



CONDOMINIUM ADDITIONAL PLAN SHEET CERTIFICATE

SHORT LEGAL 1122235;CS
(PURSUANT TO THE CONDOMINIUM PROPERTY REGULATION)
SHEET NUMBER : 25
NUMBER OF UNITS : 1172
DATED 16/04/2011

CORPORATION NAME: CONDOMINIUM CORPORATION NO. 1122235
ADDRESS: C/O ON-SITE SOLUTIONS INC.
106, 251 SPRUCE STREET
RED DEER COUNTY
ALBERTA T4E1B4

(DATA UPDATED BY: CHANGE OF ADDRESS 122182840)
(DATA UPDATED BY: CHANGE OF ADDRESS 162331910)
(DATA UPDATED BY: CHANGE OF ADDRESS 162346061)
(DATA UPDATED BY: CHANGE OF ADDRESS 182130912)

THE FOLLOWING IS A LIST OF REGISTRATIONS MADE AGAINST THE
CONDOMINIUM PLAN AND ANY REDIVISION THEREOF.

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
112 108 153	16/04/2011	INSTRUMENT NUMBER OF UNITS: 1172
112 108 154	16/04/2011	CHANGE OF BY-LAWS
182 267 506	26/10/2018	CHANGE OF BY-LAWS
182 275 773	03/11/2018	CHANGE OF DIRECTORS
192 008 179	10/01/2019	CHANGE OF BY-LAWS

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CONDOMINIUM
ADDITIONAL PLAN SHEET REPRESENTED HEREIN THIS
18 DAY OF JANUARY, 2019 AT 01:03 P.M.

ORDER NUMBER: 36567480

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

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ORDER NUMBER: 36566619

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Notice of Change of By-Laws
Form 3
Condominium Property Act
Sections 32

Condominium Corporation No. 112 2235 hereby certifies that, by a special resolution passed as of 18 December 2018, the by-laws of the corporation were added to, amended or repealed as follows:

"BE IT RESOLVED as a Special Resolution of the Corporation that:

1. The Corporation amend Bylaw 59 - Tenants to add:

An Owner shall not lease or grant possession of his Unit to any Tenant and no Tenant shall move into or occupy a Unit:


- (h) unless the Owner complies with the Crime Free Multi Housing recommendations for Effective Landlords:
- i) Thoroughly screen each applicant using credit checks, employment checks, and make reasonable efforts to contact at least two to three previous landlords;
 - ii) Apply rental criteria equally to every applicant;
 - iii) Insist upon a complete application, filled in on-site or during an application interview;
 - iv) Require two pieces of good identification, i.e., driver's license, military ID, citizenship card, etc.
 - v) Document everything in writing
 - vi) Conduct periodic inspections of the property;
- (i) If the building is part of the Crime Free Multi-Housing (CFMH) program, all Owners will be required to have all tenants sign a CFMH lease addendum, to include the following clauses:
- a. No subleasing is allowed;
 - b. Only those listed on the rental agreement are permitted to occupy the Unit;
 - c. No criminal activity will be tolerated;
 - d. Residents will not unduly disturb the neighbours;
 - e. Visitors may stay no longer than 10 days, and only with written permission from the Landlord;
- i) A copy of the signed CFMH lease addendum must be retained by the Owner throughout the tenancy and available for inspection by the Corporation;

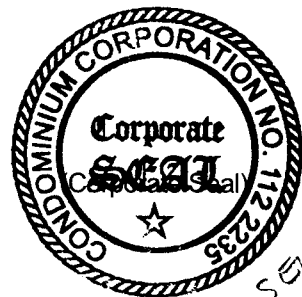
2. Any two Officers or Directors of the Corporation are instructed and authorized on behalf of and in the name of the Corporation to execute the amendments together with such other documentation as may be required in the respect thereof and generally to perform all such acts and do all such things as may be required or requested to give full effect to this Special Resolution."

The seal of Condominium Corporation No. 1122235 was affixed on December 27, 2018

in the presence of charlene Turner, Secretary/Treasurer

 charlene Turner
(Director)

 GENE DOBIE
(Director)



SEAL



192008179

REGISTERED 2019 01 10

COBL - CHANGE OF BY-LAWS

DOC 1 OF 1 DRP#: 5604970 ADR/JHUTCHES

LINC/S: 0034768127



(PURSUANT TO THE CONDOMINIUM PROPERTY REGULATION)

SHEET NUMBER : 25
 NUMBER OF UNITS : N/A
 DATED 16/04/2011
 SHORT LEGAL 1122235;CS

CORPORATION NAME CONDOMINIUM CORPORATION NO. 1122235
ADDRESS C/O ON-SITE SOLUTIONS INC.
 106, 251 SPRUCE STREET
 RED DEER COUNTY
 ALBERTA T4E1B4

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THE FOLLOWING IS A LIST OF REGISTRATIONS MADE AGAINST THE CONDOMINIUM PLAN AND ANY REDIVISION THEREOF.

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
112 108 153	16/04/2011	INSTRUMENT NUMBER OF UNITS: 1172
112 108 154	16/04/2011	CHANGE OF BY-LAWS
172 295 164	09/11/2017	CHANGE OF DIRECTORS
182 267 506	26/10/2018	CHANGE OF BY-LAWS

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CONDOMINIUM SHEET REPRESENTED HEREIN THIS 26 DAY OF OCTOBER ,2018



SUPPLEMENTARY INFORMATION
 TOTAL INSTRUMENTS: 004

FORM 3
NOTICE OF CHANGE OF BY-LAWS
(The Condominium Property Act, S. 32)

CONDOMINIUM CORPORATION NO. 112 2235
RIVER PARK GLEN CONDOMINIUM CORPORATION

Condominium Corporation No. 112 2235 (the Corporation) hereby certifies that by a special resolution passed on the 3 day of October, A.D. 2018, the By-laws of the Corporation were added to, amended or repealed as follows:

"Be it resolved as a special resolution of Condominium Corporation No. 112 2235 (the Corporation) that the By-laws of Corporation registered on April 16, 2011 as Instrument No. 112 108 154 be amended and added to as follows:

Bylaw 1.1 – Definitions and Applications

(x) "Cannabis" has the meaning given to it in the proposed Cannabis Act to be made law by the federal government;

(y) "Smoke or Smoking" means inhaling or exhaling the smoke produced by burning tobacco or cannabis; or the carrying, holding or otherwise controlling of any lit smoking such as cigar, cigarette or pipe containing tobacco, cannabis or other such substances;

(z) "Tobacco" means a produce composed in whole or in part of tobacco including tobacco leaves and any extract of tobacco leaves but does not include any product for use in nicotine replacement therapy;

Bylaw 66.1 – Health/Smoking:

(c) Smoking is prohibited in all areas including within units, exclusive use areas, maintenance areas and common areas. Health officials have determined that second hand smoke is a health hazard and causes discomfort for many persons;

(d) Growing of any Cannabis plants (including for personal consumption) is prohibited in all areas including within units, exclusive use, maintenance and common areas.

from and after the date of this resolution. All other provisions remain the same."

IN WITNESS WHEREOF the seal of Condominium Corporation No. 112 2235 was affixed on the 4 day of October, A.D. 2018, in the presence of:

CONDOMINIUM CORPORATION NO. 112 2235

Per: _____
(Director)

Per: _____
(Director)



**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

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River Park Glen
Convenience, Comfort & Community

CONDOMINIUM BYLAWS



River Park Glen Condominium Corporation

Condominium Bylaws Index

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BY-LAWS OF
RIVER PARK GLEN CONDOMINIUM CORPORATION
CONDOMINIUM CORPORATION NO. 1122235

**An amalgamation of Condominium Plan
Nos. 952 4686, 972 0113, 972 0114, & 972 0115**

1. DEFINITIONS AND APPLICATIONS (Amended - Please see attached Registered Amendment)

1.1. These By-laws have been enacted by Condominium Corporation No. 1122235, which is an amalgamation of Condominium Plan Nos. 952 4686, 972 0113, 972 0114 and 972 0115 and these By-laws are to replace the By-laws of the original four condominium plan numbers and all statutory By-laws. The following definitions shall apply to all parts of these By-laws:

- (a) "Act" shall mean Condominium Property Act, being Chapter C-22 of the Revised Statutes of Alberta, 2000, as amended, and any statute or statutes which may be passed in substitution for or replacement of the Act;
- (b) "Board" means the Board elected pursuant to these By-laws and as provided for in Section 28 of the Act. Board members may be referred to as Directors;
- (c) "By-laws" mean the By-laws of the Corporation, as amended from time to time;
- (d) "Capital Replacement Reserve Fund" means the fund created for the purposes as outlined in Section 38 of the Act and By-law 14(j). The fund is an asset of the Corporation;
- (e) "Common expense" means all expenses for the performance of the objects and duties of the Corporation and all other expenses specified as Common expenses in these By-laws and in particular By-law 84.
- (f) "Common property" means so much of the Parcel as is not comprised in any Unit shown on the Condominium Plan;
- (g) "Condominium Plan" means the plan registered pursuant to the amalgamation provisions found in Part 4 of the Condominium Property Act Regulation AR168/2000, the four condominium plans having been registered by RIVER PARK GLEN LTD. and referenced as Condominium Plan Nos. 952 4686, 972 0113, 972 0114 and 972 0115;
- (h) "Condominium fee" means contributions, assessments, installments or levies payable by an Owner to the Corporation to raise funds sufficient to pay all Common expenses;
- (i) "Corporation" means the Corporation constituted under the Act by the registration of the Condominium Plan;
- (j) "Insurance Trustee" means any company or person authorized to act as an Insurance Trustee under the laws of the Province of Alberta and who may be appointed from time to time on Ordinary resolution of the Corporation. If no Insurance Trustee is appointed then the Insurance Trustee shall be the Board;

- (k) "Interest" means the rate of Twelve (12%) percent per annum or such other rate of interest as approved from time to time by Special resolution, calculated from the due date until payment on any arrears of condominium fees or any other monies owed to the Corporation;
- (l) "Legal costs" means the cost payable on a solicitor and his own client indemnity basis;
- (m) "Maintenance Area" includes any fence-enclosed yard, driveway, balcony or patio immediately adjacent to each Unit, and also means those areas, being part of the Common property, which the Board deems suitable for use in conjunction with a Unit;
- (n) "Manager" means a person, agent, firm or company appointed as Manager pursuant to By-law 15(g);
- (o) "Mortgagee" means the holder of a mortgage registered against the title to one or more Units in the Condominium Plan;
- (p) "Ordinary resolution" means a resolution:
 - (i) passed at a properly convened meeting of the Corporation by a simple majority of the persons present entitled to exercise the powers of voting conferred by the Act or the By-laws; or
 - (ii) signed by a majority of all the persons who would be entitled to exercise the powers of voting conferred by the Act or the By-laws and who, together, represent at least 5,001 Unit factors;
- (q) "Owner" means any Owner of a Unit in the Condominium Plan;
- (r) "Parcel" means the land comprised in the Condominium Plan;
- (s) "Parking Unit" means Units 113A through 488A; 98B through 187B; 151C through 273C; and 145D through 224D;
- (t) "Regulation" means Alberta Regulation 168/2000, 23/2001, 354/2003, 108/2004, 221/2004, 151/2006 and any other Regulation or Regulations which may be passed in addition to, in substitution for or in replacement of the Regulation;
- (u) "Special resolution" means a resolution:
 - (i) passed at a properly convened meeting of the Corporation by a majority of not less than seventy-five percent (75%) of all the persons entitled to exercise the powers of voting conferred by the Act or the By-laws and representing at least 7,500 Unit factors; or
 - (ii) signed by not less than seventy-five percent (75%) of all the persons who would be entitled to exercise the powers of voting conferred by the Act or the By-laws and representing at least 7,500 Unit factors;
- (v) "Unit" means an area designated as a Unit by the Condominium Plan (or any redivided plan);
- (w) "Unit factor" means the Unit factor for each Unit as more particularly described in the

Condominium Plan. The total number of Unit factors for all of the Units in the project is ten thousand (10,000).

- 1.2. (a) Words and expressions which have a special meaning assigned to them in the Act have the same meaning in these By-laws.
- 1.2. (b) 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, as amended from time to time, or in any statute or statutes passed in substitution therefore or replacement thereof, unless the context otherwise requires.
- 1.3. These By-laws are to be read with all changes of number and gender as required by the context, and the word "Owner" or "Owners" shall be read "Tenant" or "Tenants", "Resident or Residents" or "Occupier or Occupiers" as the context may require.
- 1.4. The headings in the body of these By-laws form no part of these By-laws but shall be deemed to be inserted for the convenience of reference only. In the event of any conflict between these By-laws and the Act, the Act shall prevail.
- 1.5. The Condominium Plan includes, but is not limited to, four hundred ninety eight (498) Residential Units, four (4) Laundry Units, one (1) Commercial Unit, two hundred ninety three (293) surface Parking Units and three hundred seventy six (376) Parking Units located in parkade for a total of one thousand one hundred seventy two (1,172) Units.
- 1.6. In these By-laws, common assessments or Common expense levies may sometimes be referred to as Condominium fees.
- 1.7. If the Act or Regulation is amended so as to substitute or replace any Section of the Act or Regulation referred to in these By-laws, then such reference shall be deemed to be a reference to the corresponding Section of the Act or Regulation as amended, substituted or replaced.

2. **THE OWNERS' DUTIES**

- 2.1. An Owner shall:
 - (a) permit the Corporation and its agents, on twenty four (24) hours written notice, as provided in Section 24(6) of the Act (except in case of emergency (such as fire, gas or water leak) when no notice is required), to enter in or on his Unit for the purpose of 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 and which are being used in connection with the enjoyment of any other Unit or Common property, or for the purpose of maintaining, repairing and renewing Common property, or for the purpose of ensuring that the By-laws are being observed. The written notice must state the reason for the entry and name both a date and time of entry that complies with Section 24(7) of the Act;
 - (b) forthwith:
 - (i) carry out all work that may be ordered by any municipal or public authority in respect of his Unit; and

- (ii) pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of his Unit;
- (c) repair and maintain his Unit including all door passage sets and locks, the entire screen/storm doors and any light fixtures and their bulbs attached to the exterior of the Unit and keep the Unit in a state of good repair. Notwithstanding the generality of the foregoing, Owners are responsible for any broken doors or any broken window glass. In addition, Owners are entirely responsible for any sump pump, hot water tank, furnace and related apparatus (such as chimneys and ducts), fireplace and related apparatus, plumbing, electrical, heating, ventilation, or air conditioning/cooling systems located in the Unit, including all zone valves and thermostats in the Unit, as well as cleaning the interior window glass.
- (d) not paint any of the exterior of the Units or the Common property or alter the appearance or landscaping thereof or do or permit to be done anything which would alter the Common property or the exterior appearance or sound proofing of any Unit, without the prior written permission of the Board. Any alterations or permitted changes are at the sole expense of the Owner who shall remain responsible for the future repair and maintenance of the change or alteration unless the Board determines otherwise;
- (e) use and enjoy the Common property in accordance with these By-laws, the Act and all resolutions prescribed by the Corporation in such a manner so as to not unreasonably interfere with the use and enjoyment thereof by other Owners, Tenants, Occupiers or their families or visitors;
- (f) not use his Unit or permit it to be used in any manner for any purpose which may be illegal or injurious, or that will cause nuisance or hazard to any other person;
- (g) notify the Corporation forthwith, in writing, upon any change of ownership or of any mortgage, rental, or other dealing in connection with his Unit;
- (h) comply with and cause all his Tenants, family, visitors and other occupants of his Unit to comply with the By-laws, any non monetary sanctions imposed, the Act and Regulation in force. All absentee Owners shall keep a copy of the By-laws in the Unit for the use and benefit of their Tenants or Occupiers;
- (i) pay to the Corporation when due all Condominium fees or claims of the Corporation together with Interest on any arrears (as stipulated in By-law 1.1(k)) calculated from the due date until payment;
- (j) pay to the Corporation, any monetary sanctions imposed and all costs including Legal costs incurred as a result of having to take proceedings to collect any Common expenses levied or assessed against his Unit, or in seeking compliance with or enforcement of the By-laws;
- (k) allow Board members or Corporation representatives entry to his Unit in the event of an emergency (such as fire, gas or water leak), for the purposes of protecting Common property, the property of other Owners or Occupiers and the property of the Corporation. In the event his Unit is so entered, the Owner shall save harmless and indemnify the Board, the Corporation, its agents and employees from any claims

or damages arising from such entry;

- (l) be responsible for the maintenance and repair, as determined by the Board, of any additions or changes on or adjoining the outside of any Unit or any Common property made by any Owner to the original construction;
- (m) An Owner shall not, without the written consent of the Board, have any right of access to those portions of the Common property used from time to time for mechanical systems, utility areas, building maintenance, storage areas not specifically assigned to him or located within his Unit, including the operating machinery or any other part of the Common property used for the care, maintenance or operation of the Corporation generally.
- (n) shall not waste or consume, without due regard for economy, water, electricity, heat or any other utility, service or amenity provided for his use by the Corporation; and
- (o) pay for all Unit utility costs, including without restricting the generality of the foregoing, gas, water, sewerage, power, telephone, satellite, internet or cable services if applicable to that particular Unit. Units may be required to pay for varying utility costs depending on the characteristics of the Unit given the Unit's location in the Condominium, these varying utility costs being taken into account in determining unit factors for the particular Unit.

