If and when the appointing representative vacates the office of a representative of a member of the Board or removes the alternate representative from office as alternate representative, any appointment or removal under this by-law shall be made in writing under the hand of the representative making the same.

EXCLUSIVE USE AREAS

- 58.
- a. The Corporation shall not grant to an Owner any right to exclusive use and enjoyment of any part of the Common Property, with the exception of:
 - i. any right to exclusive use of part of the Common Property approved by a Special Resolution of the Owners;
 - ii. the existing parking stall leases made in writing between the Corporation and an Owner presently existing and in force at the time of the adoption of these By-laws (hereinafter referred to as the "Existing Parking Space Leases"); and
 - iii. the portions of the Common Property described in By-law 58(b) herebelow or elsewhere in this By-law 58 which shall be allocated to the Units described in this By-law as Exclusive Use Areas.
 - b.
 - i. The balcony, deck or patio area that is adjacent to a Unit shall be allocated to such Unit as an Exclusive Use Area for use as a privacy area only; and
 - ii. Each Owner shall be entitled to and shall receive one (1) parking space in the portions of the Common Property that have been designated by the Corporation as parking areas, with such parking space being assigned or allocated to an Owner by the Corporation from time to time or such parking space being allocated to an Owner by virtue of an existing Parking Space Lease.
 - c. With respect to the Exclusive Use Areas allocated in By-law 58(b) hereabove or any portion of the Common Property that has been granted or allocated to an Owner as an Exclusive Use Area, an Owner shall:
 - i. keep his Exclusive Use Areas in a sanitary and safe condition;
 - ii. keep his Exclusive Use Areas free from all junk, scrap, refuse, waste, garbage or any other unsightly or unclean condition;

- iii. keep his Exclusive Use Areas free from all pests and vermin;
 - iv. use the allocated and assigned Exclusive Use Areas only for the purposes set forth and prescribed in this By-law 58 or any other use or restriction in use as may be specified by the Corporation from time to time;
 - v. comply with and observe all By-laws, rules and regulations of any governmental authority including, without limitation, fire regulations;
 - vi. not build any permanent structures on any Exclusive Use Areas, and any temporary use structures to be built on such Exclusive Use Areas must be approved by the Corporation firstly, and secondly, if applicable, must be approved by the municipality;
 - vii. not lease or rent out any of the Owner's Exclusive Use Areas separately or independently from the Owner's Unit without first obtaining the written consent of the Corporation, which consent may be arbitrarily withheld;
 - viii. not place or store hazardous substances, pollutants, contaminants, flammable substances or fire hazards in or on any Exclusive Use Areas;
 - ix. park only private motor vehicles in the parking spaces that have been allocated to an Owner pursuant to By-law 58(b), and for the purposes of this By-law, "private motor vehicle" means small, medium and full-sized cars, station wagons, light trucks (up to 3/4 ton size), vans, minivans, motorcycles and sport utility vehicles;
 - x. not use his Exclusive Use Areas for storage.
- d. Any use of an Exclusive Use Area, including the parking of motor vehicles in the allocated parking spaces, shall be at the sole and exclusive risk of the Owner to whom the Exclusive Use Areas have been allocated and shall not be at the risk of the Corporation. The Corporation shall have no duty to put in place security measures or to patrol or provide security with respect to such Exclusive Use Areas.
- e. The Corporation may in its absolute discretion, in addition to other restrictions and powers set out in these By-laws, specify and limit the nature and extent of the use or uses of any Exclusive Use Area, and such Exclusive Use Areas shall only be used in accordance with and subject to such By-laws, rules and regulations enacted by the Corporation from time to time inclusive of these By-laws; provided always that the Corporation shall not, in doing so, violate any terms or provisions of the Existing Parking Space Leases.
- f. Other than the parking spaces that have been leased to an Owner pursuant to an Existing Parking Space Lease, Exclusive Use Areas shall not be deemed to be an area leased pursuant to Section 50 of the Act. An Owner shall only be entitled to the Exclusive Use Areas allocated pursuant to this By-law 58 while such Owner is the Owner of a Unit, and such entitlements are immediately terminated upon such Owner ceasing to be the Owner of a Unit or upon the entitlement of a Unit or an Owner to such Exclusive Use Areas being terminated pursuant to By-law 58(j) herebelow. An Owner shall not sell, transfer or assign, or attempt to sell, transfer or assign, the Exclusive Use Areas that have been allocated to an Owner's Unit. Notwithstanding the foregoing, an Owner having an Existing Parking Space Lease may transfer, sell and assign such Existing Parking Space Lease to a purchaser of such Owner's Unit or to another Owner of a Unit in the Project, as any lessee under an Existing Parking Space Lease must be an Owner,

