

# **The Owners, St rata Plan EPS 10209** **(“ Telford on the Walk”)**

## **Rules**

*Whereas:*

*Telford on the Walk, located at the civic address of 6537 Telford Ave, Burnaby, BC V5H 0K9, is a residential strata community. The Strata Property Act, SBC 1998, c. 43 (the “SPA”), Strata Property Regulation, B.C. Reg. 43/2000 (the “Regulation”), and building by-laws (the “Bylaws”) apply to Telford on the Walk.*

*The Strata Council has put in place strata rules which govern community activities that take place at Telford on the Walk (the “Strata Rules”), so as to ensure that the building is managed safely, responsibly, and effectively.*

*Other Definitions:*

*“resident” means owner or tenant.*

*“Strata Corporation” means The Owners, Strata Plan EPS10209.*

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## **I. Parking**

### **I. Visitor Parking**

1. Visitor parking is located at P1 of the building and is clearly marked with appropriate signage. Visitors shall park within the parking lines of any visitor parking stall.
2. Visitor Parking is strictly reserved for visitor vehicles on a first come first serve basis.
3. No residential vehicle shall park in visitor parking, without Strata Council approval.
4. A maximum time limit of [6 hours] applies to visitor parking to ensure availability for all visitors of an owner or tenant.
5. Overnight Visitor Parking shall not exceed more than two nights in a calendar month, unless Strata Council approval is obtained.
6. All residents must register their visitor's vehicle in the visitor parking log located at the concierge desk.
7. Unauthorized vehicles parked in visitor parking are subject to towing at the owner's expense.
8. Residents should promptly report any non-compliant, or suspicious vehicles parked at visitor parking to the concierge.
9. No vehicles shall be parked in Visitor Parking in a manner which interferes with neighboring parking stall and blocks the driveway, which be considered as fire lane and emergency access pathway.
10. Strata Council will investigate reports of unauthorized vehicle parking and take necessary actions, including the use of towing services if required.

### **II. Other Underground Parking**

11. The rules under this section apply to underground parking, that is not visitor parking.
12. A vehicle parked in a parking stall belonging to a strata lot owner without that owner's consent is subject to towing at the unauthorized vehicle owner's expense.
13. Residents shall park in their designated parking stall(s) and must not use visitor parking for personal vehicles.
14. Temporary parking stalls with charging stations are located in P2. Overnight parking is not allowed on these stalls. Residents should move their vehicles back to their designated parking spaces, and not remain on these stalls.

### **III. Maintenance and Responsibility**

15. Residents are responsible for informing their guests of the parking rules to avoid violations, including fines and towage.

16. Owners and tenants are responsible for maintaining their vehicles and ensuring that they do not leak oil or other fluids that may damage the parking facility.
17. Vehicle parking in unauthorized parking area will be towed, without warning, at vehicle's owner's expense.
18. Vehicle in violation of the listed rules will be towed, without warning, at vehicle's owner's expense.
19. Any damage caused by an owner or tenant's vehicle, including spills or leaks, must be reported to the Strata Council and will be subject to repair costs billed to the responsible unit owner or tenant.
20. Owners and tenants must ensure their vehicles are in a roadworthy condition, including functioning lights, brakes, and tires, so as to avoid creating a risk of bodily injury or damage to property belonging to Telford on the Walk.
21. Residents and their guests assume full liability and risk for any of their vehicles (including contents) parked on strata common property or limited common property. The Strata Corporation, concierge, and property management company accept no responsibility for any damage, loss or expense caused to vehicles parked on strata common property or limited common property.

#### **IV. Parking Safety and Security**

22. Residents are encouraged to report any suspicious activities or safety concerns in the parking facility to the Strata Council or the concierge.
23. Residents should lock their vehicles and avoid leaving valuables visible to minimize the risk of theft.
24. Parking is strictly prohibited in any areas designated as fire lanes, emergency access, or other restricted zones.
25. Placing, laying, or putting any personal items, which include but are not limited to furniture, racks, and appliances, on or in any parking stalls is strictly prohibited.
26. Placing or parking bicycles, mopeds, or motorcycles between two parking spaces or behind columns is strictly prohibited.
27. Owners, tenants, and residents shall wait for the gate to be closed before entering or leaving the parking premise. Failure to wait for the gate to close will be subject to \$50 fine as per Strata rule.

