

**STRATA PLAN LMS4684
THE SYMPHONY (RESIDENTIAL)**

RULES

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**THE SYMPHONY (RESIDENTIAL)
STRATA PLAN LMS4684**

APPROVED RULES

1. MOVING IN AND/OR MOVING OUT

- a) An appointment, in writing, for a move in/out must be made with the management company at least three working days in advance of the planned move. Arrangements will then be made to have the protective padding installed and the “lock off” elevator key will be made available. A deposit (at an amount set by the Residential Section Executive) will be charged and returned upon return of the key.
- b) **NO MOVING IS PERMITTED THROUGH THE LOBBY OR VISITOR PARKING**
- c) **MOVING IS ONLY PERMITTED THROUGH P1.** Moving trucks can be parked on the West side of the ramp to resident parking and must display a residential parking pass.
- d) Moves are restricted between the hours of 8:00 AM and 7:00 PM Monday to Friday **unless otherwise requested and authorized in writing by the Residential Section Executive or Strata Property Manager.**
- e) A non-refundable fee will be levied on the Move-In.
- f) During moving, care must be taken not to leave underground parking door unattended.

2. CONTRACTORS AND TRADES

- a) All contractors and trades who are carrying their tools or materials to a suite must enter the building through the underground parking – P1. Trucks can be parked on the West side of the ramp to residential parking and must display a residential parking pass. (Residents may request these from the Strata Property Manager)

3. MAIN LOBBY AREA

- a) No bicycles and the like (other than wheelchairs, walkers or baby strollers) are to be taken through the lobby.
- b) Cycling, skateboarding, roller skating or rollerblading are not permitted in the lobby or common property - carpeted or tiled or paved (including the parking areas).

- c) **DELIVERIES OF FURNITURE AND LARGE PARCELS ARE NOT PERMITTED THROUGH THE LOBBY OR VISITOR PARKING.** (Refer to Move-in /Move-out Procedures above)

4. BIKES

- a) Residential bikes are to be stored in the designated bicycle storage areas.
- b) Bicycles are not to be moved through elevators, halls, lobby area, the visitor parking garage or any other interior areas except the residential parking garage.
- c) Bicycles are not to be stored on balconies.
- d) Visitors must park their bikes outside the building in the rack provided.

5. MAIL BOXES/PARCEL BOX/MAIL AREA/NOTICES

- a) The Canada Post Parcel Box – When a parcel has been left in the parcel box for a resident, a key will be left in the resident's personal mailbox. This key allows access to the parcel mailbox and must be left in the parcel mailbox.
- b) Resident Bulletin Board – There is a bulletin board in the mail area that is to be used only for resident and the Residential Section Executive and Strata Council notices.
- c) The notice holders in the elevators are for the use of the Residential Section Executive and Strata Council only.

6. RESIDENTIAL VEHICLES

- a) Residents must park only in their assigned stalls.
- b) Oil leaks must be cleaned by the resident. Fines may result should reported leaks not be cleaned.
- c) No items are to be stored in any of the residential parking stalls. Items stored in parking stalls may be removed at the owner's expense.
- d) Only vehicles with current insurance in force are allowed in the parking areas. Unlicensed vehicles must carry storage insurance and must provide a copy of same to the Strata Property Manager.
- e) Vehicles are only to be washed in the car wash area in the visitor parking area.

- f) If a vehicle is parked in contravention of the bylaws and rules, or is an unauthorized vehicle parked in an assigned parking stall, the owner of that stall may call the towing company noted on the signs in the parkade. The towing company may seek authorization before towing.
- g) Well marked disability parking stalls are available for pick-up and drop-off of persons with a disability. These stalls are on P1 and P2.

7. VISITOR PARKING & CAR WASH

- a) Visitor parking stalls are for the use of guests of residents of the residential section. However, at council discretion stalls may be rented to the occupants of either the residential or commercial strata lot on a monthly basis.
- b) Residents are permitted to wash their cars in the car wash area in the Visitor Parking Area.
- c) Visitor vehicles must display a valid visitor parking pass for the duration of the stay. (Residents may request these from the Strata Property Manager)
- d) Visitor vehicles are permitted to park for three (3) consecutive days. Those intending to stay more than three days are asked to notify the Strata Property Manager in writing.

8. DISPOSAL OF GARBAGE

- a) Household garbage must be securely tied and disposed of in the designated bin in the garbage room. Should spills occur, residents are responsible for the clean-up.
- b) Cardboard boxes must be broken down and put in the appropriate bin in the garbage room.
- c) NO OTHER GARBAGE OR UNWANTED BELONGINGS are to be left in the garbage room or anywhere on common property. Arrangements for and cost of removal of garbage other than household garbage are the responsibility of each resident.
- d) Recycling Blue Bins are in the Visitor Parking area. Residents are encouraged to sort recyclables and use the appropriate bins.

9. SECURITY

- a) Residents must report lost or stolen access/elevator fobs to the Strata Property Manager. Lost or stolen fobs will be deleted from the security control system preventing their use.
- b) Additional access/elevator fobs may be purchased at a cost determined by the

Residential Section Executive

- c) Residential parking “clickers” require replacement batteries (at resident expense) from time to time. Should the “clicker” system be inoperable, the access/elevator fob can be used at the fob readers to open the residential parking garage door.
- d) Additional “Clickers” may be purchased at a cost determined by Residential Section Executive.

