

BCS-460 – CLASSICO RULES

Updated October 2011

Rule No. 1: RENTAL POLICY FOR PARTY ROOM

Anyone wishing to rent the Party Room for exclusive use must adhere to the following:

1. Application:

- Only an owner of BCS-460 may make an application for exclusive use of the Party Room. If the owner has rented out his or her suite, only the registered tenant (hereinafter also referred to as “owner”) of that suite may make an application.
- An owner wishing exclusive use of the Party Room must book the room with the Building Staff.
- A \$75 fee is payable to rent the Party Room for exclusive use. This fee is non-refundable and is payable by cheque to “BCS-460”, at the time of booking.
- An owner who rents the Party Room for exclusive use must also make a \$100 refundable damage deposit by cheque to ‘BCS-460’, at the time of booking.
- An owner must sign the application form to rent the Party Room, which includes a waiver of liability and an agreement to use the room in accordance with this Rule No.1.

2. Attendance at Function

- The owner must be in attendance at the function.
- The maximum number of people in the Party Room is 60.

3. Owner’s Responsibility

- The owner is personally responsible for the conduct of all guests attending their function; the owner must ensure that all Bylaws and Rules of the Strata Corporation are fully complied with.
- This responsibility is acknowledged and accepted by signature to the contents of this application.
- Adult supervision is required in the Party Room.
- The pool table should not be moved.
- The ping-pong table may be moved, but not collapsed/folded.

4. Party Room Use Rules:

- Alcohol: If alcohol will be present in the Party Room during the function, a Party Alcohol Liability insurance policy must be purchased and be in effect during the function. (This insurance policy can be purchased from an insurance agency). Alcohol can only be consumed within the Party Room and may not be taken outside of the Party Room.

- Entrance: An owner is responsible for the entrance of all guests into the Classico. It is not the responsibility of the Building Staff to escort an owner's guests into the Party Room.
- Property Access: Inside Classico, guests are limited to the Party Room. In order to respect the privacy of Classico residents, guests are not permitted to wander the premises.
- Washrooms: A washroom is available in the hallway adjacent to the Party Room.
- Decorations, streamers, banners: Nothing shall be attached to the walls or ceiling of the Party Room.
- Cooking: Cooking of meats, vegetables etc. are not permitted in the Party Room. However, cold food may be prepared and served.
- Smoking: Smoking is not permitted in the Party Room or on the Party Room balcony due to the City of Vancouver Health Bylaw No. 9535 which prohibits smoking within six (6) meters of a door, window or air intake system.
- Music: Music, provided by reasonable home stereo equipment and other entertainment is permitted and shall be kept to a reasonable sound level in order that the nearby residents are not disturbed.
- Noise: The owner is responsible for keeping the noise in the Party Room at a level that will not result in a disturbance to nearby residents.
- Adult Supervision: An owner is responsible for ensuring that an adult over the age of 19, be in the Party Room at all times.
- Pets: No pets are permitted in the Party Room.

5. Times:

- The Party Room may be rented for period of up to five (5) hours.
- A function may not begin in the Party Room before 7:00 a.m.
- All guests must vacate the Party Room no later than 11:00 p.m.

6. Clean-up:

- The owner applicant is responsible for all clean up and for restoring the Party Room and adjacent washroom to their pre-function state to the satisfaction of the Building Staff, acting reasonable. This shall be completed by within (30) minutes of the end of the function.
- Any damage or cleaning required as a result of a function in the Party Room and the use of washroom will be charged back to the owner.

7. Questions:

- Any questions concerning the rental policy or the use of the Party Room should be directed to the Building Staff.

Rule No. 2: FITNESS CENTRE

1. All users of the Fitness Centre are requested to adhere to the Fitness Centre etiquette:

When you come to the Fitness Centre, please....

- Wear proper athletic and lower body clothing and shoes. Bare feet and socks only are not permitted.
- Make sure that drink containers have a closeable top. Do not leave containers on the floor.
- Personal stereos and radios without earphones are not permitted in the fitness center.
- Do not use chalk or powder in the facility
- Bring a workout towel and wipe off equipment when you are finished.

When you are in the Fitness Centre, please....

- Do not use equipment unless you are knowledgeable in its proper use.
- Do not monopolize a piece of equipment.
- Ask if you may 'work-in' and always let others 'work-in'.
- When 'working-in' with someone, return the seat and weight to the previous owner's set-up.
- Do not pound the weight stack at each repetition.
- Do not remove the weights, benches or other equipment from their proper location.
- Re-rack the weights and return all other accessories to their proper location.
- Avoid making loud sounds (banging weights, yelling, dropping dumbbells etc.)
- Do not lean on the mirrors or lean anything against them. They are very fragile.