failing which the Existing Parking Space Lease may be terminated by the Corporation without any liability for doing so. An Owner that has an Existing Parking Space Lease who assigns, conveys or sells the same to a purchaser of such Owner's Units or to another Owner of a Unit in the Project shall notify the Corporation, in writing, of the same.

- g. Exclusive Use Areas do not include any fence, rail, exterior wall, roof, ceiling or concrete slab that either borders or defines such Exclusive Use Area. The Corporation shall be responsible for repairing the same and any structural components of the Exclusive Use Areas unless any maintenance, replacement or repair of the same is caused by the act or omission of an Owner, and in such an event, the Owner shall be responsible for paying all costs and expenses for the maintenance, replacement or repair of the structural areas of the Exclusive Use Areas.
- h. Each Owner that has an Exclusive Use Area shall properly maintain such Exclusive Use Area in accordance with the requirements and specifications of the Corporation, including repairing any damages or completing maintenance or repair to such Exclusive Use Area in accordance with these By-laws. If the Owner shall fail to properly maintain any such Exclusive Use Area or complete any repairs to the same, after ten (10) days' notice to the Owner to correct any maintenance problems or repair problems as set forth in such Notice from the Corporation, the Corporation may order the maintenance or work repair issue corrected and the Owner affected

shall reimburse the Corporation for all monies expended and all costs incurred in order to rectify such maintenance or repair damage and pay interest thereon at the Interest Rate after demand for payment. The Owner shall also indemnify the Corporation for all of the Corporation's legal fees and costs on a solicitor and his own client full indemnity basis in the event that the Corporation is required to obtain a solicitor in order to enforce these provisions.

- i. The Corporation and its servants and agents shall notwithstanding the grant of any right, license or privilege or exclusive use of any area to any Owner have and enjoy full and free right at any and all times from time to time to enter upon, pass and repass over and occupy any and all parts of such Exclusive Use Area for the purposes of carrying out any of the duties or functions of the Corporation and the Corporation shall have unlimited rights of ingress and egress over the same.
- j. In the event that any Owner should violate the terms and provisions of this By-law 58 or any other provisions of these By-laws pertaining to Common Property regarding Exclusive Use Areas, the Corporation shall be entitled to take all remedies available as against the Owner that may be set out in these By-laws, including, without limitation, By-law 42, or take such other rights and remedies that the Corporation may have at law or equity, with the Owner being responsible for indemnifying the Corporation for all of the Corporation's legal fees and costs on a solicitor and his own client full indemnity basis in the event that the Corporation is required to obtain a solicitor to enforce these provisions. In addition to the foregoing, the Corporation may, in its absolute discretion, terminate any Owner's rights and entitlements to Exclusive Use Areas that have been allocated to a Unit pursuant to this By-law 58.

- k. The provisions of this By-law 58 are in addition to and not in substitution for any other provisions contained in these By-laws pertaining to Common Property and including, without limitation, Exclusive Use Areas, or the provisions contained in Existing Parking Space Leases. In the event of a discrepancy or inconsistency between the provisions of this By-law 58 and any other provisions contained in these By-laws or any other provisions contained in any Existing Parking Space Leases, the provisions of this By-law 58 shall govern and take precedence.

REALTY TAXES

- 59. The realty taxes and other municipal and governmental levies or assessments against land, including improvements, comprising all or any part of the Units and the Common Property comprising the condominium Project shall be assessed and imposed in accordance with provisions of the Act, but until such time as the assessing authority assesses each Unit and the share in the Common Property appurtenant thereto pursuant to the Act such realty taxes and other municipal and governmental levies or assessments shall be apportioned and adjusted amongst all the Owners according to their respective Unit Factors.