10. SMOKING

- a) Smoking is not permitted in indoor common areas including but not limited to the elevators, hallways, storage locker areas, lobby, stairwells, parking lots, Garden Room as well as the 2nd floor outdoor garden area.

11. GARDEN ROOM

- a) The second floor garden room is for the use of residents and escorted guests of The Symphony.
- b) Residents must apply to the Strata Property Manager, in writing, for booking for the use of the room. An adult resident must be present at all times during the use of the room.
- c) There will be a deposit (amount determined by the Residential Section Executive) paid at the time of booking. This will be refunded after an inspection of the room. Should damages have occurred or additional clean-up is required, the costs of repairs and/or clean-up will be charged to the resident.
- d) All garbage must be removed, counters and sink must be left clean, floor cleaned and any mess cleaned up.
- e) Users must respect other residents in the building and not cause unnecessary noise.
- f) Private events must not go beyond 11:00 PM unless otherwise requested in writing and approved by the Residential Section Executive.
- g) **NO PETS** are allowed in the Garden Room.
- h) The room is not to be used for commercial purposes except when permission in advance is granted by the Residential Section Executive. Permission is to be requested by writing to the RSE via the management company.

12. SECOND FLOOR GARDEN AREA

- a) The garden area is for the use of residents and escorted guests of The Symphony.
- b) NO PETS are allowed in the garden area.
- c) Residents are asked to lock the Garden Room door when leaving the Garden Area.

13. STORAGE LOCKERS

- a) Each suite has a designated storage locker.
- b) No materials are to be stored on top of the lockers or left on the floor of the locker room.

14. GARDEN ROOM BOOKING

- 1. The Garden Room is available for rental by residents of the Symphony for private functions under the following guidelines. Non-resident owners are not permitted to rent the garden room.
- 2. Application forms are available from the Garden Room coordinator. The form must be completed, signed by the resident and returned to the coordinator along with two cheques in the amounts of \$25.00 and \$200.00, payable to The Symphony, Residential Section, LMS-4684. The room rental fee is \$25.00 and is non-refundable. The damage/noise deposit is \$200.00 and is refundable when the room is returned in a clean and undamaged condition, and provided there has been no noise complaint whereupon the deposit cheque will be withheld pending review by the Residential Section Executive.
- 3. Reservations must be made well in advance and are first come upon return of the booking application form and cheques.
- 4. The Garden Room cannot be reserved between December 24 and January 02 inclusive.
- 5. The maximum capacity of the room is 40 people. Exceeding this limit constitutes a fire regulation infraction and will result in a fine of \$200.00 and loss of amenity room privileges.
- 6. Responsibilities for Garden Room rental:
 - (a) All guests and minors must be directly supervised by the resident at all times.

- (b) Rental is for the Garden Room.
- (c) Sofas, tables and chairs must not be moved out of the amenity room.
- (d) Food warmers are permissible but must be placed on suitable pads to avoid damage to the counters or tables.
- (e) Candles are not allowed.
- (f) Smoking is not allowed on any common property including the amenity room and the patio - terrace.
- (g) Gas or electric grills may be used in the open patio area only. Charcoal grills are not allowed.
- (h) Thumbtacks and tape of any kind cannot be used on the walls, ceiling or support posts.
- (i) If alcohol is being served you are responsible for your guests' actions and for their safety.
- (j) Visitor parking stalls on ground level are available for the use of your guests. A maximum of 5 stalls may be used. Additional vehicles to be parked on the street. Visitor parking passes may be picked up from the booking coordinator.
- (k) Noise levels in the amenity room after 11:00 p.m. must be reasonable so as not to inconvenience your fellow residents. Access to the patio is prohibited after 11:00pm. A complaint respecting noise will result in the withholding and possible forfeiture of your deposit cheque.

7. Upon completion of your event:

- (a) Clean any spills and vacuum the whole amenity room.
- (b) Thoroughly clean kitchen counters, sink, floor and tables.
- (c) Empty kitchen garbage can and replace can liner.
- (d) Sweep or vacuum floors in both washrooms. If the floor is dirty, around the toilet, please wash the floor.
- (e) If bathroom vanity sinks are dirty, please wipe them.
- (f) Empty bathroom garbage cans.
- (g) Remove all room decorations, bottles and food.

- (h) Close doors and ensure all windows are closed and locked. Shut off all lights.
- (i) Report any damage to the Garden Room coordinator within 24 hours.
- (j) Return the parking passes to the room booking coordinator within 24 hours.

CLEANING OF THE ROOM MUST BE DONE AT THE CONCLUSION OF THE EVENT.

If the Garden Room is not returned in a clean condition or if there is damage to any common property (inside or outside), the deposit will be forfeited and any additional expenses to repair the damage will be charged back to the owner.

The Residential Section Executive retains the right to refuse use of the amenity room to a resident for the following reasons:

- (a) No application form filed.
- (b) No rental fee or damage deposit received.
- (c) Inappropriate use of the amenity room, as per this policy, has occurred previously.
- (d) Grievances arising from a previous booking have not been resolved.
- (e) Repeated cancellations of bookings.