#### **V. Enforcement and Fines**

28. Further to any other bylaw, or rule that may apply, Strata Council has the authority to enforce parking rules, including towing and issuing fines to the offending resident, under this section.

## II. Amenity Lounge

### I. Purpose and Use

1. The Amenity Room is intended for the recreational and social use of residents and their guests.
2. Activities permitted in the Amenity Room include gatherings, meetings, and strata community events.

### II. Booking and Reservations

3. Owners must book the Amenity Lounge in advance through the owner's online portal of the property management company.
4. Reservations will be accepted on a first-come, first-served basis, with priority given to Strata organized community events.
5. A booking form must be completed, detailing the date, time, and nature of the event.
6. Amenity Lounge is available for each 6 hours booking time slots: 9:30 am to 3:30 pm (day booking) and 4:00 pm to 10:00 pm (night booking). Booking for the entire day (9:30 am to 10:00 pm), owners must make booking for both reservation slots (day and night booking). Booking time includes cleaning up. Owners/users must complete cleaning within the booking time slot.
7. Rental of the Amenity Lounge requires payment of a user fee of \$100 per booking slot plus a refundable damage deposit of \$300 payable to the strata corporation EPS 10209. The payment of the user fee and refundable damage deposit must be paid to the concierge (cheque only) or paid to the owner portal account prior to the booking. The \$300 damage deposit will only be refunded after inspection of the Lounge room. Owners exceeded the booking duration will be responsible for late checkout fee will be subject to \$30 per hour and \$50 fines.
8. No exclusive access to Amenity Lounge use outside booking time slot unless authorized by the Strata Council.
9. Amenity Lounge booking must be booked through the Strata Owner's Portal at least five (5) business days but no more than sixty (60) days prior to reservation date.
10. Use of the Amenity Lounge is reserved for owners and residents of Telford on the Walk and cannot be booked on behalf of non-owners or non-residents.
11. No one under the age of 19 is allowed in the Amenity Room without adult supervision.
12. Use of the Amenity Lounge for commercial or photography purposes is prohibited, with the exception of Strata Corporation related business.

13. All persons using the Amenity Lounge and other common areas do so at their own risk. Neither the Strata Corporation, the strata council, the managing agent, or the strata manager are liable for any damage, loss, expense, or costs associated with, arising from, or in connection with the use of the Lounge Room.
14. Any person who makes, or permit others to make, excessive noise during the use of the room will be asked to leave the room and/or surrender the premise. No musical instrument or speaker shall be used in the amenity lounge.
15. No consumption of alcohol is allowed anywhere on common property of the Strata Corporation without Strata Council's approval. Owners and Residents must present "Serving it Right" certificate and "Special Event" insurance policy to the Strata Council for approval on alcohol consumption in the Amenity lounge.
16. Foods and beverages are allowed but all garbage bags must be removed and taken away from the Amenity Lounge at the end of the booking event. Unit resident will be responsible for the cleaning fee chargeback and subject to \$50 fine if the Amenity Room is left uncleaned.
17. Amenity Room inspection will be conducted at the discretion of concierge and/or Strata Council committee members.

### **III. Capacity and Usage Guidelines**

18. The maximum capacity of the Amenity Room is 40 individuals.
19. Booking residents are responsible for ensuring that all attendees adhere to the Strata Rules during their event.
20. The booking resident must ensure that any children using the Amenity Lounge are supervised by an adult at all times.
21. The booking resident assumes all liability over any loss, damage, or expense that arises from a lack of supervision over any children that use the Amenity Room.
22. The booking resident agrees to indemnify The Owners, Strata Plan EPS10209 against any claims, demands, lawsuits for loss, damage, or expense that arises because of a lack of supervision over any children that use the Amenity Room.