2.2. Should any Owner have any suggestions, requests, questions or complaints for the Corporation, they shall be in writing and addressed to the Corporation and may be sent by either mail, fax or e-mail. 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 Corporation.

3. **BOARD MEMBERS - (ELECTIONS/QUALIFICATIONS)**

- 3.1 (a) (i) The Board shall consist of not less than three (3) nor more than seven (7) persons and shall be elected at each Annual General Meeting. Members may also be elected at an extra-ordinary general meeting if a full Board is not elected at the Annual General Meeting.
- (ii) The number of Board members for the subsequent year to be set by resolution at each Annual General Meeting.
- (iii) Where there are no Mortgagees and not more than three (3) Owners, the Board shall consist of all Owners or such person or persons in such number as the Owners of all Units may designate.
- (iv) If a Unit has more than one (1) Owner, only one (1) such Owner may sit on the Board at one time.
- (b) Ownership of a Unit is not necessary for election to and membership on the Board. Any person who has attained the age of majority shall be eligible for nomination and election to the Board, provided that any Owner who is indebted to the Corporation for any obligations including any monetary or non-monetary sanctions, any

assessment or assessments which are more than thirty (30) days in arrears shall not be eligible for election to or membership on the Board. Notwithstanding the foregoing, at least two thirds (2/3) of the membership of the Board shall be Unit Owners.

- (c) A person is not eligible for election or appointment to the Board if he or any member of his household contracts with, takes employment with or is otherwise hired or retained by the Corporation to provide goods or services to the Corporation (the "Contract") unless the Contract is disclosed at the time of nomination of the person and the nomination is approved by ordinary resolution at said Annual General Meeting or extra-ordinary general meeting where an election is being held.
- (d) At any election of Board members, each person entitled to vote shall be entitled to vote for as many nominees as there are vacancies to be filled on the Board. Where there are more candidates than vacancies, the Board shall consist of those persons who receive the most votes. Where those nominated are equal to or less than the vacancies, then those nominated are elected by acclamation.
- (e) No more than two (2) registered Mortgagees or their representatives may be members of the Board at any one time.
- (f) All Board candidates shall, as a condition of nomination to the Board, make full written disclosure of any direct or indirect relationships to the Corporation such as a private company, public company, partnership or proprietorship employed by the Corporation or any pecuniary interest not mentioned.
- (g) If a full Board is not elected at the Annual General Meeting, those acclaimed to the Board may exercise the power of the Board provided that at least three (3) persons are elected or acclaimed to the Board.
- (h) All Board Members shall, within thirty (30) days of becoming a Board member, execute and return to the Corporation, the Code of Ethics Acknowledgment as set out at the end of Schedule "A".

4. **DISQUALIFICATION/REMOVAL FROM THE BOARD**

- 4.1 (a) The Corporation may on an Ordinary resolution, at a properly convened Corporation meeting, remove any member of the Board before the expiration of his term of office and appoint another qualified person (as provided in By-law 3) in his place to hold office until the next Annual General Meeting.
- (b) The office of a member of the Board shall immediately be vacated if:
 - (i) he becomes bankrupt under the Bankruptcy and Insolvency Act (Canada) or any Act passed in substitution therefore;
 - (ii) in the case of an Owner, he is more than thirty (30) days in arrears in payment of any monies due to the Corporation (including Condominium fees);
 - (iii) he becomes of unsound mind or mentally incompetent, or is the subject of

- a certificate of incapacity issued under the Dependent Adults Act, or any Act passed in substitution thereof;
- (iv) he resigns his office by writing, under his hand, sent to or left at the registered address of the Corporation or delivered to another member of the Board;
 - (v) he is convicted of an indictable offence;
 - (vi) he is absent from three (3) consecutive meetings of the Board without permission of the Board and it is resolved at the subsequent meeting of the Board that his office be vacated. Such permission shall not be unreasonably withheld;
 - (vii) he is denied Directors liability insurance or is refused bonding, at a reasonable premium, by a recognized bonding Institution;
 - (viii) he is the representative of a corporate Owner of a Unit and such corporate Owner becomes insolvent or falls into arrears in the payment of any installments or payments required to be made by it as an Owner or makes an assignment for the benefit of its creditors or if proceedings are commenced to wind up such corporate Owner, other than for the purpose of amalgamation;
 - (ix) he dies;
 - (x) he commences any legal proceedings against the Corporation or any Board member for any issues relating to dealings with the Corporation;
 - (xi) he, or any member of his household, contracts or takes employment with or is otherwise hired or retained by the Corporation to provide goods and services to the Corporation (the "Contract") unless the relationship is disclosed at an Annual General Meeting or extra-ordinary general meeting and the Contract is approved by an ordinary resolution; or
 - (xii) he breaches or fails to sign and return the Code of Ethics Acknowledgment as set out at the end of Schedule "A" within thirty (30) days of election to the Board.
- (c) A person ceases to be an Officer of the Corporation if he ceases to be a member of the Board.
 - (d) If a person ceases to be an Officer of the Corporation, the Board may elect from its members a person to fill that office until the next election for the Board.
 - (e) Upon a person ceasing to be a member of the Board, that person shall forthwith return, to the Corporation, all property of the Corporation including, without restricting the generality of the foregoing, any books, keys, papers, records, or equipment.

5. VACANCY ON THE BOARD

- 5.1 Where a vacancy occurs on the Board pursuant to By-law 4(b), the Board may appoint a person to fill that vacancy for the remainder of the former member's term, provided such person qualifies for membership pursuant to By-law 3.

6. BOARD QUORUM AND VOTING

6.1

- a) A quorum at a meeting of the Board shall be a simple majority of the members of the Board. 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 notice of the meeting.
- b) At meetings of the Board, all matters shall be determined by majority vote and, in the event of a tie vote, the Chairman is entitled to a casting vote in addition to his original vote.
- c) Where a member of the Board has a material interest in any agreement, arrangement or transaction to which the Corporation is or is to become a party, that member shall:
 - i. declare to the Board that member's interest in the agreement, arrangement or transaction;
 - ii. not vote in respect of any matter respecting that agreement, arrangement or transaction; and
 - iii. not be counted when determining whether a quorum exists when a vote or other action is taken in respect of the agreement, arrangement or transaction.
- d) By-law 6(c) does not apply to an agreement, arrangement or transaction in which a Board member has a material interest if that material interest exists only by virtue of the Board member owning a Unit.

7. CHAIRMAN OF THE BOARD

- 7.1 The President and in his absence, the Vice-president, shall act as Chairman of the Board meetings. Should both the President and Vice-president be absent, then at the commencement of the meeting the Board shall elect a Chairman for the meeting. If any Chairman vacates the Chair during the course of the meeting, the Board shall elect another Chairman who shall have the same rights of voting.

8. DUTIES OF THE CORPORATION

8.1 The Corporation shall, through the Board:

- (a) control, manage and administer the Common property for the benefit of all the Owners and for the benefit of the entire Corporation;
- (b) do all things required of it by the Act, these By-laws, and any resolutions of the Corporation in force from time to time;

- (c) where practical, maintain suitable landscaping and the grading on the Common property. Notwithstanding the foregoing, the Corporation shall not be responsible for the establishment or maintenance of lawn areas or landscaping within an Owner's Maintenance Area;
- (d) repair and maintain (including renewal or replacement where reasonably necessary) pipes, wires, cables, ducts, conduits, plumbing, sewers, and other facilities for the furnishing of utilities existing or required in the Parcel, or capable of being used in connection with the enjoyment of the Common property or more than one Unit;
- (e) upon the written request made by an Owner, Mortgagee or purchaser, provide such party with a photocopy of any insurance policy placed by the Corporation within thirty (30) days from the date of receiving that request or provide the insurance certificate within ten (10) days of receiving that request;
- (f) call a general meeting of the Owners (and those Mortgagees who have notified the Corporation of their interest), once in each calendar year, and in all cases allow no more than fifteen (15) months to elapse from one Annual General Meeting to the next;
- (g) control, manage, administer, maintain and repair all chattels and other property whatsoever owned or leased by the Corporation;
- (h) subject to By-law 60, provide for regular collection of garbage, should the Regional Municipality of Wood Buffalo not provide such a service, and, if necessary, provide suitable garbage receptacles on the Common property for use by all of the Owners;
- (i) subject to any obligations imposed by the By-laws or by the Corporation upon any Owners to maintain any part of the Common property over which such Owners are granted exclusive rights of use by the Corporation (including without limitation, Maintenance Areas), maintain the Common property notwithstanding that maintenance may be required as a result of reasonable wear and tear, or otherwise; provide and maintain the existing parking facilities for all the Owners; and provide and maintain outside lighting (except as provided in these By-laws) on the Common property to the standard approved from time to time by the Corporation;
- (j) maintain and keep in a state of good repair, as may be required as a result of reasonable wear and tear or otherwise the following:
- (k) repair and maintain all outside surfaces of the Units, including without limiting the generality of the foregoing, foundations, exterior walls, exterior of the roof and all roofing materials, eavestroughs and exterior drains, exterior beams and trim, exterior doors and windows but excluding the Unit screen/storm doors and any light fixtures and their bulbs attached to the exterior of a Unit and all door passage sets and locks, of a Unit, all of which shall be the responsibility of the Unit Owner. The Corporation will be responsible for the replacement, where necessary, of any exterior windows and their assemblies, including the glass, trim, seals, caulking, sash and sills and any exterior doors, but excluding any screen/storm doors. Notwithstanding the foregoing, Owners are responsible for any broken window glass or broken doors, as well as the cleaning of the interior window glass;

- (l) repair and maintain all perimeter fencing, posts, driveways, roadways, curbs, sidewalks, elevators, parking areas and other common facilities or equipment;
- (m) repair and maintain all other outside hardware and accoutrements, (including without limiting the generality of the foregoing, signage identifying the Corporation, mailboxes and municipal address identification numbers,) and any other items affecting the appearance, usability, value or safety of the Parcel or the Units; and
- (n) maintain all utility services within, on, in, under or through the Common property;
- (o) provide and maintain in full force all such insurance as is required by the Act and Regulation and by the By-laws;
- (p) indemnify every Board member, employee or officer, and his heirs, executors and administrators against all damages, judgments, settlements, costs and expense, including legal 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, employee or officer of the Corporation, except as to matters in which he:
 - (i) is finally adjudged to be liable for fines or penalties imposed in a criminal suit or action; or
 - (ii) acted for unjustified profit or advantage; or
 - (iii) committed or attempted any wrongful act in bad faith or dishonesty; or
 - (iv) is found in breach of Section 28(3) of the Act;
- (q) All damages, judgments, settlements, costs and expense or any liability incurred or suffered by the Corporation, by reason of or arising out of or in connection with the foregoing indemnification provisions shall be treated and handled by the Corporation as Common expenses; and
- (r) subject to By-laws 71 and 83(a) make reasonable efforts to remove ice, snow, slush and debris from and keep and maintain in good order and condition all areas of the Common property designated for the parking of motor vehicles or vehicular or pedestrian traffic. In addition, the Corporation shall remove snow and ice from any Regional Municipality of Wood Buffalo sidewalk immediately adjacent to the Parcel.

9. **POWERS OF THE CORPORATION**

9.1 The Corporation may, through the Board:

- (a) purchase, hire or otherwise acquire or dispose of or deal with personal and real property for use by Owners in connection with their enjoyment of Common property or their Units or any of them, provided that real property shall only be acquired or disposed of on approval by a 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 the Corporation shall not borrow in excess of \$25,000 dollars

on any occasion or incur a total debt at any time exceeding \$100,000 dollars without such borrowing being approved by Ordinary resolution of the Corporation;

- (c) secure the payment 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 combination of those means;
- (d) invest as it may determine, any funds of the Corporation, to the extent permitted by law under the Regulation or any Regulation passed in substitution therefore;
- (e) make an agreement with any Owner or Occupier of a Unit for the provision of amenities or services by it to the Unit or to the Owner or Occupier thereof and may grant a lease to an Owner under Section 50 of the Act;
- (f) grant to an Owner the right to exclusive use and enjoyment of Common property or special privileges in respect thereof, but, except for the provisions of these By-laws relating to parking privileges, any such grant shall be terminated on reasonable notice unless the Corporation by Special resolution otherwise resolves;
- (g) do all things reasonably necessary for the enforcement of the By-laws and the control, management and administration of the Common property and any part of a Unit with which the Corporation may be concerned;
- (h) pay an honorarium, salary or stipend, to a member of the Board, as may be determined from time to time by Ordinary resolution of the Corporation;
- (i) in the event of fire, gas, water leakage or other emergency situation, gain entry or force entry into any Unit for the purpose of dealing with such emergency and for the purpose of protecting the Common property or the property of other Owners, Tenants, Occupiers and the Corporation as the case may be. The Owner, Tenant or Occupier of the Unit so entered shall save harmless the Corporation, its agents and employees for any claim or damage arising from entering any Unit, and shall reimburse the Corporation for any expense it is put to in responding to the situation;
- (j) impose and exact the fees and charges referred to in By-laws 15(e) and 15(f); and
- (k) exercise all of the rights, powers and duties conferred on the Corporation by the Act as amended from time to time, and the By-laws of the Corporation.
- (l) may lease or sell any titled surface parking stalls owned by the Corporation provided that each Unit has a minimum of one parking stall (either parkade or surface) and all Regional Municipality of Wood Buffalo bylaws are satisfied in respect to Visitor and Wheelchair Accessible stalls.

10. OFFICERS

- 10.1 Within fourteen (14) days after the meeting of the Corporation at which the Board was elected, the Board shall elect from its members a President, Vice-President, Secretary and Treasurer of the Corporation. The persons who are elected President and Vice-President shall not be elected as Secretary or Treasurer. The positions of Secretary and Treasurer may be combined and held by one person.

11. DUTIES OF THE OFFICERS

11.1 The following duties are assigned to the Officers; however, the Board may make other allocations:

- (a) the President, or in the event of his absence or disability, the Vice-president:
 - (i) is responsible for the daily execution of the business of the Corporation as directed by the Board; and
 - (ii) shall act as Chairman of the meetings of the Board;
- (b) the Secretary, or in the event of his absence or disability, another member of the Board designated by the Board:
 - (i) shall record and maintain all the Minutes of the Board, and all meetings of the Corporation and shall record the results on all decisions;
 - (ii) is responsible for all the correspondence of the Corporation; and
 - (iii) shall carry out his duties under the direction of the Board;
- (c) the Treasurer, or, in the event of his absence or disability, another member of the Board designated by the Board shall:
 - (i) receive or arrange for the receipt of any monies paid to the Corporation and deposit such monies as the Board may direct. However, unless the Board, by resolution, decides otherwise, all monies shall be deposited within two (2) banking days of receipt;
 - (ii) properly account for the funds of the Corporation and keep such books, in accordance with generally accepted accounting principles and as the Board may also direct;
 - (iii) present to the Board when required to do so by the Board, a full detailed account of receipts and disbursements of the Corporation;
 - (iv) present to each Owner, fifteen (15) days prior to the end of the fiscal year of the Corporation, the budget (as approved by the Board) for the forthcoming fiscal year of the Corporation; and distribute to each Owner within one hundred and twenty (120) days of the fiscal year end of the Corporation, a financial review or audited financial statements, prepared in accordance with generally accepted accounting principles, for the most recently completed fiscal year of the Corporation; and
 - (v) prepare an annual report (the "Report") respecting the Capital Replacement Reserve Fund setting out at least the following:
 - (a) the amount of the Capital Replacement Reserve Fund as at the last day of the immediately preceding fiscal year;
 - (b) all payments made into and out of the Capital Replacement Reserve Fund for that year and the sources and uses of those payments;

- (c) 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; and
 - (d) The Report shall be presented to the Owners before or at the time that the notice of the next Annual General Meeting is sent.
- (d) The Secretary or Treasurer may, on resolution of the Board, allow the Manager to carry out their duties provided that the Secretary or Treasurer, as the case may be, supervises those duties of the Manager.

