

WEDGEWOOD PARK, STRATA PLAN NW 307

HOUSE RULES, REGULATIONS AND GUIDELINES

UPDATED JANUARY 2008

(From May 25, 1992)

In the past, incidents involving flooding have occurred that require a reminder to all owners that:

1. Many of the tubs in the building have overflow pipes that are not properly connected. Owners are requested to avoid allowing water to run out the overflow unless they are sure that their outlet is properly connected.
2. Many clothes washers have timers rather than float controls to determine when the water shuts off. Turning the main taps on too full can result in the washers filling to overflowing before the timer shuts the water off.
3. Use of excessive amounts of soap (or a high foam producing soap) in dishwashers or clothes washers can cause drainage problems. The excessive suds prevents proper ventilation of the drains and results in suds and water backing up into sinks and tubs in the suites below. Please use soap sparingly.
4. Leakage problems can arise due to splash from showers running down the wall of the shower enclosure and out through the openings behind the ferrules around the taps and tub spigots. If you use your shower, make sure these openings are sealed up.
5. Damage to suites caused by flooding from suites above is a private matter between the two owners in all cases where the flooding is the result of faulty equipment within the suite, overflow of tubs, water running out of tub overflow outlets that are not properly connected, leaky shower enclosures, overflowing toilets and sinks, defective clothes and dishwashers, and leaking heating lines within the suites. The only situations where the Strata Corporation should need to be involved are cases where main building piping (outside the suites) is involved, roof leakage and water entering through the original building walls (not patio enclosures).
6. Claims for recovery of repair costs should be made against one or both owners' insurance policies. There has been a recent tendency for insurance companies to redirect water damage claims to the Corporation insurance. Should such cases arise, claims against the Corporation insurance are acceptable provided that the owners involved pay the deductible amount on the Corporation insurance policy. Before the Corporation will accept such claims against its insurance, owners must have first applied to their own insurer and been referred to the Corporation insurance.

(From February 27, 1989)

Your Council would like you to have a few suggestions on how you can assist in making our home a safe and pleasant place in which to reside. As you are all aware, Wedgewood Park is a small community, with its members, its elected Council and its volunteer workers. Neither the Council members nor the volunteers receive any remuneration for their efforts on your behalf, asking only that you cooperate and, where possible, do your share to assist in maintaining the quality of life, which we enjoy.

Management

The property managers are Leonis Management & Consultants Ltd., 108 - 5455 - 152nd Street, Surrey, BC, V3S 5A5 - phone 604-575-5474 - fax 604-575-5476. While your Council and the volunteers helping out around the building are always willing to help where they can, formal complaints and or complex enquiries should be directed, in writing, to the property managers who are equipped to deal with problems in an impartial manner.

Leonis Management's terms of reference are to manage the property in accordance with the British Columbia *Strata Property Act* and the Wedgewood Park Bylaws, because they set out the rules for owning and living in condominiums in general and in Wedgewood Park in particular. We should all be familiar with them.

Fire

Our Fire Alarm System is a local alarm only and is not connected to the Fire Department. After pulling the lever on the terminal in the hall, **YOU MUST ALSO CALL THE FIRE DEPARTMENT, "911"**. Give them the apartment number and the area affected.

Most house/apartment fires start in the kitchen due to various types of spills or burns etc. Baking soda or salt do an excellent job of smothering fire; baking soda is much easier to clean up. Fire Extinguishers are useful.

Please avoid activities that could result in fires, such as the use of live or cut Christmas Trees and smoking in bed. Parking areas and locker rooms are protected by sprinkler systems which, when set off, activate the alarm system. **HOWEVER, SOMEONE MUST ALSO CALL THE FIRE DEPARTMENT.**

Security

It is very important that everyone be security conscious.

- **DO NOT ADMIT ANYONE YOU DO NOT PERSONALLY KNOW. THAT APPLIES TO PEOPLE CALLING ON THE ENTERPHONE.**

- **WHENEVER POSSIBLE, ESCORT DEPARTING GUESTS TO THE FRONT DOOR TO ENSURE THAT THEY DO NOT INNOCENTLY ADMIT ANY STRANGERS.**
- **AFTER LEAVING OR ENTERING THE GARAGES, STOP AND WAIT UNTIL THE DOOR CLOSES BEFORE PROCEEDING ON YOUR WAY, OR TO PARK YOUR VEHICLE.**
- **KEEP THE DOORS TO COMMON AREAS CLOSED AND LOCKED AT ALL TIMES. THAT INCLUDES THE FRONT DOOR, LOCKER ROOMS, GARBAGE ROOM, RECREATION ROOM (INCLUDING THE SLIDING PATIO DOORS AND THE WINDOWS). EXIT DOORS AT THE NORTH AND SOUTH ENDS OF THE BUILDING, AND GARAGES. CHECK THAT THEY ARE LOCKED; DON'T JUST WALK AWAY. NEVER BLOCK ANY OUTSIDE DOOR OPEN.**
- **GUESTS USING THE RECREATION ROOM SHOULD BE ACCOMPANIED BY THEIR HOST AT ALL TIMES.**

Elevator Controls

The top red button is a stop lock button and is to be used only for EMERGENCY STOP. The black emergency call button is for sounding an alarm if the elevator stops between floors, or the door won't open. **USE SHORT BURSTS OR IT WILL BE MISTAKEN FOR A FIRE ALARM.**

Parking Areas

Always shut car windows and roof openings to avoid water damage should the sprinkler system come on. Parking carefully between the lines will show respect for your neighbours. Parking area fume extractor fans are not to be shut off, for safety reasons. Unnecessary running of engines should be avoided, particularly when the fans are off.