### **IV. Cleanliness and Maintenance**

23. The Amenity Lounge is equipped with seating, tables, and kitchen facilities, including a refrigerator and microwave.
24. Booking residents must leave the Amenity Lounge in a clean and tidy condition following their use. Booking residents are responsible for cleaning up after their event, which includes but is not limited to the following requirements:
  - i. Returning furniture to its original arrangement;
  - ii. All garbage and recycling are removed and disposed of;
  - iii. Kitchen stove and sink must be cleaned;

iv. Patio door must be locked at the end of the event.

25. Cooking, hot pot, bbq is not permitted in the Amenity Lounge.
26. Smoking is NOT permitted in the Amenity Lounge or on outdoor patio or on any other common area of the building. Owners/Residents are responsible for advising guests that smoking is not permitted indoors or outdoors at Telford On The Walk.
27. Any damage to the Amenity Lounge or malfunctioning equipment must be reported to the concierge and/or Strata Council immediately. Booking residents may be held responsible for repair costs if damage is deemed intentional or unintentional.
28. Booking residents and any guest(s) who causes any damage to the Amenity Lounge are jointly and severally responsible for the costs of repairing or replacing that damage.

## **V. Conduct and Etiquette**

29. All residents and their guests must conduct themselves in a respectful, considerate, and safe manner while using the Amenity Lounge.
30. Noise levels must be kept to a minimum to avoid disturbing other residents, particularly during quiet hours.
31. Smoking, illegal activities, and the use of drugs are strictly prohibited within the Amenity Lounge and its surrounding areas.

## **VI. Access and Security**

32. Access to the Amenity Lounge is restricted to residents and their guests. Unauthorized access is prohibited.
33. Booking residents must ensure that doors are secured after use and report any security and/or safety concerns to the concierge and/or Strata Council.
34. Booking Residents must ensure all exterior doors to patio are locked and secured at the end of the booking. Amenity Lounge users will be responsible for any loss and damage due to unsecured exterior door at the end of the amenity lounge booking.

## **VII. Enforcement and Fines**

35. Further to any other bylaw, or rule that may apply, Strata Council has the authority to enforce fines for any violations of the security and access rules under this section.
36. The owner and/or resident is fully responsible for the behavior and the action of the attendees or invitees. If there is any damage to any part of the Amenity Room and/or common facilities caused by attendees and invitees, the owner/resident who booked the Amenity Room and/or the facility shall be responsible for the repair or reimburse the Strata Corporation for those repairs within 30 days.

37. The Strata Corporation reserves the right to chargeback the owner and/or tenant for damage caused to the Amenity Room, whether the damage is to any individual room inside the Amenity Room, furniture, appliances, doors, and/or walls, or any other Amenity Room property.
38. Owner and/or resident will be denied accessing and using the Amenity Room if there are bylaw fines and/or charges for the cleanup and/or the damages are owing and outstanding for more than thirty (30) days.

### III. Entertainment - Media Room and Karaoke Room

#### I. Purpose and Use

1. The Media Room and Karoke Room are intended for the recreational and social use of residents and their guests.
2. Activities permitted in the Media Room and Karaoke Room for gatherings and strata community events.

#### II. Booking and Reservations

3. Owners must book the Media Room and Karaoke Room in advance through the owner's online portal of the property management company.
4. Reservations will be accepted on a first-come, first-served basis, with priority given to Strata organized community events.
5. A booking form must be completed, detailing the date, time, and nature of the event.
6. Media Room is available for each 6 hours booking time slots: 9:30 am to 3:30 pm (day booking) and 4:00 pm to 10:00 pm (night booking). Booking for the entire day (9:30 am to 10:00 pm), owners must make booking for both reservation slots (day and night booking). Booking time includes cleaning up. Owners/users must complete cleaning within the booking time slot.
7. Karaoke Room is available for each 6 hours booking time slots: 9:30 am to 3:30 pm (day booking) and 4:00 pm to 10:00 pm (night booking). Booking for the entire day (9:30 am to 10:00 pm), owners must make booking for both reservation slots (day and night booking). Booking time includes cleaning up. Owners/users must complete cleaning within the booking time slot.
8. Rental of the Media Room requires payment of a user fee of \$50 per booking slot plus a refundable damage deposit of \$300 payable to the strata corporation EPS 10209. The payment of the user fee and refundable damage deposit must be paid to the concierge (cheque only) or paid to the owner portal account prior to the booking. The \$300 damage deposit will only be refunded after inspection of the Lounge room. Owners exceeded the booking duration will be responsible for late checkout fee will be subject to \$30 per hour and \$50 fines.