12. SEAL OF CORPORATION

- 12.1 The Corporation shall have a seal which shall be used as authorized by resolution of the Board and in the event no such resolution has been passed then the seal shall be used in the presence of at least two (2) members of the Board, who shall sign the instrument to which the seal is affixed.

13. SIGNING AUTHORITIES

- 13.1 The Board shall determine, by resolution from time to time, which Officers shall sign cheques, drafts and other instruments and documents 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. Notwithstanding the foregoing, the Manager shall not have sole signing authority over the Corporation's accounts and shall not sign Corporation cheques without an accompanying Board signature.

14. DUTIES OF BOARD

- 14.1 The Board, for the benefit of the Corporation, the Owners and Mortgagees, shall have vested in it the powers of the Corporation and shall enforce the provisions of the By-laws. Every member of the Board shall exercise the powers and discharge the duties of the Board or as an officer of the Corporation, honestly and in good faith.
- 14.2 The Board shall:
- (a) cause minutes to be kept of its proceedings which shall, unless the Board otherwise decides, be kept by the Secretary;
 - (b) cause minutes to be kept of general meetings which shall, unless the Board otherwise decides, be kept by the Secretary;
 - (c) cause proper books of account to be kept in respect of all sums of money received and expended by the Corporation, and the matters in respect of which such receipts and expenditures take place, the keeping of said books, unless the Board otherwise decides, to be the responsibility of the Treasurer;
 - (d) cause to be prepared proper accounts relating to all monies of the Corporation and the income and expenditures thereof, for each Annual General Meeting, such preparation, unless the Board otherwise decides, to be the responsibility of the

Treasurer;

- (e) on written application of an Owner or Mortgagee or any person authorized in writing by one of them, make the books of account and all minutes of the meetings of the Corporation and the Board available for inspection at all reasonable times, and further provide to any Owner or Mortgagee who makes specific request thereof, copies of all minutes of all meetings of the Corporation and of the Board;
- (f) on application of an Owner or Mortgagee, or any person authorized in writing by one of them, provide a statement (Estoppel Certificate) of any Unit with regard to Common expense assessments and with regard to fulfilment of all the Owners' obligations in connection with the Corporation or his Unit;
- (g) cause to be assessed to each Owner in proper proportion (based on unit factors for his Unit) his contribution towards Common expenses and enforce payment of same as more particularly set out in these By-laws;
- (h) upon the written request of an Owner, Mortgagee or Purchaser of a Unit, provide, within ten (10) days, the particulars and materials pursuant to Sections 39(6) (Estoppel Certificate) or 44 (Information Statement) of the Act or pursuant to Section 31 of the Regulation, the Capital Replacement Reserve Fund Study, Plan or Report;
- (i) Upon ten (10) days written notice by a Mortgagee, that Mortgagee may inspect the records of the Corporation as stipulated in Section 45 of the Act;
- (j) at all times keep and maintain in force all insurance stipulated in these By-laws and by the Act, to be maintained by the Corporation and from time to time settle and enter into insurance trust agreements as required by the Corporation; and
- (k) pursuant to Section 38 of the Act, create and maintain by Common expense levy, a Capital Replacement Reserve Fund for the purposes of repair, replacement and refurbishment of the Common property and any real or personal property owned by the Corporation, or any portion of a Unit which is to be maintained, repaired or replaced by the Corporation, with the Board applying such funds and the proceeds thereof from time to time for such purposes. In accordance with Section 38 of the Act and the Regulation, the amount of the levy shall be determined by a Capital Replacement Reserve Fund Study (the "Study"), conducted by a qualified person selected by the Board prior to the collection of any monies required for the purposes identified in the Study. Using the information from the Study, the Board shall approve a Capital Reserve Fund Plan (the "Plan"). The Study and Plan shall be updated at least once every five (5) years and the Plan shall be provided to all Owners.
- (l) All monies credited to the Capital Replacement Reserve Fund must be maintained in a separate account and not co-mingled with any funds that make up the Corporation's operating funds or any funds of any other corporation or other entity.

15. THE POWERS OF THE BOARD

15.1 The Board may:

- (a) meet together for the conduct of business, adjourn, and otherwise regulate its meetings as it thinks fit, but it shall meet when any member gives to the other members not less than seven (7) days' notice of a meeting proposed by him specifying the reason for calling the meeting. All meetings of the Board shall be held at the Regional Municipality of Wood Buffalo, Alberta unless otherwise approved by ordinary resolution at a properly called General Meeting;
- (b) notwithstanding By-law 15(a), hold Board meetings by telephone conference call, video conferencing, or such other method as will permit all participants to hear and be heard by all other participants in the meeting;
- (c) employ or authorize the Manager, if any, to employ for and on behalf of the Corporation such other agents and 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;
- (d) subject to any restriction imposed or direction given at a general meeting, delegate to one or more of its members such of its powers and duties as it thinks fit, and at any time revoke such delegation;
- (e) 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 under the Act or pursuant to these By-laws;
- (f) do all things reasonably necessary for the enforcement of the By-laws and the control, management and administration of the Common property and any part of a Unit with which it may be connected, including without limitation the following:
 - (i) commencement and prosecution of proceedings under either Section 35 or 36, or both, of the Act to seek an Order, monetary or non-monetary sanction or damages as contemplated under the Act and as set out in Schedule "B";
 - (ii) commencement and prosecution of proceedings under either Section 39, 66 or 67, (or any combination of these Sections), of the Act;
 - (iii) impose, collect and deal with deposits for the rental of a Unit under Section 53 of the Act provided that the deposit shall not exceed the maximum allowable under the Act. At the time of passing these By-laws the maximum deposit allowable under the Act was one (1) month's rent for the Unit. If any deposit is used in accordance with the Act or these By-laws, the Owner shall replace that portion of deposit used within 20 days of being notified, in writing by the Board, of its use. Owners who rent out their Units will not be paid interest on the deposit. The Corporation is entitled to retain any interest earned on any deposit provided pursuant to this By-law;
 - (iv) give notice to give up possession of a Unit pursuant to Section 54 of the Act and make applications to the Court under Sections 55 and 56 of the Act

provided that such notices and such applications shall be in accordance with the provisions of the Act;

- (g) employ for and on behalf of the Corporation the services of a person (who may be an Owner), a management company, agent or firm (herein referred to as the "Manager"). The following applies to any Manager employed by the Corporation:
 - (i) the duties of the Manager may include the responsibility to supervise, manage, carry out and perform any and all of the obligations of the Corporation and such other duties as the Board may determine from time to time, subject always to the control and direction of the Board;
 - (ii) without limiting the generality of By-law 17, any group of persons entitled to vote representing Two Thousand Five Hundred (2,500) Unit factors may by written request addressed to the Corporation require the calling of an extra-ordinary general meeting to consider the terms, continuance or termination of the employment of the Manager. The issues before the meeting shall be determined by Ordinary resolution and the Board will govern itself in accordance with such resolution;
 - (iii) the Board may not require the Manager to devote his full time to the performance of the duties of the Corporation so long as those duties are performed in good and sufficient fashion; the Manager may (without limiting the generality of the foregoing) act as a rental or leasing agent for any Owner only to the extent that in so doing, such will not interfere with or unreasonably impede the performance of the Manager's responsibilities to the Corporation. However, should the Manager act as a rental or leasing agent for an Owner, the Manager must notify the Board within forty eight (48) hours of such activities;
 - (iv) the Board may require the Manager to maintain professional liability insurance and commercial general liability insurance, each having a limit of not less than \$1,000,000.00 and a fidelity bond (as provided in By-law 39) for the benefit of and naming the Corporation. This insurance shall contain an endorsement stipulating that it will not be cancelled or materially modified without thirty (30) days prior written notice to the Corporation. The Manager shall provide, on demand by the Board, certified copies of the insurance and bonding or at the Board's option, certificates of such insurance and bonding in a form acceptable to the Board; and
- (h) from time to time pass resolutions to regulate, manage, administer and control the use of the Common property including but not restricted to deposits, the hours of use, supervision of, reservations for, security of, privacy and access to the Common property.

16. CORPORATION MEETINGS

- 16.1 (a) All meetings of the Corporation shall be conducted according to Robert's Rules of Order.

- (b) All meetings of the Corporation, other than Annual General Meetings, shall be called extra-ordinary general meetings.

17. CONVENING OF CORPORATION MEETINGS

- 17.1 The Board may, whenever it thinks fit, and shall within Twenty One (21) days, upon a requisition in writing made by persons entitled to vote representing Two Thousand Five Hundred (2,500) Unit factors, specifying the business to be conducted, convene an extra-ordinary general meeting. The Board will convene Annual General Meetings of the Corporation as and whenever required by the provisions of these By-laws or the Act. All meetings of the Corporation shall be held at the Regional Municipality of Wood Buffalo, Alberta unless otherwise approved by ordinary resolution at a properly called General Meeting.

18. NOTICE OF CORPORATION MEETINGS

- 18.1 At least seven (7) days' notice of every general meeting of the Corporation specifying the place, the date and the hour of meeting and, in case of special business, the general nature of that business, shall be given to all Owners and registered Mortgagees who have notified their interests to the Corporation, but accidental omission to give notice to any Owner or to any Mortgagee or non-receipt of notice by any Owner or any Mortgagee does not invalidate any proceedings at any such meeting. Prior to the convening of any general meeting, in order to establish a voting list, the Board may obtain current copies of titles to all Units.

19. BUSINESS AT CORPORATION MEETINGS

- 19.1 Subject to the provisions of the Act, and with the exception of New Business, all business shall be deemed ordinary that is transacted at an Annual General Meeting of the Corporation. All business whatsoever that is transacted at an extra-ordinary general meeting or New Business at the Annual General Meeting, shall be deemed special.

20. CHAIRMAN OF CORPORATION MEETINGS

- 20.1 The President, and in his absence, the Vice-President of the Corporation shall act as Chairman of the meeting of the members of the Corporation. In the absence of both the President and Vice-President, then at the commencement of the meeting, a Chairman of the meeting shall be elected.

21. ORDER OF BUSINESS AT CORPORATION MEETINGS

- 21.1 The order of business at Annual General Meetings and as far as appropriate at all Extra Ordinary General Meetings, unless altered or amended by a majority of those in attendance, who are entitled to vote, shall be as follows:
 - (a) Call to order by the Chairman (election of Chairman if necessary);
 - (b) Call the roll/establishment of quorum;

- (c) Adoption of Agenda;
- (d) Proof of notice of meeting;
- (e) Reading and disposal of any unapproved minutes;
- (f) Reports of Officers;
- (g) Reports of Committees;
- (h) Financial Report and Appointment of Accountants or Auditors;
- (i) Capital Replacement Reserve Fund Report;
- (j) Unfinished Business;
- (k) Ratification of Past Acts of Board members & Officers;
- (l) New Business;
- (m) Election of members of the Board (if necessary);
- (n) Adjournment.

22. QUORUM REQUIRED AT CORPORATION MEETINGS

- 22.1 Except as otherwise provided in these By-laws, and in particular By-law 23, no business shall be transacted at any meeting of the Corporation unless a quorum of persons is present at the time when the meeting proceeds to do business. Notwithstanding By-law 30(c), and subject to By-law 23, a quorum at any meeting of the Corporation shall consist of persons present in person or by proxy, representing no less than Three Thousand (3,000) Unit factors.

23. ADJOURNMENT FOR LACK OF QUORUM AT CORPORATION MEETINGS

- 23.1 If within fifteen (15) 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, two (2) persons entitled to vote, who are present, constitute a quorum. It shall not be necessary to give notice of any meeting adjourned pursuant to this By-law.

24. RESOLUTIONS AT CORPORATION MEETINGS

- 24.1 At any meeting of the Corporation a resolution moved or proposed at a meeting shall be decided on a show of hands unless a poll is demanded by a person entitled to vote present in person or by proxy. Unless a poll is so demanded for any resolution, a declaration by the Chairman that a resolution has on the show of hands, been carried or defeated, is conclusive proof of the fact without proof of the number or proportion of votes cast in favour

of or against such resolution. If a person demands a poll, that person may withdraw that demand and, upon the demand being withdrawn, the vote shall be taken by a show of hands.

25. METHOD OF TAKING A POLL AT CORPORATION MEETINGS

25.1 A poll, if demanded, shall be taken in such a manner as the Chairman thinks fair and the result of the poll shall be deemed to be the resolution of the motion for which the poll was demanded.

26. EQUALITY OF VOTES AT CORPORATION MEETINGS

26.1 In the case of equality in the votes whether on a show of hands or on a poll, the Chairman of a meeting of the Corporation is entitled to a casting vote in addition to his original vote.

27. VOTING AT CORPORATION MEETINGS

27.1 On a show of hands each person entitled to vote shall have one (1) vote for each Unit he represents; on a poll the votes of persons entitled to vote shall correspond with the Unit factors for the respective Units owned by (or mortgaged to) them. Except for those matters requiring a Special resolution all matters shall be determined by an Ordinary resolution.

28. MANNER OF VOTING AT CORPORATION MEETINGS

28.1 On a show of hands or on a poll, votes may be given either personally or by proxy; and on a show of hands, the person entitled to vote may indicate that he is showing hands with respect to a number of votes, provided that his proxy is in order if he is voting as proxy, and the votes shall be so counted.

29. PROXIES AT CORPORATION MEETINGS

29.1 Every Owner or Mortgagee entitled to vote at a meeting of the Corporation, may appoint a proxy, who need not be an Owner or Mortgagee, to attend and act at any such meeting, in the same manner, to the same extent and with the same power as if the Owner or Mortgagee were present at the meeting. The instrument appointing a proxy shall be in writing, and signed by the appointer, or his attorney authorized in writing, or if the appointer is a company or other corporate entity, either under its corporate seal or under the hand of an officer or attorney so appointed. A proxy may be general or for a particular meeting or restricted to a particular purpose and shall be deposited with the Secretary of the meeting before any vote is cast under its authority. Any proxy may be revoked by notice in writing filed with the Secretary before the time of the meeting or by the appointer's attendance at the meeting. The Chairman of the meeting shall rule on the validity of any proxy.

30. ENTITLEMENT TO VOTE AT CORPORATION MEETINGS

30.1 There are no restrictions or limitations on the right to vote other than the following:

- (a) such restrictions as are set out in the Act or these By-laws;
- (b) where an Owner's interest in a Unit is subject to a registered mortgage, notice of which mortgage has been given to the Corporation by the Mortgagee, a power of voting conferred upon such Owner by the Act or by these By-laws may be exercised as follows:
 - (i) first, by the Mortgagee, if any, that is first entitled in priority if that Mortgagee has notified the Corporation (at the Corporation's address for service) of the mortgage in writing and is present at the meeting at which the vote is being conducted;
 - (ii) second, by the Owner; and
 - (iii) third and subsequently, in order of their priority amongst themselves by any other Mortgagees who are subsequent in priority to the Mortgagee referred to in By-law 30(b)(i) if the subsequent Mortgagee wishing to exercise the power of voting has notified the Corporation (at the Corporation's address for service) of the Mortgage in writing and is present at the meeting at which the vote is conducted.