INDEMNIFICATION OF OFFICERS AND MANAGERS

- 60. The Corporation shall indemnify every member of the Board, Manager, Officer or employee and his or her heirs, executors and administrators against all loss, costs and expense, including counsel fees, reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a Board member, Manager or Officer of the Corporation, except as to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for fines or penalties imposed in a criminal suit or action or for unjustified profit or advantage or for any illegal act done or attempted in bad faith or dishonesty. All liability, loss, damage, costs and expenses incurred or suffered by the Corporation by reason or arising out of or in connection with the foregoing indemnification provisions shall be treated and handled by the Corporation as Common Expenses. The Corporation may by Special Resolution, require that all members of the Board be bonded by a recognized bonding institution in an amount not less than Ten Thousand (\$10,000.00) Dollars, the cost of such bonding to constitute a common expense of the Corporation. The foregoing provision shall not relieve the Corporation from obtaining insurance for any liability incurred by a member of the Board or an Officer of the Corporation as required under Section 47(7) of the Act, and the Corporation shall not be obligated to indemnify any member of the Board, Manager, Officer or employee, or his/her heirs, executors and administrators against the liabilities referenced hereabove in the event that the insurance placed and maintained by the Corporation under Section 47(7) of the Act fully indemnifies and reimburses such member of the Board, Manager, Officer or employee for any such liability suffered or incurred or any portion thereof.

NON-PROFIT CORPORATION

- 61. The Corporation is not organized for profit. No Owner, member of the Board or person from whom the Corporation may receive any property or funds or shall receive or shall be lawfully entitled to receive any pecuniary profit from the operations thereof. The foregoing, however,

shall neither prevent nor restrict the following:

- a. reasonable compensation may be paid to any member of the Board or Owner while acting as an agent or employee of the Corporation for services rendered in effecting one or more of the purposes of the Corporation;
- b. any member of the Board or Owner may, from time to time, be reimbursed for his actual and reasonable expenses incurred in connection with the administration of the affairs of the Corporation;
- c. members of the Board may receive an annual honorarium, stipend or salary established pursuant to by-law 4(j).

USE AND OCCUPANCY RESTRICTIONS

- 62.
 - a. In this by-law, without limiting the meanings or definitions of the following terms as used throughout these By-laws:
 - i. “occupant” means a person present in a Unit or in or upon the real or personal property of the Corporation or the Common Property with the permission of an Owner;
 - ii. “Owner” includes a tenant or tenants of an Owner or any other person, firm or corporation that an Owner is responsible for at law.
 - b. An Owner SHALL NOT:
 - i. use his Unit for any purpose which may be illegal or injurious to the reputation of the condominium Project;
 - ii. make or permit noise in or about any Unit or the Common Property or allow any odour to emanate or escape from his Unit which, in the opinion of the Board, constitutes a nuisance or unreasonably interferes with the use and enjoyment of a Unit or the Common Property by any other Owner or Occupant. No instrument or other device shall be used within a Unit which in the opinion of the Board causes a disturbance or interferes with the comfort of other Owners;
 - iii. keep or allow any animal, snake, reptile, livestock, fowl or pet of any kind at any time to be in his Unit, or on the Common Property without the prior and express written consent and approval of the Board;
 - iv. do any act or permit any act to be done, or alter or permit to be altered his Unit in any manner, which will alter the exterior appearance of the structure comprising his or any other Units without the prior written approval of the Board;
 - v. permit laundry to be hung other than inside the Unit;
 - vi. erect or place any building, structure, tent, or trailer, (either with or without living, sleeping or eating accommodation) on the Common Property or on any Exclusive Use Area assigned to him without the prior written consent of the Board;
 - vii. permit, erect or hang over or cause to be erected or to remain outside any window or door, or visible from the outside, on any part of a Unit or on the Common Property or on the real property of the Corporation, any sign, fences, hedges, barriers, partitions, awnings, shades or screens, satellite dishes, or any