Common Areas

General maintenance of the common areas is taken care of by a contractor. However, that does not mean that we can be as sloppy as we like and leave things to them to clean up. Please avoid tracking in mud, or oil from the garage; and, if you do accidentally make a mess please clean it up. The garage floor is supposed to be swept four times a year by the maintenance contractor, but that does not include cleaning up oil spills. Please take care of that yourselves.

Please help by:

- **PLACING YOUR GARBAGE IN LEAK PROOF PLASTIC BAGS AND TYING THEM SECURELY. NOTE THAT SOME STORAGE BAGS HAVE HOLES IN THE BOTTOM.**

- **OUR WEEKLY OUTPUT FILLS BOTH OF THE BINS IN THE GARBAGE ROOM AND IT WILL HELP IF YOU PLACE OVERSIZED BAGS IN THE SECOND BIN SO AS TO LEAVE ROOM FOR THE SMALLER ITEMS ARRIVING BY CHUTE.**
- **TAKE A MINUTE TO MAKE SURE THE ROOM AND THE BINS ARE LEFT IN A NEAT AND TIDY CONDITION.**

Please put newspapers in the bin provided in the upper level garage. No glossy paper please.

The garbage and newspaper pick up is normally on Wednesday mornings.

Everyone is responsible for turning off common area lights they may have used, such as the garbage room or locker room lights. Take care not to leave someone else in the dark by shouting "Is anyone there?" before shutting off the locker room lights.

Extension cords plugged into light sockets are against fire regulations and could result in the voiding of our insurance.

Pressurized hallways will be more effective in reducing food odors if the kitchen fans are used when cooking aromatic dishes.

Walk lightly in hallways and in your suite. It will be appreciated by your neighbours.

Within Your Suites

Everyone should have a special wire holding the washer drain hose into the standpipe. If accessible, taps should be shut off when not in use. Avoid use of excessive quantities of soap or detergent as this can bubble up in the suites below you. Do NOT leave your home while the washer, dryer or dishwasher are running. In consideration of your neighbours do not run noisy appliances late at night.

Some of the bathtubs in the building have overflow vents that are not properly connected. As a consequence, they can cause flooding in the areas and suites below. Therefore, please avoid allowing your tubs to fill to the overflow level, and ensure that your guests are made aware of the problem as well.

The Strata Property Act states that each owner has a responsibility to:

"...repair and maintain his strata lot, including windows and doors, and areas allocated to his exclusive use, and keep them in a good state of repair, reasonable wear and tear and damage by fire, storm, tempest or act of God excepted."

Because the management company and the Strata Council do not have ready access to these areas, it is the responsibility of each owner to inspect, or have inspected, his or her premises at

reasonable intervals for damage or deterioration, and to have appropriate repairs done promptly if the fault is one for which he or she is responsible, or to bring it to the attention of the manager, in writing, if the problem is one for which the owners are collectively responsible.

Particular problem areas that have already been defined are:

1. Leaking enclosures on glassed-in balconies are causing water to be retained in carpeted areas, which could cause rotting of the floors and supporting structure. Such damage and any inconvenience to owners below is strictly a responsibility of the owner whose balcony was glassed-in. Council cannot be expected to carry out necessary repairs on these areas at the expense of the other owners.
2. Council is prepared to arrange for repair of such things as deteriorating caulking and open seams in the original deck covering on balconies, provided they are made aware of the problems in good time. If such defects are ignored by the owners and more serious consequences result, such as rotting of the building structure or nuisance to owners below, then the owners must expect to be charged for the necessary repairs.

Renting

The Bylaws of Wedgewood Park contain special provisions regarding renting of suites, to permit renting in emergent circumstances, but not for commercial purposes. For information on when and how rentals can be permitted, please contact the property management company or refer to the Bylaws.

Entry to Suites

The Act and our Bylaws permit emergency access to unoccupied suites. For that purpose, there are four official master keys that are held by the Chairman, the Vice-Chairman and one or two other trusted individuals who have a regular need for them. Please do not change the locks on your main door. Should you do so and it is necessary to damage your door to gain emergency access, the responsibility will be yours. Emergencies that would justify such action are fire, flooding and police related activities.

IF YOU DO NOT HAVE A COPY OF THE BYLAWS, ASK YOUR STRATA COUNCIL FOR A COPY AND PLEASE READ THEM.