These provisions shall apply only if Section 26 of the Act continues in force unless the Act is amended to provide otherwise;

- (c) no Owner or Mortgagee (or their respective proxies if any) shall be entitled to vote at any Corporation meeting (annual or extra-ordinary) if the Owner is in arrears of any sums (including Condominium fees or Legal costs) payable to the Corporation for more than thirty (30) days prior to the day that the power of voting may be exercised; and
- (d) notwithstanding the foregoing, the presence of any defaulting Owner, his proxy or eligible Mortgagee, shall be included in the count for quorum pursuant to By-law 22, but not for By-law 23.

31. VOTE BY CO-OWNERS AT CORPORATION MEETINGS

31.1 Co-Owners may vote in person or by proxy jointly appointed by them. Each co-Owner or proxy is not entitled to vote separately on a show of hands, except when a unanimous resolution of Owners is required by the Act. Any one co-Owner or proxy may demand a poll, and on any poll each co-Owner or his proxy is entitled to such part of the vote applicable to a Unit as is proportionate to the Owner's interest in the Unit factors for the Unit.

32. SUCCESSIVE INTEREST AT CORPORATION MEETINGS

32.1 Where Owners are entitled to successive interests in a Unit, the Owner entitled to the first

interest is alone entitled to vote, whether on a show of hands or a poll.

33. TRUSTEE VOTE AT CORPORATION MEETINGS

33.1 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 the latter may not vote.

34. SIGNED RESOLUTIONS

34.1 (a) A resolution of the Board, in writing, signed by all of the members, or voted on by either e-mail or fax by all members (or a combination of any of these three (3) methods), shall be as effective as a resolution made at a meeting of the Board duly convened and held.

(b) Subject to the provisions of the Act, and these By-laws, any resolution of the Corporation determined upon or made without a meeting and evidenced by writing, signed in person or by proxy as contemplated in these By-laws shall be as valid and binding as a resolution made at a properly convened meeting of the Corporation and shall take effect and be an Ordinary resolution or Special resolution as the case may be in accordance with the requirement of these By-laws and the Act. Notwithstanding the foregoing, any Resolution made without a meeting shall be only at the call of the Board.

35. OBSERVANCE OF BY-LAWS/SEVERANCE

35.1 The Corporation, the Board and all Owners, Tenants and Occupiers of the Units shall observe and obey all such By-laws as are applicable to each of them and as amended from time to time. If any provision or provisions of these By-laws are or become illegal or not enforceable, it or they shall be deemed to be and shall be separate and severable from these By-laws and the remaining provisions of these By-laws shall remain in full force and effect as if the severable provision or provisions had not been included in these By-laws.

36. AMENDMENT OF BY-LAWS

36.1 These By-laws may be added to, replaced, amended, or repealed by Special resolution of the Corporation and not otherwise.

37. FINANCIAL STATEMENTS

37.1 The annual financial statements produced by the Board shall be either reviewed or audited, and certified by auditors or certified accountants appointed by the Corporation.

38. EXPENDITURES BY MANAGER

38.1 Any Manager engaged by the Corporation (through the Board) may, on Resolution of the Board, from time to time make expenditures not to exceed One Thousand (\$1,000.00)

Dollars per month without specific approval of the Board, but any expenditure in excess of One Thousand (\$1,000.00) Dollars must be approved by the Board. The Board may revoke such Resolution at any time by a further Resolution of the Board.

39. BONDING OF MANAGER/BOARD

- 39.1 (a) At the request of the Board, any Manager shall be bonded for the loss of any money or other property through any fraudulent or dishonest acts of the Manager, its agents or employees. The bond shall have a limit of not less than the total amount of the current budget of the Corporation and the total amount of the Capital Replacement Reserve Fund. The bond limit shall not be less than Fifty Thousand (\$50,000.00) Dollars, however, the Board, in its sole discretion has the right to increase this amount. The bond shall include, as insureds, the officers and directors of the Manager. Furthermore, the bond shall also contain an endorsement stipulating that it will not be cancelled or materially modified without thirty (30) days prior written notice to the Corporation. The Manager shall provide, on demand by the Board, a copy of the bond.
- (b) Where the Corporation has employees who have access to Corporation funds, the Board on behalf of the Corporation, may obtain a bond from a recognized bonding institution covering loss by fraudulent or dishonest acts by employees of the Corporation and extended to bond all Officers and all members of the Board for loss of funds or other property of the Corporation in an amount of not less than Ten Thousand (\$10,000.00) Dollars.
- (c) The Owners may, on Ordinary resolution of the Corporation, require that all members of the Board be bonded by a recognized bonding institution in an amount not less than one year's common expenses.
- (d) The cost of any bonding of the Board shall be a Common expense of the Corporation.

40. ESTOPPEL CERTIFICATE

- 40.1 Any certificate, required in writing, as to the Owners' position with regard to Common expense assessments (Condominium fees), or otherwise, issued by the Corporation under the corporate seal, shall be deemed an Estoppel Certificate. 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 any Unit Owner of all obligations of the Unit Owner whether improperly stated in such Estoppel Certificate or not.

41. NOTICE OF DEFAULT TO MORTGAGEE

- 41.1 Any notice of default, whether for non payment of Condominium fees or otherwise, sent to an Owner may also be sent to those Mortgagees holding mortgages on the Owner's Unit.

42. NOTICE

42.1 Every notice, demand or request permitted or required to be given or served hereunder shall be deemed to be properly and effectively given or served:

- (a) upon the Corporation if delivered by hand to any Board member or mailed by depositing the same in a post box, enclosed in a postage-prepaid envelope addressed to the Corporation at its registered address as filed at the Land Titles Office;
- (b) upon an Owner by delivery by hand to the Owner (and if there is more than one Owner then to any one of such Owners), by leaving same at the Unit, or by mail by depositing the notice in a post box, enclosed in a postage-prepaid envelope addressed to the Owner at the municipal address of his Unit (or to such other address as provided by the Owner, in writing, to the Corporation) or in the alternative at any e-mail address or fax number provided to the Corporation by the Owner or such other means as agreed, in writing, between the Owner and the Corporation; and
- (c) upon a Mortgagee of a Unit by delivery by hand to the Mortgagee (or if the Mortgagee is a company, to a person in authority with such Mortgagee) or by mail by depositing the notice in a post box, enclosed in a postage-prepaid envelope addressed to the Mortgagee at the address of such Mortgagee as recorded at the Land Titles Office or such other address as provided, in writing, by the Mortgagee to the Corporation; any notice providing for or contemplating any meeting or any acts or steps that would, if approved or taken, involve the winding up of the Corporation, shall be given by prepaid registered mail addressed to the Mortgagee as aforesaid. Notwithstanding the foregoing, if a Mortgagee is prepared to accept notices by e-mail or fax, or such other means as agreed, in writing, between the Mortgagee and the Corporation, then those methods are acceptable in serving notices on the Mortgagee.
- (d) The Corporation may change its address for service by resolution of the Board causing the change in address to be recorded at the appropriate Land Titles Office. A Mortgagee of a Unit may change its address for service by giving notice, in writing, of the change to the Corporation.
- (e) Any notices, demands or requests served by mail shall be deemed to have been received seven (7) days after the time of mailing, provided, however, that if there is an interruption of mail service, the notice shall not be deemed to have been received until the seventh (7th) day following restoration of normal mail service.

43. INSURANCE

43.1 The Board, on behalf of the Corporation, shall obtain and maintain, subject to Section 47 of the Act and the Regulation, the following insurance:

- (a) Property Insurance: Insurance on all of the Units (excluding furnishings, improvements, fixtures and any property brought into or installed in a Unit by any Owner, current or previous), and all the insurable Common property and all insurable property both real and personal of any nature whatsoever of the

Corporation, and without limiting the generality of the foregoing, such insurance shall provide for and include the following:

- (i) the perils insured against shall be "All Risks" (as generally understood in the insurance business) of physical loss or damage;
 - (ii) the coverage will provide for settlement on the basis of replacement cost and that no deduction for depreciation shall be made from any settlement;
 - (iii) that no breach of a statutory or other condition of the policy by any one insured will cause the policy to become void as respects the interests of the other insureds and that the provisions of Standard Mortgage Clause IBC 3000 (or its equivalent) shall be read into the insurance for the benefit of all Mortgagees of a Unit;
 - (iv) any co-insurance clause shall be on a stated amount basis (and not on any other basis) and only in such a fashion as to not diminish the amount of any claim settlement;
 - (v) the insurers' rights of recovery against the Corporation and the members of the Board are waived and that the insurers' rights of recovery against any Owner (and any residents of an Owner's household, his spouse, the relatives of either and any other person under the age of majority in the care of an Owner or his spouse) are waived, except with respect to arson, fraud and vehicle impact;
 - (vi) such policies may not be cancelled without at least thirty (30) days' prior written notice to all of the Owners and the Corporation including all registered Mortgagees who have provided written notice of their mortgages to the Corporation;
 - (vii) such policies shall also provide that the Corporation (or, if the By-laws designate an Insurance Trustee, the Insurance Trustee) shall have the right at its sole option to obtain a cash settlement in the event of substantial damage to the property insured. This shall occur if the Corporation is terminated by Special resolution of the Corporation or by order of a Court having jurisdiction in that behalf to settle a scheme or to terminate the Condominium status of the building or Parcel. In such instance, the Insurers' option to repair, rebuild or replace the property damaged or lost shall be deleted or waived;
 - (viii) the Insurance Trustee, if the Corporation so designates an Insurance Trustee, shall act as and be an agent on behalf of the Corporation and Owners for the purpose of and with authority to adjust and settle losses in respect of all property and boiler and machinery insurance policies effected by the Corporation;
- (b) Liability Insurance: The Board shall also obtain and maintain public liability insurance insuring the Corporation, the Board and the Owners while acting on behalf of the Board/Corporation against their liability for bodily injury, death and damage to property, to third parties or to other Owners and their invitees, licencees or tenants, incidental to the enforcement of By-laws and the control, management and

administration of the Corporation's real and personal property and the Common property. Limits of liability under such insurance shall not be less than five million (\$5,000,000.00) Dollars inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. All policies of insurance shall include as Insureds the Corporation, the Board and the members of the Board while acting within the scope of their duties as such, and any Owners while acting on behalf of the Board, and the Insurance Trustee if there be one. Such liability insurance shall contain a cross liability clause whereby the insurance indemnifies each Insured as if a separate policy had been issued to each, subject to the limit of insurance indemnity otherwise applicable not being affected. The Board shall also secure coverage for:

- (i) liability incurred by the Corporation arising out of a breach of duty as the occupier of the Common property; and
 - (ii) liability incurred by the Corporation arising out of the ownership, use or operation of any machinery, equipment, pressure vessels and vehicles;
- (c) Errors and Omissions Insurance: The Board shall also obtain and maintain:
- (i) Directors and Officers Liability Insurance protecting the members of the Board and its officers or any committees established by the Board, against insurable claims incurred by any Board member or officer arising out of any action or omission by any Board member or officer with respect to carrying out the functions and duties of a Board member or officer; and
 - (ii) coverage for liability incurred by the Corporation arising out of an action or omission of a Board member or an officer of the Corporation with respect to carrying out the functions and duties of a Board member or officer.

In renewing such policy from time to time, the Board shall ensure that the insurance is no less favourable than the expiring insurance, or if substantially equivalent coverage is unavailable, the next best available coverage;

- (d) Other Insurance Considerations: Prior to obtaining any policy of property insurance or renewal thereof the Board may obtain an appraisal (or appraisal update) from a qualified and reputable appraiser of real property, of the full replacement value of all of the property required to be insured by the Corporation, and the Board shall maintain insurance at the levels required by the Act and by these By-laws and as suggested by the appraisals, provided that failure to obtain a prior or any appraisal shall not invalidate or affect any insurance placed by the Corporation.
- (e) The Board shall review the insurance coverage at least annually and shall increase insurance at its discretion.
 - (f) Nothing in these By-laws shall restrict the right of any Owner to obtain and maintain additional insurance of any kind in respect of the ownership, use or occupation of his Unit and his personal liability as permitted by the Act or otherwise permitted by law.
 - (g) In no event shall the insurance coverage obtained and maintained by the Corporation be brought into contribution with insurance purchased by any Owner or any Mortgagee.

- (h) On the written request of an Owner, Purchaser or Mortgagee of a Unit, in the case of a request for:
 - (i) the policy of insurance, the Corporation shall provide a copy of the policy to the person making the request within thirty (30) days from the day of receiving the request; or
 - (ii) an insurance certificate, the Corporation shall provide the certificate to the person making the request within ten (10) days from the day of receiving the request.

44. INSURANCE DEDUCTIBLE

- 44.1 (a) Where an Owner makes any claim on the Corporation's insurance, the Owner shall immediately pay for any insurance deductible. Furthermore, Owners are responsible for any claims under the Corporation's insurance deductible. The Owner may obtain reimbursement for the deductible from the Corporation where it is shown that the claim arose as a result of the Corporation's negligence or wilful conduct.
- (b) Where the Corporation has made an insurance claim and paid the deductible it may recover the deductible from an Owner(s) where it is shown that the claim arose as a result of an Owner's use, ownership or occupancy of any Unit or Common property (whether negligent or not) or the Owner's negligence and treat it as a contribution due to the Corporation.

45. OWNER'S USAGE

45.1 An Owner shall not:

- (a) use his Unit for any purpose that may be illegal or injurious to the regulation of the Common property, other Units and amenities comprising the Parcel;
- (b) make or permit any disturbing noises on the Common property or Units or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Occupiers of the Parcel or Units. No Owner, Tenant or Occupier shall play or permit to be played loudly any musical instrument, phonograph, stereo, CD player, DVD player, MP3 player (or similar devices), computer, radio, television or any other amplified sound device, nor shall any Owner practice or allow either vocal or instrumental music at any time in such a manner as to disturb or annoy other members or occupants of the Units. Furthermore, the Regional Municipality of Wood Buffalo Community Standards bylaw 8324 or any bylaw or bylaws passed in substitution therefor or replacement thereof, shall also apply;
- (c) keep any animals in his Unit or on the Common property other than those authorized by these By-laws;
- (d) when the purpose for which a Unit is intended to be used is shown expressly or by necessary implication upon the registered Condominium Plan, use or permit the use

of such Unit for any other purpose;

- (e) render a Unit unfit for human habitation;
- (f) allow his Unit heating system, cooling system, or any water taps, sump pumps and their outlets or their extensions, to be rendered inoperable during the heating season. An Owner shall take appropriate winterization steps to ensure that the Unit plumbing, electrical, ventilation, heating and cooling systems, and any water taps or sump pumps and their outlets or their extensions are in working order and that they are repaired, maintained and replaced where necessary. An Owner shall be responsible for any loss to the Corporation or other Owners, Tenants or Occupiers should an Owner fail to observe this By-law. The Corporation shall not be liable to any person including any Owner, Tenant or Occupier, for any loss that is sustained due to failure of any Unit plumbing, electrical, heating, ventilation and cooling systems, any water taps or the sump pumps and their outlets or their extensions; or
- (g) do anything or permit anything to be done by any occupant of his Unit, or on the Common property that is contrary to any statute, ordinance, by-law or regulation or any government authority, whether Federal, Provincial, municipal or otherwise.

46. ONE FAMILY UNIT

46.1 By enacting these By-laws, the Owners affirm their collective intent to preserve the character of the project and the Units as private single family residences. For the purpose of these By-laws:

- (a) "private single family residence" means a Unit occupied or intended to be occupied as a residence by one (1) family alone;
- (b) no residential Unit shall be used or represented to the public as a boarding house, rooming house, or as a time share facility;
- (c) no residential Unit or any portion of the Common property shall be used in whole or in part for any commercial or professional purpose involving the attendance of the public at such Unit, and without limiting the generality of the foregoing, no Unit or part thereof shall be used as an office by a doctor, dentist, chiropractor, drugless practitioner, or other professional person, except as otherwise authorized by the Board in writing, which approval may be arbitrarily withheld and if given, be withdrawn at any time on thirty (30) days notice. Prior to any authorization being given by the Board, the Owner of the Unit shall provide, to the Board, satisfactory proof of insurance (including liability insurance) and any licensing related to the commercial or professional activity;
- (d) the number of persons, adult and children, occupying a Unit shall not exceed the numbers permitted by any municipal or provincial law or authorities.