9. Rental of the Karaoke Room requires payment of a user fee of \$50 per booking slot plus a refundable damage deposit of \$300 payable to the strata corporation EPS 10209. The payment of the user fee and refundable damage deposit must be paid to the concierge (cheque only) or paid to the owner portal account prior to the booking. The \$300 damage deposit will only be refunded after inspection of the Lounge room. Owners exceeded the booking duration will be responsible for late checkout fee will be subject to \$30 per hour and \$50 fines.
10. No exclusive access to the Entertainment Rooms outside booking time slot unless authorized by the Strata Council.
11. Karaoke Room and Media Room must be booked through the Strata Owner's Portal at least five (5) business days but no more than sixty (60) days prior to reservation date.
12. Use of the Karaoke Room and Media Room is reserved for owners and residents of Telford on the Walk and cannot be booked on behalf of non-owners or non-residents.
13. No one under the age of 19 is allowed in the Amenity Room without adult supervision.
14. Use of the Karaoke Room and Media Room for commercial or photography purposes is prohibited, with the exception of Strata Corporation related business.
15. All persons using the Karaoke Room and Media Room and other common areas do so at their own risk. Neither the Strata Corporation, the strata council, the managing agent, or the strata manager are liable for any damage, loss, expense, or costs associated with, arising from, or in connection with the use of the Lounge Room.
16. Any person who makes, or permit others to make, excessive noise during the use of the room will be asked to leave the room and/or surrender the premise. No outside musical instrument or speaker shall be used in the Karaoke Room and Media Room.
17. No consumption of alcohol is allowed anywhere on common property of the Strata Corporation without Strata Council's approval. Owners and Residents must present "Serving it Right" certificate and "Special Event" insurance policy to the Strata Council for approval on alcohol consumption in the Amenity lounge.
18. Foods and beverages are allowed but all garbage bags must be removed and taken away from the Karaoke Room and Media Room at the end of the booking event. Unit resident will be responsible for the cleaning fee chargeback and subject to \$50 fine if the Amenity Room is left uncleaned.
19. Karaoke Room and Media Room inspection will be conducted at the discretion of concierge and/or Strata Council committee members.

### **III. Capacity and Usage Guidelines**

20. The maximum capacity of the Karaoke Room and Media Room is 8 individuals.



21. Booking residents are responsible for ensuring that all attendees adhere to the Strata Rules during their event.
22. The booking resident must ensure that any children using the Karaoke Room and Media Room are supervised by an adult at all times.
23. The booking resident assumes all liability over any loss, damage, or expense that arises from a lack of supervision over any children that use the Karaoke Room and Media Room.
24. The booking resident agrees to indemnify The Owners, Strata Plan EPS10209 against any claims, demands, lawsuits for loss, damage, or expense that arises because of a lack of supervision over any children that use the Karaoke Room and Media Room.

#### **IV. Cleanliness and Maintenance**

25. Booking residents must leave the Karaoke Room and Media Room in a clean and tidy condition following their use. Booking residents are responsible for cleaning up after their event.
26. Cooking, hot pot, bbq is not permitted in the Karaoke Room and Media Room.
27. Smoking is NOT permitted in the Karaoke Room and Media Room or on outdoor patio or on any other common area of the building. Owners/Residents are responsible for advising guests that smoking is not permitted indoors or outdoors at Telford On The Walk.
28. Any damage to the Karaoke Room and Media Room or malfunctioning equipment must be reported to the concierge and/or Strata Council immediately. Booking residents may be held responsible for repair costs if damage is deemed intentional or unintentional.
29. Booking residents and any guest(s) who causes any damage to the Karaoke Room and Media Room are jointly and severally responsible for the costs of repairing or replacing that damage.