When you are leaving the Fitness Centre please....

- Clean up after yourself.
 - If you are the last to leave, please turn off the television set and fans.
 - Close the door.
2. No children under 13 are permitted without an adult present at all times in the Fitness Centre.
 3. Fitness Centre hours: 6:00 a.m. to 11:00 p.m.; it is closed for maintenance weekdays 12:00 noon to 12:30pm; weekends 10:00am to 10:30am.

SWIMMING POOL, HOT TUB AND SAUNA

1. A cleansing shower using warm water and soap is mandatory before entering the swimming pool, hot tub or sauna.
2. All persons with open sores, bandages, head colds, discharging ears or noses, or infected eyes are forbidden to enter the Swimming Pool area.

3. Running, fighting or any form of conduct likely to cause an accident in the Swimming Pool area is forbidden.
4. No children under 13 are permitted without an adult present at all times in the Swimming Pool area.
5. No animals are allowed.
6. No drinks or food are permitted at any time.
7. Persons with long hair must wear bathing caps.
8. No diving.
9. After using the Swimming Pool or Hot Tub, footwear and towels must be used when returning to the building.
10. Strata Corporation reserves the right to deny use of the facility to anyone at any time.
11. Warning – No Lifeguard on Duty.
12. Swimming Pool area hours: 6:00 a.m. to 11:00 p.m. It is closed for maintenance weekdays 12:30pm to 1:30pm; weekends 10:30am to 11:30am.
13. There is no glass items permitted in the pool area at any time.
14. There is no soap items permitted in the pool area at any time.

Rule No. 3: SMOKING

No smoking is permitted in any enclosed common area and within six (6) meters of external common area door, window or air intake system. Smoking is not permitted in the small balcony in the Party Room. (See rule no. 1 subsection 4.)

Rule No. 4: VISITOR PARKING

1. All visitors wishing to park their vehicle in the visitor parking may do so FOR UP TO FOUR HOURS and must sign in and report the particulars at the main lobby desk.
2. All visitors wishing to park their vehicles in the visitor parking overnight or for longer than four hours must obtain parking permit from the Building Staff.
3. All vehicles parked in the visitor and commercial parking stalls without a permit will be towed at 6:00 a.m.
4. Permits may only be issued for a maximum of five nights per month, per suite.

Rule No. 5: SKATEBOARDS AND ROLLER BLADES

Roller blades are not to be worn in the building. Residents are requested to put on their roller blades outside the building. Similarly, residents should not ride skateboards inside the building.

Rule No. 6: CARTS AND DOLLIES

Carts and dollies are not to be taken through the lobby. Residents with carts and dollies should use the back lane entrance Level 3 or parkade entrances at levels P1, P2 P3.

Rule No. 7: CHRISTMAS TREES

Live and natural Christmas trees are not permitted in the building. Artificial Christmas trees are permitted.

Rule No. 8: EMERGENCY INFORMATION

Any resident/owner/tenant requesting or requiring an access fob will be required to complete a contact sheet in detail prior to receiving the access fob(s). This information will be used to contact the appropriate person in case of an emergency situation.

Rule No. 9: MOVING PROCEDURES

All moves must take place between 9:00 a.m. and 8:00 p.m.

Rule No. 10: GUEST SUITE RENTAL POLICY

Anyone wishing to rent the Guest Suite for exclusive use must adhere to the following guidelines and building rules as noted:

1. Rate: The rate per day to rent the Guest Suite is \$60.00. Payment for the stay must be made at the start of the stay; without payment entry will be refused. Payment must be in cash or in form of a cheque made payable to "BCS-460".
2. Deposit: A \$100.00 damage deposit made payable to "BCS-460" must be made when making a reservation. THE BOOKING IS NOT CONFIRMED UNTIL THE DEPOSIT IS MADE AND THE RESERVATION FORM IS COMPLETED. During this time another Owner/Resident can book the Guest Suite.
3. Term/Duration: The maximum period the Guest Suite will be rented to an Owner/Resident is 5 days per calendar year. Additional days may be booked up to a maximum of 1 month in advance of the dates required, if available. The

Owner/Resident along with the guest will check out of the room with the Building Staff by 11:00 a.m. on the last day of the booking. To aid check-in there is a one-day period between bookings to allow for cleaning and checking for damages. Check-in on the first day of the booking can be from 7:00 a.m.