47. STRUCTURAL ALTERATIONS/AIR CONDITIONING

47.1 An Owner shall ensure that:

- (a) no alterations, additions, decoration, redecoration, changes or installations be made on or adjoining the outside of any Unit without the prior consent in writing of the Board. In the event any alteration, addition, decoration, redecoration, changes or installations proceed without Board approval, then the Owner shall immediately restore any changes and damage done to the Common property and pay for all costs associated with same, including any Legal costs that may be incurred by the Corporation in rectifying matters;
- (b) no structural alteration be made to the outer boundary of any Unit including walls (whether partition walls, bearing walls, or otherwise), ceiling and floor or to any bearing walls or structures within the Unit (including insulation) or to any exterior door or window, without the prior written consent of the Board. The materials, method of construction, and resulting improvements after completion of the work must ensure the Unit has the following minimum sound attenuation levels and performance ratings; Sound Transmission Class (STC) of not less than 54, Impact Insulation Class (IIC) of not less than 48 and Field Impact Insulation Class (FIC) of not less than 60. In the event any alteration, addition, decoration, redecoration, changes or installations proceed without Board approval, then the Owner shall immediately restore any changes and damage done to the Common property and pay for all costs associated with same, including any Legal costs that may be incurred by the Corporation in rectifying matters;
- (c) no changes be made in the plumbing, heating, cooling, drainage, electrical or gas systems within or outside any Unit, without the prior written consent of the Board;
- (d) any changes to a Unit comply with all municipal, Provincial, and Federal laws (including all applicable Building Codes), and that any required permits are secured from the appropriate authority; and
- (e) no air conditioning systems are installed in or for his Unit without the written consent of the Board, which consent may on reasonable grounds be withheld, or if given, withdrawn on reasonable notice. Notwithstanding the foregoing, no exterior window mounted air conditioning systems are permitted.

Failure to comply with this By-law will result in the responsible Owner being liable for all costs incurred by the Corporation including Legal costs, for restoring any alterations or changes made by the Owner or for damages to the Common property.

48. FIRE HAZARD

48.1 No Owner shall:

- (a) do or permit anything to be done in a Unit, the Maintenance Area, or elsewhere on the Common property or bring or keep anything thereon which will in any way increase the risk of fire or the rate of fire insurance on any building or Unit comprising part of the Parcel, or on the property kept therein;

- (b) obstruct or interfere with the rights of other Owners or in any way injure or unreasonably annoy them or conflict with the laws relating to fires or with the regulations of the local Fire Department or with any insurance policy on any building or comprising part of the Parcel or any part thereof;
- (c) do anything that conflicts with any of the rules and ordinances of the Municipal Health Department or with any statute or municipal bylaw or with any other law whatsoever; or
- (d) do anything that would invalidate any insurance maintained by the Corporation.

49. WATER

49.1 Water shall not be left running unless in actual use in any Unit and all taps and washers shall be kept in good repair. Water must be turned off in any Unit which is not occupied for seventy two (72) consecutive hours during the heating season; and toilets must be flushed weekly. The Corporation shall not be responsible to an Owner for any loss, damage or expense caused by:

- (a) any overflow or leakage of water or sewage from any other Unit, Common property or property of the Corporation;
- (b) the breaking or bursting of any pipes or plumbing fixtures (including any pipes or plumbing fixtures located in a Unit); or
- (c) any other manner whatsoever;

unless such damage results from a negligent act or omission on the part of the Corporation, its servants, agents, employees or officers.

50. PLUMBING

50.1 Toilets, sinks, tubs, drains, and other water apparatus shall not be used for any purpose other than those for which they are constructed, and no sweepings, garbage, grease, rubbish, rags, ashes, disposable diapers or other substances shall be deposited or flushed through such apparatus.

51. COMBUSTIBLE MATERIALS IN A UNIT

51.1 No stores of gasoline, coal, propane or other combustible, flammable goods, materials or any hazardous or toxic goods, shall be kept in any Unit (normal cleaning products and related household goods excepted) except as permitted by Federal, Provincial or Municipal regulations.

52. SIGNS (UNITS)

52.1 No signs, billboards, notices or other advertising matter of any kind shall be placed on any part of a Unit without the prior written consent of the Board, which consent may be arbitrarily

withheld.

53. ANTENNA/SATELLITE DISHES

53.1 No antenna, aerial, satellite dish, tower or similar structure and appurtenances thereto (hereinafter "satellite dish") shall be erected on or fastened to any Unit or the Common property, without the consent, in writing, of the Board which consent may, on reasonable grounds be withheld or if given, withdrawn on reasonable notice. Notwithstanding the foregoing, no satellite dish greater than .8 metres (approximately 30 inches) in diameter shall be placed anywhere on the Common property or outside any Unit. The Board shall always have the final say as to the location of any satellite dish. Prior to a satellite dish being erected, an Owner will sign the acknowledgement contained in Schedule "C" to these bylaws.

54. DECORATING

54.1 No portion of any Unit required to be maintained by the Corporation shall be painted, decorated or otherwise affected by anyone other than the Corporation without the consent, in writing, of the Board.

55. LAUNDRY

55.1 Except as approved, in writing, by the Board, no laundry shall be hung outside any Unit or on the Common property.

56. AWNINGS

56.1 Neither awnings nor shades shall be erected over the outside of the windows, nor shall any articles be hung or placed outside window sills of any Unit without the prior written consent of the Board.

57. PETS/ANIMALS

57.1 (a) No animal (also referred to as a "pet") of any kind shall be kept in any Unit unless approved in writing by the Board, which approval the Board may on reasonable grounds withhold, and may, if given, withdraw upon breach of the Act or the By-laws by the Owner or the pet, at any time on fifteen (15) days notice. Notwithstanding the foregoing, Owners may keep fish in an aquarium, or birds in a cage (but only one (1) bird, if the bird is larger than a parakeet), or either one (1) domestic cat or one (1) dog (which when full grown does not weigh in excess of 14 kilograms (30 pounds) or more than 0.38 meters (15 inches) at the shoulder). Pets shall bear a leash, as determined by the Board.

(b) If the Board, in its sole discretion, deems any pet whatsoever to be or be causing unreasonable disturbance to other Unit occupiers, a nuisance or to be a hazard to or harmful to any Unit, Common property or to other Owners or Unit occupiers, then the Owner, Tenant or Occupier of the Unit in which such pet is kept shall forthwith, on

notice from the Board, remove or cause to be removed such pet from his Unit and such pet shall thereafter not be kept in that Unit or on the Common property at any time.

- (c) Any and all pets which may bear a leash must bear one when on the Common property. No Owner shall feed any animals or wildlife, including squirrels, pigeons, gulls or other birds from the windows or doors of his Unit, or anywhere in close proximity to the Units without the written approval of the Board.
- (d) No pet of any kind shall be kept, defecate, urinate, exercised on or be allowed to run at large over any part of the Common property.
- (e) Owners will be responsible for cleaning up after their pet and for any damage caused by their pet and shall indemnify the Corporation for any costs incurred, including any Legal costs. The corporation may require a damage deposit upon the approval of the pet. Said damage deposit shall be determined by the Board, acting reasonably, in its sole discretion. The damage deposit shall be held by the Corporation on the Owner's behalf without interest.
- (f) Any Owner of a pet at the time these By-laws are registered shall, subject to these By-laws, be entitled to keep that pet, if previously approved by the Board. All pets must be approved as contemplated in By-law 57(a).
- (g) All pets must be licensed as required by the Regional Municipality of Wood Buffalo. Restricted dogs as defined by the Regional Municipality of Wood Buffalo bylaw 02/031 (or any bylaw passed in substitution therefor), are not permitted in the Units or on the Common property.

58. DEBRIS

58.1 Nothing may be thrown out of the windows or doors of a Unit or from any Maintenance Area, balcony, patio or yard adjacent to a Unit.

59. TENANTS (Amended - Please see attached registered amendment)

59.1 An Owner shall not lease or grant possession of his Unit to any Tenant and no Tenant shall move into or occupy a Unit:

- (a) until the Owner complies with the deposit requirements of the Corporation and provides the Corporation with an address for service of any notice that may be served pursuant to the Act or the By-laws as well as the name of the Tenant;
- (b) unless the Tenant undertakes in writing to be bound by and comply with the By-laws, Rules and Regulations with the undertaking being provided to the Corporation within twenty (20) days of the Tenant taking possession of the Unit. The undertaking should be in a format consistent with that provided in Schedule "E" to these bylaws or as modified from time to time by the Board;
- (c) until the Owner gives notice in writing to the Corporation of the tenancy or other occupancy accompanied by the written undertaking of the Tenant to be bound by the

By-laws;

- (d) unless the Owner maintains a copy of the By-laws in the Unit for the Tenant's use;
- (e) nothing in these By-laws shall in any way remove, waive or alter the responsibility of each Owner for the performance of all By-laws by all persons using or occupying his Unit. Anyone in possession of a Unit is bound by the By-laws. The Owner and the Tenant shall comply with the Rental Rules and Regulation, Minimum Housing and Health Standards of Alberta; and,
- (f) any Tenant of a Unit on receiving notice from the Corporation that the Owner of the Unit is in default of any payment or contribution or assessment levied by the Corporation or an installment or installments thereof, shall deduct from the rent payable to the Owner the contribution or assessment levied or the installment or installments in arrears (Condominium fees and arrears) and any interest owing for the contribution or assessment levied and the Tenant shall pay the same to the Corporation and the amount so paid shall be deemed to constitute rent paid to the Owner by the Tenant.
- (g) An Owner shall not retain a third-party manager or management company (in this section, the "Manager") to rent any Unit without the written consent of the Board, which shall not be unreasonably withheld. Without restricting the Board's discretion, reasonable reasons to withhold consent to a Manager shall include:
 - (i) complaints from former tenants or property owners in regard to the Manager;
 - (ii) complaints from tenants or property owners in regard the tenants managed by the Manager;
 - (iii) reports of damage to property by tenants managed by the Manager;
 - (iv) Manager's non-compliance with Bylaws, Policies or Procedures (i.e. security and parking procedures); and,
 - (v) reports of late payment of fees or levies from a property owner managed by the Manager.

The Owner shall give the Board thirty (30) written days notice to allow the Board to investigate the Manager. Any costs of investigation shall be the responsibility of the Owner.

60. GARBAGE

At no time shall mops, brooms, rugs and so forth be cleaned out of a door or window of a Unit. Owners shall tightly wrap, tie and containerize their garbage and shall deal with and locate garbage and garbage containers as directed by the Board from time to time and shall observe all bylaws and regulations of the Municipal authority in that regard. The following procedures must be observed with respect to garbage disposal:

- (a) garbage shall be completely drip free before it leaves the Unit and carried to the pick-up areas in a careful manner and in a drip proof container;

- (b) cartons, cardboard, boxes, crates, sticks of wood, bottles or other solid matter shall be placed in a neat manner for collection from the appropriate pick-up area. Hazardous waste, electronics (including such items as computers and their related components), televisions, radios, and bulky items must be taken by the Owner to the Municipal dump or other such facility for the collection or disposal of such items;
- (c) vacuum cleaner bags must be wrapped in a securely tied bag or package and then placed in the appropriate area for pick-up;
- (d) garbage containers must not be left on the doorsteps of any Unit, however, they may be placed on the Common property (as directed by the Board) twelve (12) hours prior to and shall be removed within twelve (12) hours after the garbage pick-up.

61. NOISE

Owners, their families, guests, Tenants, Occupiers, visitors, and servants shall not create or permit the creation of or continuation of any noise or nuisance which, in the opinion of the Board or the Manager, may or does disturb the comfort and quiet enjoyment of the Parcel by other Owners, their families, guests, visitors, and persons having business with them. No noise caused by any instrument or other device or otherwise, which, in the opinion of the Board may disturb the comfort of the other Owners, shall be permitted. Without limiting the generality of the foregoing no noises shall be permitted or caused that exceed the limits established by the Regional Municipality of Wood Buffalo in bylaw 8324. following decibel (db) limits (as measured by a sound meter approved by the Board for use):

- (a) 65 db(a) on the A Scale between the hours of 11:00 p.m. and 8:00 a.m.; and
- (b) 78 db(a) on the A Scale between the hours of 8:00 a.m. and 11:00 p.m.

Set out in Schedule "D" are examples and comparisons of various db(a)s at three (3) feet.

62. CONSTRUCTION

Subject to By-law 61, Owners may permit alterations, renovations or similar work to be done in their Unit that would otherwise disturb any other Owner, Tenant or Occupier, between the hours of 8:30 a.m. to 6:00 p.m. on weekdays and between the hours of 9:00 a.m. to 6:00 p.m. on weekends and statutory holidays, without the prior written consent of the Board. Notwithstanding the above, the Corporation must be notified at least 24 hours before such alterations, renovations or similar are commenced.

63. SALES AND EXHIBITS

No group tour or exhibition of any Unit or its contents shall be conducted, and no auction, yard, garage or other sales shall be held in any Unit without the prior written consent of the Board.

64. PRIVACY

No Owner shall trespass, or permit any occupant of his Unit to trespass, on any part of the Parcel or Common property to which another Owner is entitled to exclusive use.

65. OBSTRUCTION

No Owner shall erect or plant or cause to be erected or planted, any fence, screen, barrier, awning shade, partition, tree, shrub, hedge or flower on or which overhangs any part of the Common property not exclusively occupied by such Owner or upon any Maintenance Area surrounding his Unit, without the prior written consent of the Board. Any consent required by this By-law may be arbitrarily withheld.

66. HEALTH/SMOKING (Amended - Please see attached registered Amendment)

- 66.1 (a) No Owner shall do anything or permit anything to be done that is contrary to any of the provisions, or ordinances of any statute or Municipal bylaw or injurious to health of any Owners, Tenants or Occupiers or to the regulation of the Units or in any way in violation of any laws whatsoever.
- (b) Units must be kept clean and in good order and free of insects, vermin and infestations. Should the Owner, Tenant or Occupier introduce insects, vermin or infestations into the Unit or cause same to migrate to other Units, the Owner will be responsible for all costs (including Legal costs) and expenditures associated with the extermination of the insects, vermin or infestations in his Unit and any other Unit that may have been affected.
- (c) Except for such areas designated by this By-law, smoking is not permitted on the Common property. Smoking is permitted in any Maintenance Area (including any balcony, patio, yard or deck) so long as the area has adequate ventilation. The decision of whether there is adequate ventilation shall be in the sole discretion of the Board.

67. PERSONAL BELONGINGS

- 67.1 All Owners will cause all articles belonging to their household, other than patio furniture and other articles appropriately kept on the balcony, patio or at the entranceways to their Units, to be kept in their Units when not in actual use. Furthermore, each Owner shall only be entitled to have one (1) propane or natural gas barbeque (not in excess of 50,000 BTU's), patio furniture and plants on his patio, deck or balcony. Furthermore, barbeques may not be operated within one and one half (1.5) meters of a Unit. Each Owner will comply with all requests of the Board or its representative that bicycles, toys and like articles belonging to the Owner's household be put away inside such Owner's Unit when not in actual use, or stored in appropriate places as may be designated by the Board from time to time.