#### **V. Conduct and Etiquette**

30. All residents and their guests must conduct themselves in a respectful, considerate, and safe manner while using the Karaoke Room and Media Room.
31. Noise levels must be kept to a minimum to avoid disturbing other residents, particularly during quiet hours.
32. Smoking, illegal activities, and the use of drugs are strictly prohibited within the Karaoke Room and Media Room and its surrounding areas.

#### **VI. Access and Security**

33. Access to the Karaoke Room and Media Room is restricted to residents and their guests. Unauthorized access is prohibited.

34. Booking residents must ensure that doors are secured after use and report any security and/or safety concerns to the concierge and/or Strata Council.
35. Booking Residents must ensure all exterior doors to patio are locked and secured at the end of the booking. Karaoke Room and Media Room users will be responsible for any loss and damage due to unsecured exterior door at the end of the amenity lounge booking.

## **VII. Enforcement and Fines**

36. Further to any other bylaw, or rule that may apply, Strata Council has the authority to enforce fines for any violations of the security and access rules under this section.
37. The owner and/or resident is fully responsible for the behavior and the action of the attendees or invitees. If there is any damage to any part of the Karaoke Room and Media Room and/or common facilities caused by attendees and invitees, the owner/resident who booked the Karaoke Room and Media Room and/or the facility shall be responsible for the repair or reimburse the Strata Corporation for those repairs within 30 days.
38. The Strata Corporation reserves the right to chargeback the owner and/or tenant for damage caused to the Karaoke Room and Media Room, whether the damage is to any individual room inside the Karaoke Room and Media Room, furniture, appliances, doors, and/or walls, or any other Amenity Room property.
39. Owner and/or resident will be denied accessing and using the Karaoke Room and Media Room if there are bylaw fines and/or charges for the cleanup and/or the damages are owing and outstanding for more than thirty (30) days.

## **IV. Study Room**

### **I. Purpose and Use**

1. The Study Room is intended for the shared workspace allowing the residents and their guests to drop in between 8:30 am to 6:00 pm during concierge hours.
2. Activities permitted in the Study Room include studying, reading, and writing.

### **II. Conduct and Etiquette**

1. All residents and their guests must conduct themselves in a respectful, considerate, and safe manner while using the Study Room.
3. Noise levels must be kept to a minimum to avoid disturbing other residents, particularly during quiet hours.
4. Smoking, illegal activities, and the use of drugs are strictly prohibited within the Study Room and its surrounding areas.
5. No food is allowed and only clear water bottle is allowed in the Study Room.

## V. Outdoor BBQ Patio Area

### I. Purpose and Use

1. The outdoor BBQ Patio are intended for the recreational and social use of residents and their guests.
2. Activities permitted on the outdoor BBQ Patio for gatherings and strata community events.

### II. Booking and Reservations

3. Owners must book the outdoor BBQ Patio in advance through the owner's online portal of the property management company.
4. Reservations will be accepted on a first-come, first-served basis, with priority given to Strata organized community events.
5. A booking form must be completed, detailing the date, time, and nature of the event.
6. Outdoor BBQ Patio is available for each 6 hours booking time slots: 9:30 am to 3:30 pm (day booking) and 4:00 pm to 10:00 pm (night booking). Booking for the entire day (9:30 am to 10:00 pm), owners must make booking for both reservation slots (day and night booking). Booking time includes cleaning up. Owners/users must complete cleaning within the booking time slot.
7. No exclusive access to the Entertainment Rooms outside booking time slot unless authorized by the Strata Council.
39. Rental of the Outdoor BBQ patio requires payment of a user fee of \$100 per booking slot and a cleaning fee of \$75 plus a refundable damage deposit of \$300 payable to the strata corporation EPS 10209. The payment of the user fee and refundable damage deposit must be paid to the concierge (cheque only) or paid to the owner portal account prior to the booking. The \$300 damage deposit will only be refunded after inspection of the Lounge room. Owners exceeded the booking duration will be responsible for late checkout fee will be subject to \$30 per hour and \$50 fines.
8. Outdoor BBQ patio must be booked through the Strata Owner's Portal at least five (5) business days but no more than sixty (60) days prior to reservation date.
9. Use of the Outdoor BBQ patio is reserved for owners and residents of Telford on the Walk and cannot be booked on behalf of non-owners or non-residents.
10. No one under the age of 19 is allowed in the Outdoor BBQ patio without adult supervision.
11. Use of the Outdoor BBQ patio for commercial or photography purposes is prohibited, with the exception of Strata Corporation related business.