4. Maximum Occupancy: 2 adults and 2 children. The children cannot occupy the Guest Suite without an adult (adult is someone 19 years of age or older) present or be left unattended.
5. Room Conditions: The Owner/Resident is required to provide pillows, bed linens and towels for the duration of the guest's stay. The room will only be cleaned prior to occupancy and after the guest leaves. The Owner/Resident and guest will do cursory cleaning of the suite at the end of the stay. Please note there is NO SMOKING and NO ANIMALS allowed. The damage deposit will be refunded after the suite has been vacated and checked for damages and any damages deducted.
6. Cancellation Policy: If an Owner/Resident who has made a reservation wishes to cancel the reservation, the Owner/Resident will inform the Building Staff as soon as possible. There will be a \$60.00 minimum charge if the cancellation is less than 7 days in advance, and this fee will be deducted from the damage deposit.
7. Reservation: All reservations will be done through the Building Staff only. The Owner/Resident will be required to complete a reservation form and agree to the regulations set out in this document.
8. Guest Suite & Common Area Access: A key to the suite and access fob will be provided to the guest for the duration of the stay. The guest will have access to the Owner/Resident floor, guest parking, front door, rear entrance level, fitness suite, swimming pool, library and party room. The guest will be compliant with the Bylaws and Rules of the Classico during their stay and the Owner/Resident is responsible for the guest adhering to these.
9. Key & Access fob: A key and access fob will be returned to the Building Staff at the end of the stay (see no. 3 above). If a key or access fob is lost, damaged or not returned, the Owner/Resident will be charged a \$75.00 fee and this will be deducted from the damage deposit.
10. Television: There is a television set in the guest suite with remote control. The television is programmed to receive a selection of channels and this cannot be altered in any way. The remote control must stay in the guest suite.

Rule No. 11: COMMERCIAL SECTION SIGNAGE

All Commercial units signage must be approved by council prior to installation. The following are not permitted:

- (a) Sandwich Boards
- (b) Neon Signs including Open and Closed Signs
- (c) Flyers/papers taped to the inside of windows

Rule No. 12: PETS IN BUILDING

All pets must be taken out of the building through the third floor back lane entrance or through parkade Level P1. At no time is any pet permitted in the lobby.

Rule No. 13: PARKADE GATE PROCEDURE

All residents must wait for the gate to close when entering or exiting the parkade. Residents are responsible for the action of their guests.

Rule No. 14: ACCESS FOB ENTITLEMENT

All owners are entitled to purchase a limited number of access fobs equal to the number of bedrooms in the unit plus two (a one bedroom unit is entitled to no more than three fobs, a two bedroom unit is entitled to no more than four fobs, a three bedroom unit is entitled to no more than five fobs, etc.) The cost for each fob purchase is \$75.00.

Rule No. 15: INSPECTIONS

A fee of \$75.00 will be charged for building inspections requested by real estate agents or by potential unit buyers if the Building Staff is required to be in attendance. This fee must be paid to "BCS-460" before the inspection.

RULE No.16: RENOVATIONS/ALTERATIONS

This rule applies in addition to provisions of the strata bylaws **2.5 – Obtain approval before altering a Strata Lot or Common Property** and **7.1 – Use of Property**.

This rule applies to the owner of a Classico unit where any significant renovations or alterations are being done; the determination of "significant" will be at the discretion of Classico strata council.

Before any renovations/alterations commence, the owner must submit to building staff a \$500.00 damage deposit payable to "BCS-460". This will be returned after work completion and common areas checked for damages, and any damage repairs deducted.

The owner must provide the building staff with approximate schedule of the entire renovations/alterations project.

The owner must ensure that the hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday, and 11:00 a.m. to 5:00 p.m. on Saturdays.

To perform renovations/alterations on Sundays and on statutory holidays, the owner must apply for permission in writing to the council at least five business days before the Sunday or holiday date.

The owner performing or contracting with others to perform renovations or alterations will be responsible for ensuring that all required permits and licenses are obtained. The owner must ensure that the Classico property management agent has a contact phone number for whoever is supervising the renovations/alterations.

The owner must not permit any construction debris, materials or packaging to be deposited in the strata corporation's disposal containers.

The owner must ensure that the delivery and removal of any construction materials is through the back lane entrance and, if in an elevator, the owner must ensure the elevator is protected with proper wall pads and floor coverings. The owner must not permit any renovations/alterations materials to be transported through the main lobby.

The owner must ensure that any common areas that may be affected by the renovations/alterations are protected from any spillage or dripping, and kept clean daily. This includes corridors, elevators, stairs, lobbies and paths through the entrance areas.

The owner must not open the door of the suite to vent smoke or dust into the corridor. This may activate main building fire alarm system. The strata may fine the owner, as the fire department charges for false alarms.

An owner in contravention of any above rules shall be subject to a fine of \$50.00 for each contravention, as well as responsible for any clean-up or repair costs.