68. PARKING AREAS

- 68.1 (a) No Owner, Tenant or Occupier, shall park his motor vehicle on any part of the Common property unless the area is designated or allotted by the Board for his exclusive use.
- (b) A visitor may only park his motor vehicle in those areas designated by the Board for such visitor parking. Owners, Tenants or Occupiers are not permitted to park their vehicles in visitor parking. Motor vehicles parked in visitor parking for more than four (4) consecutive nights, without prior written approval of the Board, may be tagged and towed at the vehicle owner's expense.
- (c) Parking Units may not be used for any purpose other than for the parking of motor vehicles.
- (d) Where a parking plug-in facility is provided with or in connection with any parking stall or Parking Unit, and the parking plug in is damaged, it will be the responsibility of the Owner of the Parking Unit or the person occupying the parking stall to repair and if the Owner or person fails to repair, the Corporation repair and charge to the Owner or person the full cost of repair, including the Corporation's Legal costs. Any repairs made by the Corporation to a parking stall plug in shall be charged against the Owner's Unit that necessitated the repairs.
- (e) No motor vehicle or any other obstacles may be left on or parked in the emergency access routes located within the parcel.
- (f) Any Owner, Tenant or Occupier given the right to occupy any parking stall is responsible for keeping the stall in good repair during the period of use of the stall. Any damage to the parking stall or curb stop shall be immediately repaired by the Owner (even if caused by the Tenant or Occupier) at the Owner's expense.
- (g) An owner of a Parking Unit shall not permit any person (including any individual, firm, corporation or other Party whatsoever to use or occupy a Parking Unit (whether under a lease, license or otherwise howsoever), unless such person is the lawful occupant of a residential Unit, or unless such person is using or occupying the Parking Unit as a visitor in accordance with the By-laws of the Condominium Corporation.
- (h) Vehicles on the Parcel will be driven and parked in accordance with the following Regulations:
- (i) parking is prohibited within four and one half (4.5) metres of any fire hydrant;
 - (ii) parking is prohibited in areas marked with a yellow curb;
 - (iii) speed is restricted to fifteen (15) kilometres per hour at all times;
 - (iv) snowmobiles and all terrain vehicles are prohibited at all times from operating within the parcel; and
 - (v) except in assigned parking stalls, or Parking Units, parking is restricted to a

maximum of twenty four (24) hours in any sixty (60) hour period; and

(vi) according to Municipality of Wood Buffalo bylaw 02/079.

69. MOTOR VEHICLES

- 69.1 (a) No motor vehicles other than a private passenger vehicle, motorcycle, pick-up truck or van, shall be parked in any parking space or stall within the Common property without the written consent of the Board, which consent the Board may arbitrarily withhold and may, if given, withdraw at any time on fifteen (15) days notice. Notwithstanding the generality of the foregoing, no motor vehicle over Four Thousand (4000) kg. shall be brought on to any part of the Common property without the written permission of the Board.
- (b) No motor vehicle, including vehicles used for furniture moving, housetrailer, motor home, tent trailer, boat, trailer, snowmobile, mechanical toboggan, all terrain vehicle (ATV), off highway vehicle (OHV), machinery or equipment of any kind shall be stored, parked or driven on any part of the Common property other than as provided for under these By-laws or as approved, in writing, by the Board.
- (c) No oil changes, adjustments or repairs to motor vehicles may be carried out on the Common property.
- (d) A motor vehicle which is:
- (i) not in running order;
 - (ii) undergoing repairs of any nature;
 - (iii) not insured;
 - (iv) not displaying valid licence plates; or
 - (v) is persistently or excessively leaking fluids;
- shall not be parked or located upon the Parcel except as permitted by the Board.
- (e) Parking of motorcycles requires a base beneath the kick stand to prevent damage to the parking stall.
- (f) Propane powered and natural gas powered vehicles or vehicles carrying propane or natural gas shall not be permitted to enter or park in the parkade.
- (g) Notwithstanding the foregoing, an Owner may from time to time bring onto the parcel, a truck camper, travel van, travel trailer or motor home for a maximum duration of twenty four (24) consecutive hours for the purpose of loading or unloading. During this period of time the vehicle must be parked in the areas provided and cannot be parked on any landscaping forming part of the parcel and cannot block or otherwise impair the passage of traffic in the parcel, unless otherwise approved, in writing, by the Board. The Corporation is not responsible for any damage caused by, or done to, any property located on the Parcel related to

the presence of these vehicles.

- (h) Any violation of By-law 68 or 69 by an Owner, Tenant or Occupier of a Unit, or a visitor, may result in that individual's motor vehicle being towed, at the motor vehicle owner's expense. The Corporation may not arrange for the towing of any motor vehicle, without the Board providing written notice; however, the Board may give notice either by delivering same to the owner of the motor vehicle or leaving a copy of the notice with the motor vehicle;
- (i) Owners, Tenants and Occupiers shall remove their motor vehicles from the Common property when required to do so and, in particular, to facilitate the cleaning, maintenance, repair or replacement of the roadways and parking areas.

70. USE AND ENJOYMENT

70.1 Subject to By-law 72, the Owner of each Unit may obtain the right to the exclusive use and enjoyment of such portions of the Common property as may be designated by the Corporation. Without limiting the generality of the foregoing, the Corporation may grant to the Owner of a Unit, on such terms and conditions as the Board may determine, the right and license to exclusive use of the Maintenance Area immediately adjacent to the Unit, provided, however, the Corporation at its sole option may at any time and from time to time withdraw and terminate such right for any or all Units upon giving sixty (60) days notice. Each Owner shall, subject to By-law 71, have the exclusive and irrevocable right to the exclusive use and possession of any balcony, driveway, patio or yard, adjacent to his Unit, provided that the Owner shall observe and perform all obligations relating to such exclusive use areas.

71. CARE AND MAINTENANCE OF MAINTENANCE AREAS

- 71.1 (a) Each Owner shall (whether or not he is granted any exclusive right or license to use) keep and maintain all portions of all lawns, shrubs, and other landscaping in or upon the Maintenance Area immediately adjacent to his Unit in a neat, trim, clean and well-groomed condition and in a generally well cared for state consistent with good and proper lawn and landscaping care. Furthermore, each Owner shall keep all Unit front and back steps, and the Maintenance Area sidewalk(s) free and clear of all obstruction, dirt, snow, ice and refuse of any kind and keep his Maintenance Area clean and tidy.
- (b) The obligation to provide care and maintenance for any Maintenance Area may be terminated or suspended by the Corporation, in its sole discretion. If the right of exclusive use is suspended, then no right to exclusive use is enjoyed or held by the Owner at or during the time of such termination or suspension.
- (c) If any Owner (after ten (10) days notice to him to correct any maintenance problem set out in the notice from the Board), fails to maintain any Maintenance Area assigned or licensed to him, then the Corporation or its representative may attend to the maintenance and the Owner affected shall reimburse the Corporation for all monies expended and all costs incurred in order to rectify the maintenance problem and pay interest (as stipulated in By-law 1.1(k)).

- (d) The Corporation and its servants and agents shall, notwithstanding the grant of any right, license or privilege of exclusive use of any Maintenance Area to any Owner, have and enjoy free and uninterrupted right at any and all times and from time to time to enter upon, pass and repossess over, and occupy any and all parts of such Maintenance Area for the purpose of carrying out any of the duties or functions of the Corporation.

72. EXCLUSIVE USE

- 72.1 Owners are granted the right to the exclusive use and enjoyment of the exterior doors, windows, lights, hose bibs, gas outlets, electrical outlets (including the parking stall outlet) and any mailbox adjacent to the Unit. The Owner of a Unit has no right to use any portion of the Common property designated by the Corporation for the exclusive use of the Corporation or another Owner of any other Unit.

73. SIDEWALKS, WALKWAYS AND PARKING AREAS

- 73.1 The sidewalks, walkways, passage ways, elevators, driveways and parking areas shall not be obstructed by any Owner, his family, guests, Tenants or visitors or used by them for any other purpose than for entering and leaving his Unit. Subject to By-law 69, parking areas shall not be used for any purpose other than the parking of motor vehicles and no Owner, Tenant or Occupier of a Unit shall trespass in any parking areas in which the Owner or Tenant of another Unit is entitled to use and occupy.

74. LANDSCAPING AND OTHER COMMON PROPERTY

- 74.1 Owners, their animals (pets), their families, guests, Tenants, Occupiers, visitors and servants shall not harm, deface, mutilate, destroy, waste, alter or litter any part or parts of the Common property or of the property (real or personal) of the Corporation, including without limitation any and all parts of the buildings and other fixed improvements forming part of the Common property, any landscaping works (including trees, grass, shrubs, hedges, flowers, and flower beds) and any and all chattels owned or kept by the Corporation.

75. COMBUSTIBLE MATERIAL ON COMMON PROPERTY

- 75.1 Apart from motor vehicle fuel tanks, Owners may keep up to one (1) one twenty (20) pound propane tank or a maximum of two (2) gallons of gasoline, for their Unit (all of which must be properly stored on the Common property), however, no other stores of gasoline or any other combustible or flammable goods or materials, and no dangerous, hazardous or toxic goods, provisions or materials of any kind shall be kept on any part of the Common property except as permitted, in writing, by the Board. Furthermore, no fire pits, outdoor fireplaces or similar apparatus are permitted anywhere on the parcel.

76. STRUCTURES ON COMMON PROPERTY

- 76.1 (a) Without the prior written consent of the Board, no building, structure, gazebo, shed, hot tub, deck or patio, shall be erected on the Common property.
- (b) Subject to By-law 69, no trailer either with or without living, sleeping, or eating accommodation and no building, structure, tent, shed, hot tub, deck, patio, motor home or portable building shall be placed, located, kept or maintained on the Common property except with the prior written approval of the Board. If any such chattel or other item has been approved by the Board, the Board may subsequently withdraw such approval in which event the chattel or other item shall be forthwith removed by the Owner.
- (c) No part of the Common property shall be used for the erection, placing or maintenance of clothes lines, incinerators, garbage containers, recreation or athletic equipment, fences or other barriers, hedges, trees, gardens or other vegetation, or for the disposal of rubbish, garbage or waste except only with the prior written approval of the Board. If such approval has been given, the Board may subsequently withdraw such approval and in such event the Owner shall, forthwith, comply with the direction of the Board to remove such item, or items. Notwithstanding the foregoing, no trampoline may be erected anywhere on the Common property.

77. SIGNS (COMMON PROPERTY)

- 77.1 Except as otherwise permitted by the By-laws, no signs, billboards or other advertising matter of any kind and no notices of any kind shall be placed or displayed on any part of the Common property without the prior written consent of the Board.

78. APPEARANCE OF UNIT

- 78.1 Nothing shall be hung or placed on any part of the Common property, or within a Unit that is, in the opinion of the Board, aesthetically displeasing when viewed from the outside of the Unit.

79. PERSONAL PROPERTY AND INJURY

- 79.1 The Corporation or its Board members, Officers, agents or employees will not be responsible to any Owner, Tenant or Occupier of a Unit, for any injury, death, damage or loss whatsoever caused by or to the person or property of any Owner, Tenant or Occupier of a Unit including but not limited to:
- (a) the parking and any storage areas provided on the Common property;
- (b) any part of the Common property designated for the exclusive use and enjoyment of any Owner, Tenant or Occupier;
- (c) any contents, personal property, or improvements in or to any Unit; or

- (d) any personal injury occurring on the Parcel, or any improvements on it.

The insuring of any contents or improvements within or to a Unit is the sole responsibility of the Owner, Tenant or Occupier of the Unit, and an Owner, Tenant or Occupier of a Unit shall not require the Corporation or its Board members, Officers, Agents or employees to repair any damage to any contents, personal property, or improvements within or to the Unit however caused. No Owner, Tenant or Occupier of a Unit shall be entitled to claim or shall claim any compensation from the Corporation for any bodily injury or loss or damage to the property or person of the Owner, Tenant or Occupier of a Unit arising from any defect or want of repair to any part of the Parcel, or any improvements on it.

80. SALES ON COMMON PROPERTY

No auction, yard, garage or other sale shall be held in or about the Common property without the consent in writing of the Board.

81. FURNITURE MOVING/DELIVERIES

- 81.1 No motor vehicle used for furniture moving or deliveries, shall be driven on any part of the Common property other than on a driveway, roadway, or parking stall.

82. RECREATION USE CHRISTMAS/SEASONAL DECORATIONS OR DISPLAYS

- 82.1 (a) No portions of the Common property shall be used for recreational purposes by any Owner and no Owner shall permit any other person to use such areas except as otherwise permitted in the Board's absolute discretion and only then if the consent of the Board is first obtained in writing.
- (b) Christmas and other seasonal or holiday decorations or displays are permitted in moderation, but the use must conform to the season or holiday and such decorations, when attached outside of the Unit (or on the Common property) must not damage or deface the Common property or damage any landscaping, siding, eavestroughs or other fixtures forming part of the Common property. All seasonal decorations, other than exterior Christmas holiday decorations may be displayed one (1) week prior to the season or holiday event and must be removed from the Common property within one (1) week following the seasonal or holiday event. Christmas lights and decorations are only permitted from December 1 to the ensuing January 31 inclusive and if not removed by January 31, may be removed by the Corporation at the Owner's expense.

83. MAINTENANCE

- 83.1 (a) Each Owner shall be responsible for ice and snow removal from his Unit's front and back steps and the sidewalks in the Maintenance Area. The Corporation shall regularly maintain grass, trees, shrubs and all other walks in or about the Common property on behalf of the Owners and the Corporation shall maintain roadways, parking areas and any Common property lighting; provided, however, that the Corporation shall not be responsible for such care and maintenance of any

Maintenance Areas which are the responsibility of individual Owners pursuant to the provisions of the By-laws.

- (b) Each Owner shall be responsible for the repair and maintenance of his Unit and, where applicable, any assigned or licensed Maintenance Area. Should any Owner fail to maintain or repair in a manner satisfactory to the Board or its representative those items for which he is responsible after ten (10) days' written notice to do so given by the Board or its representative, then the Board or its representative, may effect the maintenance or repair. The Owner shall reimburse the Corporation for all monies expended for labour, materials, normal overhead and all costs, including indemnification of the Corporation's Legal costs incurred in respect of such maintenance or repair. The Board or its representative may use all or any of the remedies open to it or as set out in these By-laws, to recover such monies for the Corporation and such monies shall be a charge upon his Unit.
- (c) Notwithstanding anything to the contrary herein expressed or implied each Owner shall be responsible for any alteration or damage caused to any of the Common property and those portions of the Unit for which the Corporation is responsible, including all items set out in By-law 8(j), by any acts of himself, his animals, members of his family, Tenants, Occupiers, invitees, servants, agents, contractors or licensees. Should any Owner fail to repair these areas in a manner satisfactory to the Board or its representative, then the Board, or its representative, may do or cause to be done such repair. The Owner affected agrees to and shall reimburse the Corporation for all monies expended for labour, materials, normal overhead and all costs, including indemnification of the Corporation's Legal costs, incurred in collection in respect of the doing of such repairs. The Board or its representative may use all or any of the remedies open to it as hereinafter set out, to recover such monies for the Corporation and such monies shall be a charge upon his Unit to the same extent as they would be if they were unpaid Common expense charges assessed upon his Unit.

84. COMMON EXPENSES

84.1 The Common expenses of the Corporation shall, without limiting the generality of the definition thereof, include the following:

- (a) all levies or charges on account of electricity, water, garbage removal, gas and utility services supplied to the Corporation;
- (b) the cost of and charges for all management fees;
- (c) all costs and charges on account of landscaping, maintenance and snow removal from Common property;
- (d) all reserves for the replacements of Common property and portions of Units or buildings, the replacement of which is the responsibility of the Corporation;
- (e) all costs of and charges for maintenance and repair of those portions of each Unit for which the Corporation is responsible;
- (f) all costs of and charges for maintenance and repair of the Common property for

which the Corporation is responsible;

- (g) 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 auditing, accounting, management, engineering and legal fees and disbursements;
- (h) the amount of all costs and expenses whatsoever, including (without limitation) all maintenance and repair costs, financing charges, Common expenses, municipal taxes, Unit charges, and all utilities charges, for or in respect of any Unit owned by the Corporation itself;
- (i) reserves for future maintenance and expenses and the Capital Replacement Reserve Fund and the cost of the Capital Replacement Reserve Fund Study, Plan or Report;
- (j) all fees and charges for insurance for which the Corporation is responsible and that of any Insurance Trustee;
- (k) all obligations of the Corporation or the Board created by the Act or these By-laws;
- (l) all newsletter, memberships, Board training, honorariums, salaries, stipends, subscriptions, office equipment, supplies, printing and postage costs; and
- (m) the cost of borrowing money for the purpose of carrying out the objects and duties of the Corporation.