12. All persons using the Outdoor BBQ patio and other common areas do so at their own risk. Neither the Strata Corporation, the strata council, the managing agent, or the strata manager are liable for any damage, loss, expense, or costs associated with, arising from, or in connection with the use of the Lounge Room.
13. Any person who makes, or permit others to make, excessive noise during the use of the room will be asked to leave the room and/or surrender the premise. No musical instrument or speaker shall be used in the Outdoor BBQ patio.
14. No consumption of alcohol is allowed anywhere on common property of the Strata Corporation without Strata Council's approval. Owners and Residents must present "Serving it Right" certificate and "Special Event" insurance policy to the Strata Council for approval on alcohol consumption in the Amenity lounge.
15. Foods and beverages are allowed but all garbage bags must be removed and taken away from the Outdoor BBQ patio at the end of the booking event. The Strata Corporation reserves to chargeback additional cleaning costs that exceeds the \$75 cleaning fee.
16. Outdoor BBQ patio inspection will be conducted at the discretion of concierge and/or Strata Council committee members.

### **III. Capacity and Usage Guidelines**

17. The maximum capacity of the Outdoor BBQ patio is 40 individuals.
18. Booking residents are responsible for ensuring that all attendees adhere to the Strata Rules during their event.
19. The booking resident must ensure that any children using the Outdoor BBQ patio are supervised by an adult at all times.
20. The booking resident assumes all liability over any loss, damage, or expense that arises from a lack of supervision over any children that use the Outdoor BBQ patio.
21. The booking resident agrees to indemnify The Owners, Strata Plan EPS10209 against any claims, demands, lawsuits for loss, damage, or expense that arises because of a lack of supervision over any children that use the Outdoor BBQ patio.

### **IV. Cleanliness and Maintenance**

22. Smoking is NOT permitted in the Outdoor BBQ patio or on any other common area of the building. Owners/Residents are responsible for advising guests that smoking is not permitted indoors or outdoors at Telford On The Walk.
23. Any damage to the Outdoor BBQ patio or malfunctioning equipment must be reported to the concierge and/or Strata Council immediately. Booking residents may be held responsible for repair costs if damage is deemed intentional or unintentional.

24. Booking residents and any guest(s) who causes any damage to the Outdoor BBQ patio are jointly and severally responsible for the costs of repairing or replacing that damage.

## **V. Conduct and Etiquette**

25. All residents and their guests must conduct themselves in a respectful, considerate, and safe manner while using the Outdoor BBQ patio.
26. Noise levels must be kept to a minimum to avoid disturbing other residents, particularly during quiet hours.
27. Smoking, illegal activities, and the use of drugs are strictly prohibited within the Outdoor BBQ patio and its surrounding areas.

## **VI. Enforcement and Fines**

28. Further to any other bylaw, or rule that may apply, Strata Council has the authority to enforce fines for any violations of the security and access rules under this section.
29. The owner and/or resident is fully responsible for the behavior and the action of the attendees or invitees. If there is any damage to any part of the Outdoor BBQ patio and/or common facilities caused by attendees and invitees, the owner/resident who booked the Outdoor BBQ patio and/or the facility shall be responsible for the repair or reimburse the Strata Corporation for those repairs within 30 days.
30. The Strata Corporation reserves the right to chargeback the owner and/or tenant for damage caused to the Outdoor BBQ patio.
31. Owner and/or resident will be denied accessing and using the Outdoor BBQ patio if there are bylaw fines and/or charges for the cleanup and/or the damages are owing and outstanding for more than thirty (30) days.

## **VI. Security and Access**

### **I. Purpose**

1. The purpose of these rules is to ensure the safety and security of residents and their property within the building.

### **II. Access Control**

2. Access to the building is controlled through an enterphone station and keyfob entry system.
3. Each resident will be provided with a keyfob to gain access to the main entrance and other secure areas of the building.