- other matter or thing without the consent in writing of the Board and the municipality (if applicable) first had and obtained;
- viii. overload existing electrical circuits or store any combustible, inflammable or offensive goods, provisions or materials in his Unit or on the Common Property, normal cleaning products excepted;
 - ix. do anything or permit anything to be done in his Unit, or upon the Common Property or the real or personal property of the Corporation or fail to do any act or thing which will or would tend to increase the risk of fire or the rate of fire insurance premiums with respect thereto or which would render invalid any insurance maintained by the Corporation;
 - x. allow his heating apparatus (which includes, but is not limited to, thermostats and radiators) to be rendered inoperable during the heating season;
 - xi. do anything or permit anything to be done by any occupier of his Unit in his Unit, or the Common Property that is contrary to any statute, ordinance, by-law or regulation of any government authority whether Federal, Provincial, Municipal or otherwise;
 - xii. do or permit anything to be done that may cause damage to trees, plants, bushes, flowers or lawns and shall not place anything on the lawns and grounds which may cause damage or to interfere with the cutting of the lawns or the maintenance of the grounds generally;
 - xiii. deposit customary refuse and garbage outside his Unit, other than in the garbage receptacle or bin as provided by the Corporation. All bulk waste items which the municipality will not normally collect shall be removed from the Project by the Owner at his sole cost and expense;
 - xiv. erect, place, allow, keep or display signs, billboards, advertising matter, window lettering, flags, realtor lock boxes or other notices or displays of any kind on the Common Property, including any Exclusive Use Area assigned to him or in or about any Unit (including, without limitation, the exterior windows of the Unit), in any manner which may make the same visible from the outside of the Unit without the prior written approval of the Board;
 - xv. permit any person or permit any member of his household, guests or visitors to trespass on the part of the Parcel to which another Owner is entitled to exclusive occupation;
 - xvi.
 - (1) wash motor vehicles except in such manner as will not cause nuisance or annoyance to other Owners and in such place and at such times as the Board may from time to time by regulation set forth or direct;
 - (2) carry out any repairs, maintenance or adjustments to motor vehicles on the Project;
 - (3) bring onto the Project any vehicles other than operational private motor vehicles as defined in by-law 58(e)(ix) hereabove without the written consent of the Board or the Manager or duly authorized nominee thereof except in the course of delivery to or removal from the respective premises;
 - (4) allow trailers, campers, boats, snowmobiles, trail bikes, all terrain vehicles, or any type of motor home or recreational vehicle or equipment to be parked or stored outside his Unit, other than in an area designated by and with the permission of the Board;

- (5) keep on the Common Property any motor vehicle which is not currently licensed, in operating condition and being used from day to day without the prior written consent of the Board;
- (6) drive any motor vehicle on the Common Property, at a speed in excess of fifteen (15) kilometres per hour or in any manner that the Board, in its sole discretion, deems hazardous or dangerous;
- (7) allow a visitor to his Unit to park his motor vehicle anywhere on the Project except in a stall designated by the Board for visitor parking;
- xvii. obstruct or permit any walkways, passages, driveways or Parking Areas to be obstructed by his employees, contractors, servants, agents, customers, licensees or invitees or their vehicles;
- xviii. allow his Unit or Exclusive Use Area assigned to him to become unsanitary or unsightly in appearance;
- xix. make or cause to be made any structural, common mechanical, common plumbing, common drainage, gas system or common electrical changes, alterations or additions to his Unit or any structural alterations to be made to the outer boundary of any Unit, including load bearing or partition walls or any ceiling or floor, without first having the design and specifications of such alteration or addition approved in writing by the Board. The Owner requesting such approval agrees to pay the cost of any engineer or architect engaged by the Board to review the design and specifications. Any alteration or addition made by an Owner without such approval may be restored or removed by the Board or its duly authorized representative or representatives and any costs incurred by the Corporation as a result thereof shall forthwith be paid by such Owner to the Corporation and shall bear interest at the Interest Rate from the time such costs are incurred until paid;
- xx. allow the area around his Unit to become untidy. The Board shall be at liberty to remove any rubbish or clean up the Common Property in close proximity to an Owner's Unit to its satisfaction and charge the expense to the Owner;
- xxi. without the written consent of the Board, have any right or access to those portions of the Common Property used from time to time for mechanical systems utilities areas building maintenance, storage areas not specifically assigned to him, operating machinery or any other parts of the Common Property used for the care, maintenance or operation of the Project generally;
- xxii. paint, decorate or otherwise alter any portion of a Unit or Common Property required to be maintained by the Corporation without the express, prior, written consent of the Board;
- xxiii. do any act or thing to create, produce or manufacture any hazardous substances even where the creation, production or manufacture of hazardous substances in the Unit has been permitted or allowed by any governmental authority having jurisdiction;
- xxiv. do any act or thing to create, produce or cause any fungi, even where the activity creating, producing or causing such fungi has been permitted or allowed by any governmental authority having jurisdiction. For the purposes of this by-law, "fungi" includes, but is not limited to, any form or type of mould or yeast, whether or not allergenic, pathogenic or toxigenic, and any substance, vapor or gas produced by, emitted from or arising out of any fungi or spores ("spores" includes, but is not limited to, any reproductive particle or microscopic fragment