85. ASSESSMENT FOR COMMON EXPENSES

- 85.1 (a) (i) At least thirty (30) days prior to the beginning of each fiscal year of the Corporation, the Board or, at its request, the Manager, shall estimate the amount of the Common expenses that will be incurred or required in such fiscal year (including a reasonable allowance for contingencies and replacements plus any deficiencies from the previous year). This estimate, of Common expenses, may be referred to as the "budget", with the Board adopting, by resolution, the budget. For the purposes of Section 43(3) of the Act, any budget approved by the Board also operates to approve the expenditure of monies identified in the budget.
- (ii) Each year's Common expenses shall be apportioned, levied and assessed to and upon each Owner in proportion to the Unit factors for his Unit as shown on the Condominium Plan. The Corporation shall be liable for the amount of any assessment against a Unit owned by the Corporation.
- (iii) If at any time it appears that the estimated assessment or contribution towards the Common expenses will be insufficient to meet the needs of the Corporation, the Board may assess and collect a special assessment or assessments against each Owner in an amount sufficient to cover the additional Common expenses, the amount or amounts so assessed to and upon each Owner in proportion to the Unit factors for his Unit as shown on the Condominium Plan.

- (iv) The Board shall give notice of any special assessment to all Owners which shall include a written statement setting out the reasons for the special assessment and each assessment shall be due and payable by each Owner in the manner and on the date or dates specified in the notice. If the special assessment is not paid in accordance with the notice, then it shall bear Interest (as stipulated in By-law 1.1(k)) calculated from the date due until paid.
- (v) A special assessment may be levied for any reason including the non-payment of an Owner's assessment.
- (b) Each Owner shall be obligated to pay any and all assessments and Condominium fees made pursuant to this provision to the Board or the Manager to the account of the Corporation, as directed by notice, in such fashion as the Board, or the Manager, as directed by the Board, shall designate. Interest (as stipulated in By-law 1.1(k)) is payable on all assessments, Condominium fees, payments, installments, levies or payments in arrears calculated from the date due of the same. The Corporation shall be entitled to enforce any assessment, lien, charge and security and pursue such remedies as may be available to it at law or in equity, from time to time and recover its costs, including Legal costs. Nothing herein shall restrict or abrogate any rights or remedies given to the Corporation by or under the Act.
- (c) The omission by the Board before the expiration of any year, to fix the assessments hereunder for that year or for the next year, 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 obligations to pay the assessments, or any installments thereof for that or any subsequent year, but the assessments for the preceding fiscal year shall continue until new assessments are fixed. No Owner can exempt himself from liability for his contributions toward the Common expenses by waiver of use or enjoyment of any of the Common property or by vacating or abandoning his Unit.
- (d) The Treasurer of the Board or the Manager shall keep detailed accurate records in chronological order of the receipts and expenditures affecting the Common property, specifying and itemizing the maintenance incurred. Records and vouchers authorizing the payments involved shall be available, on written notice, for examination by an Owner, under the supervision by a Board member or such other person or persons as the Board may designate, at convenient business hours on week days.

86. DEFAULT IN PAYMENT OF ASSESSMENTS

- 86.1 (a) (i) The Corporation shall and does have a lien and charge upon and against the estate or interest of the Owner for any unpaid common assessment, Condominium fee, levy, installment or payment (including Interest on arrears) due to the Corporation in respect of his Unit, which lien shall be a first, paramount lien against such estate or interest, subject only to the provisions of the Act.

- (ii) The Corporation shall have the right to file a caveat against the Unit or interest of such Owner in respect of the lien or charge for the amount of such unpaid assessment, Condominium fee, Interest (as stipulated in By-law 1.1(k)), levy, installment or payment, provided that each such caveat shall not be registered until after the expiration of thirty (30) days following the due date for the first payment in arrears.
 - (iii) The Corporation shall be entitled to be paid by the defaulting Owner, on an indemnification basis, the Corporation's Legal costs incurred in preparing and registering the caveat and in discharging the caveat and shall not be obligated to discharge any caveat until all arrears of the Owner, including Interest and any other costs, including Legal costs are fully paid.
 - (iv) As further and better security, each Owner responsible for any such unpaid assessment, installment or payment which is in arrears for more than thirty (30) days shall, upon demand of and at the sole option of the Corporation, give to the Corporation a mortgage or encumbrance for the full amount thereof providing for their payment on demand with Interest (as stipulated in By-law 1.1(k)) calculated from the due date of the same. 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, and recover any costs including Legal costs incurred by the Corporation.
 - (v) Nothing in these By-laws shall restrict or abrogate any rights or remedies given to the Corporation by the Act.
- (b) Any other Owner or person, firm or company whatsoever may pay any unpaid assessment, Condominium fee, levy, Interest, installment 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. Upon such payment being made, such person, firm or company shall have a first, paramount lien, subject to the estates or interests hereinbefore mentioned, and shall be entitled to file a caveat 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 Act.
 - (c) Notwithstanding any other term, condition or provision herein contained or implied, each unpaid assessment, Condominium fee, levy, Interest, installment or payment shall be 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, and the Corporation shall be entitled to recover its costs including Legal costs.
 - (d) The Board may, by resolution, accelerate all payments for the balance of the fiscal year from any Owner in arrears, and all such payments shall become due and payable forthwith and may be collected in the manner as set out in these By-laws, including all Legal costs of the Corporation.
 - (e) Where there are any monies owed to the Corporation by an Owner, notwithstanding any direction by the Owner, unless otherwise resolved by resolution of the Board, any payments made by an Owner shall be applied firstly to any costs or expenses

(Legal costs or otherwise) incurred by the Corporation, then to any monetary sanctions imposed, thereafter to any Interest owing and lastly to the Condominium fees (including any Special Assessment) due to the Corporation.

87. COLLECTION OF CONTRIBUTIONS

87.1 Unless the Board otherwise resolves, condominium fees shall be paid by monthly installments due on or before the first day of each month during the fiscal year for which such assessment is made and in that regard, may require either post-dated cheques or monthly electronic debit of the Owner's bank account. Upon notice, the Owner shall provide such post-dated cheques or execute any and all necessary forms required for such electronic debit.

88. CONDOMINIUM FEE PRIORITY

88.1 Should the Corporation file a Caveat for unpaid Condominium fees, it shall be entitled to maintain and shall maintain a priority over all other claims and the Caveat may be enforced as contemplated under Section 39 of the Act.

89. VIOLATION OF BY-LAWS OR THE ACT

- 89.1 (a) Any Municipal bylaws of the Regional Municipality of Wood Buffalo shall apply to the Owners. Municipal (bylaw) Enforcement Officers are hereby authorized to enforce the Regional Municipality of Wood Buffalo bylaws affecting the Common property or any Unit.
- (b) Any infraction, violation or default of the Act or these By-laws or any resolutions established pursuant to these By-laws by an Owner, the Owners family members or pets, Tenants, Occupiers, servants, agents, contractors, licensees or invitees may be corrected, remedied or cured by the Corporation (including, without restriction, actions, damages, or injunctive relief). Any Legal costs, fines, costs or expenses expended or incurred by the Corporation 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 that Owner's assessment and shall bear Interest (as stipulated in By-law 1.1(k)) until paid. The Board may impose sanctions (including monetary sanctions) as set out in Schedule "B".
- (c) Any dispute between the Corporation and any person or corporation, respecting any matter arising under the Act or the By-laws may, with the agreement of the parties to the dispute, be referred to alternative dispute resolution as provided in Section 69 of the Act.

90. RECOVERY OF COSTS

90.1 The Corporation may recover from an Owner, any sum of money, including its Legal costs, which the Corporation incurred as a result of any act, omission or steps taken by an Owner, his servants, agents, licensees, invitees or Tenants which includes, but is not limited to, defending any action brought by an Owner, Tenant or Occupier, Act violations, By-law

violations, or pursuant to any Board or Corporation resolutions. Nothing in the By-laws 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.

91. TRAFFIC SPEED AND DIRECTIONAL CONTROL

91.1 All Owners shall observe and abide by any resolutions passed from time to time by the Board for the safe and orderly flow of traffic in or on the Parcel including (without limiting the generality of the foregoing) speed limits as set out in By-law 68(g), restricted parking, emergency access routes, and directional controls.

92. CHANGE OF LEGISLATION

92.1 Should the Act or Regulation change in the future, then these By-laws shall, automatically adopt any and all changes to the Act or Regulation and specifically adopt those changes to the Act or Regulation which are required to be adopted to enable the Corporation to operate, at all times, within the full power of the Act or Regulation and to use all remedies available to it pursuant to the Act.

93. PURPOSE OF RESTRICTING USE OF UNITS

93.1 The restrictions in use have the following purposes:

- (a) to provide for the health and safety of all occupants, including meeting minimum housing and health standards of the Province of Alberta;
- (b) to maintain the Common property and Units in such a manner as to preserve property values;
- (c) to provide for the peace, comfort and convenience of the Owners and occupants;
- (d) to develop a sense of community.

94. NON-PROFIT CORPORATION

94.1 The Corporation is not organized for profit.

95. COMPANY REPRESENTATIVES

95.1 A Company owning a Unit may, by proxy, Power of Attorney, or Resolution of its directors, appoint such person as it thinks fit to act as its representative and to attend meetings of the Corporation and vote at such meetings on behalf of the Company. The representative shall only be entitled to so act if notice, in writing, accompanied by the Proxy, Power of Attorney or Resolution of the directors of the Company, has been given to the Corporation.

96. PRIVACY POLICY

- 96.1 The Board shall adopt and maintain a Privacy Policy in keeping with the Personal Information Protection Act, RSA 2000, Chapter, P-6.5, as amended, substituted or replaced.

SCHEDULE "A"

**CODE OF ETHICS
(See By-law 3(h))**

**CONDOMINIUM CORPORATION NO. 1122235
RIVER PARK GLEN CONDOMINIUM CORPORATION**

Section 28 of the Act clearly states that board members must act honestly and in good faith, and must declare conflicts of interest and not participate in the decision where there is a conflict. The following Code of Ethics has been put in place for Board Members.

Board Member's Code of Ethics

I have consented to act as a Board member of the Corporation and I agree to comply with the following Board Member's Code of Ethics throughout my term as a Board member.

Honesty and Good Faith - I will act honestly and in good faith. I will do nothing to violate the trust of the resident owners I serve.

Care, Diligence and Skill - I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and owners' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its bylaws, rules, resolutions, policies, agreements, and requirements of the Act, the Regulation and any other legislation.

Conflict of Interest - I am not currently aware of any actual or potential conflict of interest with respect to any contract, transaction, proceedings or any matter detrimental to the Corporation. If I become aware of any conflict, I will immediately disclose it to the Board. I will not promote my own interests or those of any owner, resident, family member, friend, or contractor to the detriment of the Corporation. I will not seek any special benefits or privileges as a member of the Board or accept any compensation either personally or on behalf of any other person except as permitted by a bylaw. I will act only in the best interests of the Corporation as a whole, and will not favor the interests of any individual or group of owners or residents.

Confidentiality - I will not disclose to any person (including any members of my family) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. When in doubt, I will request determination by a resolution of the Board.

Good Conduct - At all times, I will conduct myself in a professional and business-like manner at meetings of directors and owners. I will approach all Board issues with an open mind, preparing to make the best decision on behalf of the Corporation. I will avoid shouting, interrupting, monopolizing discussions, rude comments, disruptions or dirty tricks.

I will avoid ego trips. I will hold my temper. If my voice rises in pitch or volume, I will get it under control. I will act ethically, with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

Support - I will abide by decisions of the majority of the Board members even though I may disagree and will not depreciate Board members with whom I disagree, but I reserve the right to express my own views to owners upon non-confidential issues.

Defamation - I will refrain from expressing any detrimental supposition, erroneous or defamatory statement about the Corporation or any owner, resident, board member, or contractor of the Corporation. I shall only publicly state detrimental information in a manner that is accurate, unbiased and non-malicious.

Dirty Tricks - I will not use any "dirty tricks" in the course of an election, but will act honestly, honorably, fairly and in a straightforward manner. I shall not seek election as a Board member by trashing the reputation of any other person.

Abuse of Proxies - When collecting proxies, I will not make any false, misleading, fraudulent, or defamatory statement. I will fairly inform the proxy's grantor how I intend to exercise any vote in respect to the proxy.

Minimize Conflict - I will attempt to prevent or minimize conflict and disruption and promote good relations amongst persons involved in our Condominium community. I will promote a first class image of our Corporation, its units, owners and residents.

Performance of Duties - I will commit the necessary efforts, will exercise the appropriate leadership and will assume such duties as may reasonably be required to fulfill my role as a member of the Board. I will participate in conducting the Board's business in the form of resolution, policies, rules or bylaws as the circumstances require. I will comply with the principles of good governance and procedural rules of order. I will become well informed on issues and agenda items in advance of meetings. I will assist the Board to supervise, monitor and direct the on-going daily management of the Corporation. I will duly consider the information and advice provided by others and will seek opinions, when appropriate, from experienced professionals when necessary to reach a proper decision.

Monitor Financial Health - I will pay particular attention to monitor the financial health, physical state of maintenance and repair, management, administration, appearance and welfare of the Corporation. I will support required funding of the reserve and an appropriate funding plan to fill the criteria of the Corporation's current reserve fund study and a 5 year reserve fund plan. I will assist in preparing or reviewing the Corporation's annual budget in a manner that appropriately reflects the actual financial needs of the Corporation, regardless of owners' complaints when it becomes necessary to increase common expenses. I will ensure common expenses are collected on time or lienied within the statutory period. I will monitor the investments, bank accounts, interim and year-end financial statements. I will carefully review contract proposals, quotes and tenders in order to assist in negotiating preferred contractual terms for services rendered to the Corporation at a beneficial cost. I will monitor any such duties that have been delegated.

Scope of Authority - If I am elected as President, Vice President, Secretary, Treasurer or other member of the Board I will refrain from autocratic governance, but I will act properly within the scope of my authority and in response to the will of the Board. I will never exercise authority as a Board member except when acting in a meeting of the Board or as I am delegated to do by the Board.

ACKNOWLEDGMENT

I agree to comply with the provisions set out in the Board Members Code of Ethics

DATE: _____, City of _____, Alberta

SIGNATURE OF BOARD MEMBER: _____

Printed Name of Board Member and Residence Number

WITNESS: _____.

SCHEDULE "B"
(See By-law 15(f)(i) and 89(b))

CONDOMINIUM CORPORATION NO. 1122235
RIVER PARK GLEN CONDOMINIUM CORPORATION

Prior to the imposition of any sanction, a ten (10) day, written notice of the By-law violation must be given to the offender. If the offender does not comply with the written notice, then:

1. the offender shall pay the sum of One Hundred (\$100.00) Dollars, to the Corporation for the first By-law violation;
2. on the second violation of any By-law, the offender shall pay Two Hundred and Fifty (\$250.00) Dollars, to the Corporation;
3. on the third or subsequent violation of any By-law, the offender shall pay to the Corporation for each violation, a minimum of Five Hundred (\$500.00) Dollars, or such other sums as determined by the Board, provided those sums do not exceed the amounts permitted by the Act.
4. upon more than two (2) violations of any By-law, if the offender does not comply with the written notices, or obey any sanction imposed, including a failure to pay any monetary sanction levied, the Board may apply to the Courts for such relief as the Board sees fit and may also revoke the privileges associated with any of the By-laws, including the exclusive use of any Maintenance Area to which the offence applies. The Board may also seek injunctive relief.
5. The imposition of any monetary sanction does not relieve any Owner of the responsibility to comply with the By-laws and to reimburse the Corporation for any damage to the Common property arising from any act, omission or negligence of the Owner or the failure of the Owner to comply with these By-laws.

SCHEDULE "C"
(See By-law 53)

CONDOMINIUM CORPORATION NO. 1122235
RIVER PARK GLEN CONDOMINIUM CORPORATION

As an Owner of Unit _____ (the "Unit"), in the Corporation, I agree to be responsible for the following concerning satellite dishes:

1. Prior to the installation of a satellite dish, I will obtain written approval must be obtained from the Board of the Corporation;
2. I acknowledge that satellite dishes may only be installed on the Common property or Unit as directed by the Board or in the backyard or deck and must be no larger than .8 meters (30 inches) and must also blend in with the design and color of other Units in the project;
3. As the Owner, I agree to be responsible for any damage done as a result of the installation, maintenance or operation of the satellite dish;
4. When I sell my Unit, I will either remove the satellite dish or pass the responsibility on to the next Unit Owner;
5. I agree to accept responsibility for any damage done to the Common property or Unit as a result of the installation, operation or maintenance of the satellite dish and to at least restore the Common property Unit to its original condition; and
6. Prior to installation, I will provide a deposit of not less than \$500.00 which shall be dealt with and only refunded as provided in By-law 53.