### **III. Main Entrance Protocol**

4. Residents and their guests must ensure that the main entrance door is securely closed behind them, after entering the building.

5. Residents are prohibited from allowing individuals without a keyfob to enter the building behind them. This practice is essential for maintaining security within the premises.

#### **IV. Guest Access**

6. Residents may grant access to guests by using the enterphone system or by personally escorting them into the building.
7. Guests must be accompanied by a resident at all times while in the building.

#### **V. Security Measures**

8. Residents are encouraged to report any suspicious activity or security concerns to the Strata Council or the concierge immediately.
9. The Strata Council has a right to install security cameras which capture footage over the common areas of the building, to ensure resident safety and investigate alleged bylaw or rule breaches.
10. Residents must take personal responsibility for the security of their own units and personal property by ensuring doors and windows are locked when not in use.
11. Residents must ensure that any of their visitors, service personnel, parcel delivery personnel or third party contractors are escorted within the building to prevent unauthorized access to common areas or other units.
12. Portable lockbox, such as wall mounted or hanging with hook, is not permitted to be used and/or attached on common property. Strata Corporation reserves the right to remove and dispose the portable lockbox without notification.

#### **VI. Emergency Access**

13. In case of emergencies, residents should familiarize themselves with emergency exit routes and protocols posted throughout the building.
14. Residents must ensure that all emergency exits remain clear and accessible at all times.

#### **VII. Enforcement and Fine**

15. Further to any other bylaw, or rule that may apply, Strata Council has the authority to enforce fines for any violations of the security and access rules under this section.
16. The Strata Council reserves and may exercise its right to fine an owner or tenant \$50 for each contravention of Security and Access rule 4, and a continuing fine of \$50 every 7 days because of non-compliance in accordance with the Regulation and Bylaws.

## VII. Fitness Centre

### **I. General Fitness Centre Rules**

1. The fitness centre is available for use by owners and residents on a first-come, first-serve basis.
2. Fitness centre hours are 6:00 a.m. to 10:00 p.m.
3. Dropping weight, or any carrying on any activity that involves forceful impact against walls or floors is strictly prohibited.
4. No pet, food, alcohol and/or glassware are permitted in the fitness centre.
5. Do not use the fitness centre while under the influence of drugs or alcohol.
6. Be courteous when using equipment. Consider sharing or working out alternative sets if another person is waiting.
7. No commercial activities, including training, shall take place inside the fitness centre, which includes but is not limited to providing personal training for monetary benefit.
8. Please do not remove fitness equipment from its original position or away from the fitness centre.
9. Please do not remove the cleaning supplies from the fitness centre and return them to its original location.
10. Please wipe down the equipment after each usage.
11. Please do not leave personal items on machines or in the fitness centre.
12. No audio speaker is allowed, where gym users must use personal ear plug or headset when listening to music.
13. Residents must accompany non-residential guest(s) at all times while inside the fitness centre.
14. Appropriate attire is required. A shirt must be worn inside the gym. Bare feet is not allowed.
15. NO minors under the age of 16 are allowed in the fitness centre without parental supervision.

### **II. Warning, Disclaimer and No Liability**

16. Exercise caution when engaging in physical activities in the Fitness Centre.
17. Use gym equipment at your own risk. Please consult with your physician or other qualified professional regarding the use of gym equipment or engaging in physical activity.
18. Keep a proper lookout for any spills, misplaced equipment, and/or tripping hazards.

19. Use the Fitness Centre at your own risk. The Strata Corporation is not responsible for any loss, damage, expense or injury due to, caused by, or arising from any person's use of the fitness centre, whether through misuse of gym equipment or otherwise.

## VIII. Etiquette Rules When Engaging Concierge

### I. Purpose

1. The purpose of these rules is to establish respectful and efficient interactions between residents and the concierge staff at Telford on the Walk, ensuring a safe and pleasant working environment for concierge staff.

### II. Scope of Concierge Responsibilities

2. The Concierge's availability can be found at a sign posted at a prominent location at the concierge desk.
3. The scope of the front desk concierge's duties is outlined in the document titled "EPS10209.
4. Roles and Responsibilities for Strata Council, Property Management Company, and Front Desk Concierge." In the event of any dispute regarding the responsibilities of the concierge, the provisions in the aforementioned document shall prevail.