produced by, emitted from or arising out of any fungi) or resultant microtoxins, allergens or pathogens;

- xxv. use or permit the use of his Unit other than as a single family dwelling only or for a purpose other than for residential purposes;
 - xxvi. permit his Unit to be occupied as a place of residence by more than six (6) persons at any one time (whether adult or minor) without first obtaining the consent in writing of the Board;
 - xxvii. use his Unit or any part thereof for any commercial, business or professional purpose;
 - xxviii. shake mops or dusters or any other similar cleaning apparatus or tools from the windows of his Unit or the Owner's Exclusive Use Areas or throw anything of any nature or kind whatsoever out of the windows in his Unit or such Owner's Exclusive Use Areas, nor permit any of the foregoing actions to be done;
 - xxix. use sinks, toilets, bathtubs or other drains or plumbing fixtures for any purpose other than for the purposes for which the same have been intended and constructed.
- c. An Owner shall ensure that his occupants, including, without limitation, tenants, comply with those requirements that the Owner must comply with under subsection (b) hereof.
 - d. Wherever "Common Property" is referenced in subsection (b) hereabove, the same shall be deemed to be and include Exclusive Use Areas including, without limitation, the exclusive areas allocated to an Owner under the provisions of by-law 58 hereabove.

AMENDMENTS OF BY-LAWS

- 63. These By-laws, or any of them, may be added to, amended or repealed by Special Resolution of the Corporation and not otherwise. The Corporation shall cause to be prepared and distributed to each Owner and mortgagee who has notified its interest to the Corporation, a Notice or memorandum of any proposed amendments, additions or repeal thirty (30) days prior to the date of any such Special Resolution and thereafter provide each such Owner and mortgagee with a copy of any registered amendment, addition or repeal. Notwithstanding the foregoing, by-law 43 shall not be added to, amended or repealed by Special Resolution but shall require a Unanimous Resolution of the Corporation.

CHANGE OF LEGISLATION

- 64. Should the Act be amended and changed in the future, then these By-laws shall be deemed to have been amended accordingly to adopt any and all such changes to the Act which are required to be adopted to enable the Corporation to operate at all times with the full powers of the Act and to use all remedies available to it under the Act.

EASEMENTS

65. There shall be implied in respect of each Unit:

- a. in favour of the Owner of the Unit as appurtenant to the Unit, an easement for subjacent and lateral support of the premises and Unit by the Common Property and by every other premises or Unit capable of affording support;
- b. in favour of the Owner of the Unit, and as appurtenant to the Unit, an easement for the shelter of the premises and Unit by every other premises or Unit capable of affording shelter;
- c. in favour of the Owner of the Unit, and as appurtenant to the Unit, easements for access and for the passage or provision of water, sewerage, drainage, gas, electricity, garbage, artificially heated or cooled air and other services including telephone, radio, cable and television services, through or by means of any pipes, wires, cables or ducts for the time being in the Parcel to the extent to which those pipes, wires, cables or ducts are capable of being used in connection with enjoyment of the premises or any Unit;
- d. as against the Owner of the Unit, an easement to which the Unit is subject, for the subjacent and lateral support of the Common Property and of every other premises or Unit capable of enjoying support;
- e. as against the Owner of the Unit an easement, to which the Unit is subject to provide shelter to every other premises or Unit capable of enjoying shelter;
- f. as against the Owner of a Unit, easements, to which the Unit is subject for access and the passage or provision of water, sewerage, drainage, gas, electricity, garbage, artificially heated or cooled air and other services including telephone, radio, cable and television services, through or by means of any pipes, wires, cables or ducts for the time being existing within the premises or Unit, as appurtenant to the Common Property and also to every other premises or any Unit capable of enjoying those easements;
- g. in favour of the Owner of the Unit and as appurtenant to the Unit unimpeded and unrestricted access over and through the Common Property to and from the Unit; provided always that such right of access shall not be over and through any portion of the Common Property that has been allocated to another Unit under the Condominium Plan as an Exclusive Use Area or granted to another Owner of a Unit as an Exclusive Use Area by the Condominium Corporation pursuant to these By-laws.