DATED at the _____, in the Province of _____,
this _____ day of _____, 20____.

Signature _____

Signature _____

(name of Owner)

(name of Owner)

ASSIGNMENT

As the new owner, (name) _____

of Unit _____, I agree to take full responsibility for the satellite dish previously installed and any future damage done as a result of the installation, operation or maintenance of the satellite dish.

As the new owner, (name) _____

DATED at the _____, in the Province of _____,
this _____ day of _____, 20____.

Signature _____

Signature _____

(name of Owner)

(name of Owner)

SCHEDULE "D"

**CONDOMINIUM CORPORATION NO. 1122235
RIVER PARK GLEN CONDOMINIUM CORPORATION**

COMPARISON OF db(a)s

Examples of 65 db(a)s at 3 feet

Clothes dryer	51-65
Air conditioner	50-67
Electric shaver	47-68
Clothes washer	59-71
Electric can opener	60-70
Food mixer	59-75
Electric knife	65-75

Examples of 78 db(a)s at 3 feet

Vacuum cleaner	65-80
Food blender	65-85
Coffee mill	75-79
Food waste disposer	69-90
Edger and trimmer	81
Home shop tools	64-95
Amplified rock music	110

(Source: Environment Council of Alberta)

SCHEDULE "E"
(See By-law 59)

CONDOMINIUM CORPORATION NO. 1122235
RIVER PARK GLEN CONDOMINIUM CORPORATION

RENTAL RULES AND REGULATIONS



River Park Glen
Convenience, Comfort & Community

Rental Rules & Regulations

Introduction

These Rental Rules & Regulations (the “Regulations”) form part of the Bylaws of Condominium Corporation No. 112 2235.

Condominium residents live in close proximity to their neighbours as well as share common facilities with their Community. Regardless of whether you are an owner or tenant how you live has an impact on your Community. At River Park Glen, we strive to develop a sense of community that provides for the health, safety and enjoyment of all. The establishment of Rental Rules & Regulations is to clearly define resident and owner responsibilities in order to ensure the needs and requirements of all Community members are met in an open, transparent and just manner. Therefore, the Regulations are required to be communicated by the Owner to all tenants or guests who occupy residential premises within the condominium property.

The Regulations strive to be fair and have been created to be reasonable and enforceable in regard to the Bylaws, the Condominium Property Act and Provincial health legislation. Accordingly, they may be updated from time to time to maintain their relevance. Remedies or sanctions for breaches of the Regulations and the Bylaws are carried out on behalf of the Condominium Corporation. Ultimately, it is an owner’s responsibility to resolve any breaches of the Bylaws. If a breach is made by a tenant, then an owner must resolve that breach with their tenant. If an owner is unresponsive, there are certain provisions within the Bylaws that allow the Corporation to deal directly with the tenant.

The Regulations supplement and form part of the Bylaws and do not replace the Bylaws. Any discrepancy in regard to a specific bylaw and the Rules shall be resolved in favour of the specific bylaw.

Once you have read the Regulations, complete the New Tenant Data Sheet, sign and return it to the Owner of your unit for submission to the Condominium Corporation.

Rental Rules & Regulations

Occupancy

1. Unit Occupancy

		<i>BYLAW(s)</i>
A	All occupants must be aware of, and abide by, all bylaws. The Owner of your Unit must make a copy of the full bylaws available to you and a copy should be kept in the unit for reference.	35.1
B	The Unit shall be used solely as a residential premise. No business of any kind shall be operated from the Unit.	46.1
C	No occupant shall use the unit for any purpose that may be illegal or injurious to the property, its occupants or any amenities.	2.1 (f) and 45.1(a)
D	The Regional Municipality of Wood Buffalo's noise bylaws are in effect at River Park Glen. No occupant can permit such things as TVs, MP3 players, or musical instruments to be played at a noise level that may disturb occupants of other units or users of the common areas.	45.1(b)
E	The number of persons, adult and children, occupying a unit shall not exceed the numbers permitted by any municipal or provincial law and authorities. In Fort McMurray, this is covered in the Minimum Housing & Health Standards of Alberta – Section IV(10). You are required to complete the New Tenant Data Sheet upon moving into a unit indicating the occupants for compliance with this bylaw as well as for the issuance of appropriate key fob access. Any changes to the occupants must be reported immediately to the Owner of your Unit and a new Data Sheet should be submitted to the Condominium office.	46.1(e)
F	No animal of any kind shall be kept in any unit unless approved in writing by the Board. The Owner of your Unit may submit the attached Pet Approval Form to the Board for review. This form must be completed and signed by the <u>Owner</u> of your Unit. The Owner of your Unit has the right to refuse to submit the form on your behalf. Permission, when given, can be rescinded.	57.1(a)
G	Should the Owner of your Unit ever be in default of any payment due to Corporation, you may receive notice from the Condominium Corporation that you are <u>required</u> to deduct any amount the Owner owes from your rent and pay that directly to the Corporation when your next rent payment is made. Any amount paid on account of the Owner is considered rent paid to the Owner. You will be given proper receipts and you cannot be penalized by the Owner of your Unit for complying. For example, if your rent is \$2,000 and the Owner owes \$700, you would pay \$700 to the Condominium Corporation and \$1,300 to the Owner of your Unit.	59.1(e)

H	Nothing shall be hung or placed on any part of the Common Property or within a unit that is, in the opinion of the Board, aesthetically displeasing when viewed from the outside of the unit. Window coverings are a prime example of where issues can arise. Sheets, flags and aluminum foil are not considered appropriate window coverings at River Park Glen. Seasonal decorations are permitted in moderation but must conform to the season and be removed within one week following the seasonal or holiday event. The only exception is Christmas or the like, these decorations are permitted to January 31.	78.1 and 82.1(b)
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Unit Repairs and Maintenance

2. Unit Repairs and Maintenance

		BYLAW(s)
A	An Owner must repair and maintain his Unit and keep the Unit in a state of good repair and fit for human occupancy. Be sure to report any problems to the Owner as soon as the matter arises. Should your Owner not rectify it in a timely manner, the issue should be reported to the Condominium Corporation for action.	2.1(c) and 45.1(e)
B	You (or your Owner) cannot alter the common property or the exterior appearance of any unit without written permission from the Board.	2.1(d)
C	The Owner must ensure that the heating system is operational during the heating season. This includes ensuring that you have set your thermostat, at least, to a minimum temperature to guard against frozen pipes. This is particularly important in Fort McMurray in the Spring and Fall when outdoor temperatures can fluctuate throughout the day and night. If you open your window(s) during such days, remember to close them when temperatures drop. You will be held responsible for any damages to your Unit and any others affected.	45.1(f)

Safety, Fire and Emergency

3. Safety, Fire and Emergency

		BYLAW(s)
A	The Corporation may be required to gain entry or force entry into any unit for the purpose of dealing with a fire, gas, water leakage or other emergency for the purpose of protecting the common property and/or property of other Owners. You and/or the Owner of your Unit shall save harmless the Corporation and reimburse the Corporation for any expense it incurs for responding to the situation that is due to the negligence of you or the Owner. If you see anything that you believe jeopardizes the common areas or any unit(s), please report it immediately to the Condominium office.	2.1(k)
B	An Owner shall not render a unit unfit for human habitation. This can include allowing a tenant or tenants to keep their household below acceptable health standards. The Condominium Corporation is authorized to conduct periodic inspections to ensure bylaws are being adhered to.	45.1(e)
C	You cannot keep gasoline, coal, propane or other combustible, flammable goods, materials or any hazardous or toxic goods in your Unit.	51.1, 75.1
D	No Occupant shall do anything or permit anything to be done that is contrary to any of the provisions, rules or ordinances of any statute or Municipal bylaw or injurious to health of any Owners, Tenants or Occupiers.	66.1(a)
E	Units must be kept clean and in good order and free of insects, vermin and infestations. Should any occupant introduce insects, vermin or infestations into the Unit or cause them to migrate to other Units, the Owner will be responsible for all costs (including Legal costs) and expenditures associated with the extermination in his Unit and any other Unit(s) that may have been affected. Report any signs of such infestations to the Owner of your Unit immediately. If they do not take action in a timely manner, please report to the Condominium office for action.	66.1(b)
F	Except for such areas designated, smoking is not permitted on the Common Property. All Municipal bylaws are in effect and posted as required.	66.1(c)
G	You are only allowed appropriate balcony and patio furnishings and plantings on your patio, deck or balcony. You are entitled to have one (1) propane or natural gas barbeque (not in excess of 50,000 BTU's) on your patio, deck or balcony. Furthermore, barbeques may not be operated within one and one half (1.5) meters of a Unit.	67.1
H	Nothing may be thrown out of the windows or doors of a Unit or from any balcony, patio or deck adjacent to a Unit.	58.1

Insurance

4. Insurance

		BYLAW(s)
A	The Owner shall obtain and maintain a condominium Unit Owners Insurance Policy which includes at least one million dollars (\$1,000,000) in third (3 rd) party liability coverage as well as coverage for all Unit contents and improvements, and, on written demand from the Board, provide proof of same to the Corporation. Most Owners will require that you obtain and maintain a tenant's policy which includes much of the coverage listed above.	43(d), 79 a) through (d)
B	No occupant shall do anything that would invalidate any insurance maintained by the Corporation	48(d)

Parking

5. Parking

		BYLAW(s)
A	No Owner, Tenant or Occupier shall park his motor vehicle on any part of the Common property unless the area is designated or allotted by the Board for his exclusive use.	68.1(a)
B	A visitor may only park his motor vehicle in those areas designated by the Board for such visitor parking. Owners, Tenants or Occupiers are not permitted to park their vehicles in visitor parking. Vehicles parked in visitor parking for more than four (4) consecutive nights, without prior written permission from the Board, may be tagged and towed at the vehicle Owner's expense.	68.1(b)
C	Parking units may not be used for any purpose other than for the parking of motor vehicles.	68.1(c)
D	No motor vehicle or any other obstacles may be left on or parked in the emergency access routes located on the condominium property.	68.1(e)
E	Vehicles on the property will be driven and parked in accordance with the following Regulations: (i) Parking is prohibited within 4.5 meters of any fire hydrant; (ii) Parking is prohibited in areas marked with a yellow curb; (iii) Speed is restricted to 15 kilometers per hour at all times; (iv) Snowmobiles and all terrain vehicles are prohibited at all times from operating within the parcel; (v) Except in assigned parking stalls or Parking units, parking is restricted to a maximum of 24 hours in any 60 hour period, and (vi) According to Municipality of Wood Buffalo bylaw 02/079.	68.1(g)
F	No motor vehicles other than a private passenger vehicle, motorcycle, pick-up truck or van, shall be parked in any parking space or stall without the written consent of the Board. No motor vehicle over 4000kg shall be brought onto any part of the common property without written permission from the Board.	69.1(a)

G	No oil changes, adjustments or repairs to motor vehicles may be carried out on the common property.	69.1(c)
H	A vehicle which is: (i) Not in running order; (ii) Undergoing repairs of any nature; (iii) Not insured; (iv) Not displaying valid license plates; or is (v) Persistently or excessively leaking fluids shall not be parked or located upon the property except as permitted by the Board. Any such vehicles may be tagged and towed at the vehicle Owner's expense.	69.1(d)
I	Parking of motorcycles requires a base beneath the kick stand to prevent damage to the parking stall.	69.1(e)
J	Owners, Tenants and Occupiers shall remove their motor vehicles from the Common property when required to do so. Most often this is for the cleaning, maintenance, repair or replacement of the roadways and parking areas.	69.1(i)

Waste Disposal

6. Waste Disposal

		BYLAW(s)
A	At no time shall mops, brooms, rugs and so forth be cleaned out of a door or window of a unit.	60.1
B	Owners, Tenants and Occupiers shall tightly wrap, tie and containerize their garbage and shall deal with and locate garbage and garbage containers as directed by the Board from time to time and shall observe all bylaws and regulations of the Municipal authority in that regard.	60.1
C	The following procedures must be observed with respect to garbage disposal: (a) Garbage shall be completely drip free before it leaves the unit and carried to the pick-up areas in a careful manner and in a drip proof container; (b) Cartons, cardboard, boxes, crates, sticks of wood, bottles or other solid matter shall be placed in a neat manner for collection from the appropriate pick up area. Hazardous waste, electronics (including such items as computers and their related components), televisions, radios, and bulky items must be taken by the Owner to the Municipal dump or other such facility for the collection or disposal of such items; (c) Vacuum cleaner bags must be wrapped in a securely tied bag or package and then placed in the appropriate area for pick-up; (d) Garbage containers must not be left on the doorsteps of any unit.	60.1 (a)- (d)
D	Nothing may be thrown out of the windows or doors of a unit or from any balcony, patio or deck adjacent to a unit.	58.1

Laundry

7. Laundry

		BYLAW(s)
A	Except as approved, in writing, by the Board, no laundry shall be hung outside any unit or on the common property	55

Common Areas

8. Common Areas

		BYLAW(s)
A	An Owner shall use and enjoy the Common property in accordance with the Bylaws, the Act and all resolutions prescribed by the Corporation in such a manner so as not to unreasonably interfere with the use and enjoyment thereof by other Owners, Tenants, Occupiers or their families and visitors	2.1(e)
B	The sidewalks, walkways, passage ways, elevators, driveways and parking areas shall not be obstructed by any Owner, his family, guests, Tenants or visitors or used by them for any other purpose than for entering and leaving his Unit. Subject to Bylaw 69, parking areas shall not be used for any purpose other than the parking of motor vehicles and no Owner, Tenant or Occupier of a unit shall trespass in any parking areas in which the Owner or Tenant of another unit is entitled to use or occupy.	73.1
C	Owners, their animals (pets), their families, guests, Tenants, Occupiers, visitors and servants shall not harm, deface, mutilate, destroy, waste, alter or litter any part or parts of the Common property or of the property (real or personal) of the Corporation, including without limitation any and all parts of the buildings and other fixed improvements forming part of the Common property, any landscaping works (including trees, grass, shrubs, hedges, flowers, and flower beds) and any and all chattels owned or kept by the Corporation.	74.1
D	No building, structure, gazebo, shed, hot tub, deck or patio shall be erected on the Common Property	76.1 (a)&(b)
E	No part of the Common property shall be used for the erection, placing or maintenance of clothes lines, incinerators, garbage containers, recreation or athletic equipment, fences or other barriers, hedges, trees, gardens or other vegetation or for the disposal of rubbish, garbage or waste except only with the prior written permission of the Board.	76.1(c)
F	No signs, billboards or other advertising matter of any kind and no notices of any kind shall be placed or displayed on any part of the Common property without the prior written consent of the Board.	77.1

G	River Park Glen has a Leisure Centre for the enjoyment of all Owners, Tenants and Occupiers. The Leisure Centre includes a weight room, sport court, racquetball court, billiards, foosball and table tennis. Rules and Regulations for the use of this area are posted in the Leisure Centre.	
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Satellite Dishes and Air Conditioners

9. Satellite Dishes and Air Conditioners

		BYLAW(s)
A	No antennae, aerial, satellite dish, tower or similar structure shall be erected on or fastened to any unit or the Common property, without the consent, in writing, of the Board. The Owner of your Unit may submit the attached Satellite Approval Form to the Board for review. This form must be completed and signed by the Owner of your Unit. The Owner of your Unit has the right to refuse to submit the form on your behalf.	53
B	No exterior window mounted air conditioning systems are permitted	47(e)

Moving In and Out

10. Moving In and Out

		BYLAW(s)
A	No motor vehicle used for furniture moving or deliveries, shall be driven on any part of the Common property other than on a driveway, roadway or parking stall.	81.1
B	Prior to moving in or out, an Owner or Occupier shall provide the Corporation with twenty-four (24) hours written notice in order to have the elevator pads put into place. Unless otherwise approved in writing by the Board, moving in or out is permitted Monday through Saturday only, between the hours of 8:30 am and 8:30 pm. Elevator lockout can be arranged on a first come, first served basis by contacting the Condominium Office.	81.1

The foregoing Rules and Regulations are intended to make your stay at River Park Glen as pleasant as possible for everyone. If you ever have any questions or concerns they can be addressed at the Condominium Office.

Welcome to our Community.