### III. General Conduct

5. Residents are expected to engage with the concierge in a polite and respectful manner, which includes:
  - (a) Avoiding aggressive or confrontational behavior.
  - (b) Being respectful of concierge's advisement of any service or responsibility that falls outside of their scope of work.

### IV. Requests and Communication

6. When making requests or inquiries, residents should:
  - (a) Clearly state their needs and provide any necessary details to facilitate assistance.
  - (b) Allow the concierge adequate time to respond to requests, especially during busy periods.
  - (c) Refrain from making unreasonable demands or expecting unreasonable immediate service.

### V. Wait Times and Patience

7. Residents should be understanding of potential wait times, particularly during peak hours or when multiple residents require assistance.



8. If the concierge is engaged with another resident or task, residents should wait patiently for their turn.

## **VI. Respecting Boundaries**

9. Residents must respect the personal and professional boundaries of the concierge staff, including:
  - (a) Avoiding personal conversations that may be intrusive or inappropriate.
  - (b) Refraining from asking the concierge to perform personal tasks unrelated to their duties.

## **VII. Feedback and Complaints**

10. Any constructive feedback or complaints should be directed to the strata council and/or property management company for investigation, handling, and responsible, and not directly with concierge staff.

## **IX. Strata Council Sub-Committees**

### **I. Purpose**

1. The purpose of this rule is to outline the formation, responsibilities, and operational guidelines for sub-committees established by the Strata Council of Telford on the Walk.

### **II. Delegation of Powers**

2. Pursuant to the Bylaws, the Strata Council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council. The Council retains the right to revoke any such delegation at its discretion.

### **III. Current Sub-Committees**

3. The following sub-committees have been established to assist the Strata Council in fulfilling its duties:

#### **(a) Deficiency Committee**

Focuses on overseeing building maintenance, including common area repairs and warranty work.

#### **(b) Administration Committee**

Supports the lead council member with administrative tasks, organizing meetings, maintaining records, researching relevant policies, and managing daily administrative functions.

**(c) Finance Committee**

Collaborates with council members on financial planning and decision-making, reviews contracts and financial statements, assists in budgeting, and provides financial oversight and recommendations.

**(d) Communications Committee**

Manages informal communication between the Council and residents, oversees WeChat and Facebook group management, project updates, and assists in crafting and distributing key messages.

**(e) Bylaw Committee**

Reviews and updates bylaws to ensure legal compliance and relevance to the building, handles resident complaints related to bylaw interpretation, and assists in applying and enforcing bylaws.

**IV. Membership and Appointment**

4. Membership in sub-committees is open to all owners residing at Telford on the Walk.
5. Appointments to the strata sub-committees will be made by Strata Council.
6. Sub-committees may include both council members and non-council residents, as deemed appropriate by the Strata Council.

**X. Enforcement, Interpretation and Effective Date**

1. Strata Council reserves all rights to amend any of the Strata Rules as necessary, with notification provided to all residents.
2. Strata Council has the authority and reserves all rights to enforce the Strata Rules, which may include the imposition of fines, as set out under relevant authorities including the SPA, Regulation, Bylaws, and Strata Rules. Any specific provisions in the Strata Rules should not be read to restrict or limit Strata Council's authority under this provision.
3. The Strata Council specifically reserves and may exercise its right to fine an owner or tenant \$50 for each contravention of any of the Strata Rules, and a continuing fine of \$50 every 7 days because of non-compliance in accordance with the Regulation and Bylaws.
4. The Strata Rules are effective immediately upon adoption by the Strata Council and will be appropriately to ensure their compliance.
5. If it is determined that an individual, several, or multiple Strata Rules are not legally enforceable, then the remaining provisions of the Strata Rules shall remain in full force and effect.

6. Strata Council has the right to issue the Strata Rules in written Chinese to aid and assist native Chinese strata residents to be informed of and adhere to the Strata Rules. If any differences, conflicts or inconsistencies exist between the Chinese language Strata Rules and the English Strata Rules, the English Strata Rules shall prevail.