When an easement is implied by this by-law, the Owner of any utility service who is providing his service to the Parcel, or to any Unit on it, is entitled to the benefit of any of those easements that are appropriate to the proper provision of that service but not to the exclusion of the Owner of any other utility service. The provisions set forth in this by-law are in addition to and not in substitution for the provisions of Sections 22 through 24 inclusive of the Act.

PRIVACY POLICY

66. The Corporation shall endeavor to keep individual Owner's personal information confidential; however, all Owners agree and specifically consent to give the Corporation and the Board sole discretion to release any personal information which:
- a. is necessary or required as a matter of law;
 - b. the Board is required to give to comply with any law, by-law, rule, regulation or enactment;
 - c. is required by a court or tribunal of competent authority;
 - d. is necessary for the proper operation of the Project and the Corporation;
 - e. is necessary or desirable to ensure and enable the Corporation's compliance and performance of these By-laws;
 - f. is in the best interests of the Corporation.

The Owners do hereby give their consent to the release of such information in accordance with the foregoing and such consent shall be deemed to be the consent required under the *Personal Information Protection Act* of Alberta or any legislation that may replace or be enacted in substitution for such legislation or any other privacy legislation that may be in force and applicable from time to time.

CAPITAL REPLACEMENT RESERVE FUNDS

67. a. The Corporation must prepare an annual report for each fiscal year respecting the Capital Replacement Reserve Funds setting out at least the following:
- i. the amount of the Capital Replacement Reserve Funds as of the last day of the immediately preceding fiscal year;
 - ii. all the payments made into and out of the Capital Replacement Reserve Funds for that year and the sources and uses of those payments;
 - iii. a list of the depreciating property that was repaired or replaced during that year and the costs incurred in respect of the repair or replacement of that property;
 - iv. the amount of the Capital Replacement Reserve Funds projected for the current fiscal year;
 - v. total payments by ordinary or Special Resolutions into, and payments out of, the Capital Replacement Reserve Funds for the current fiscal year;
 - vi. a list of the depreciating property projected to be repaired or replaced during the current fiscal year and the projected costs of the repairs and replacements.
- b. On or before 5 years from the day that the most recent reserve fund plan was approved, the Corporation must, in accordance with the same procedures, requirements and restrictions to which section 23 of the Act is subject:
- i. carry out a reserve fund study;
 - ii. prepare a reserve fund report;
 - iii. approve the reserve fund plan, and

- iv. provide to the Owners for the Owners' information copies of the approved reserve fund plan referred to in paragraph iii. prior to the collection of any funds for the purposes of those matters dealt with in the reserve fund report referred to in paragraph ii. and that are to be carried out pursuant that report.

RULES AND REGULATIONS

- 68. In the event that the Board wishes to enact any new rule or regulation, at least 30 days before such new rule or regulation is to come into effect, the Corporation shall provide written notice of the new rule by either delivering it to each occupied Unit or posting it in an open and conspicuous common area to which all Owners and occupants have access and by serving written notice of the new rule on all Owners who do not reside on the Project. Notwithstanding such 30 day period, any new rule or regulation which addresses a safety concern, a security concern or an emergency, including an emergency and ceases to apply when the safety concern, security concern or emergency no longer exists may come into effect immediately upon notice of the new rule or regulation being provided.