

BYLAWS FOR STRATA VR 1591, THE LEICESTER

Division 1 — Duties of Owners, Tenants, Occupants and Visitors

Payment of strata fees and special levies (*Section amended by Special Meeting 28 Jan 2019*)

1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate. An owner must pay any special levies approved by Strata Council by the approved date. Where an owner fails to pay strata fees or a special levy in accordance with bylaw, fines and/or interest will be charged as noted in **Division 4 Enforcement of Bylaws and Rules: (23:2)**.

Repair and maintenance of property by owner

2 (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

(2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

Use of property

3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that

(a) causes a nuisance or hazard to another person,

(b) causes unreasonable noise,

(c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,

(d) is illegal, or

(e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

(1:2) Smoking prohibited bylaw: (*Added by Special Meeting 6 Apr 2017*)

(a) No owner, family member, tenant, resident, guest, business invitee, or visitor shall smoke cigarettes, cigars, or any similar product whose use generates smoke anywhere within the boundaries of the complex. This prohibition shall include private units, enclosed common areas including the front lobby, hallways, corridors, stairwells, laundry room, and within 3 meters of the building.

(b) "Smoking" shall include the inhaling, exhaling, burning, or carrying of any lighted cigarette, cigar, or any similar product whose use generates smoke.

(c) "Business invitee" shall include but is not limited to any contractor, agent, household worker, or other person hired by the owner, tenant, or resident to provide a service or product to the owner, tenant, or resident.

(d) Any owner who sells his/her unit shall specifically disclose to all potential buyers and realtors that smoking is prohibited everywhere within the building, including the private units and within 3 meters of the building. Any owner who rents or otherwise allows someone other than the owner to reside within or occupy the unit shall disclose to all prospective residents prior to their residency or occupancy that smoking is prohibited within all said areas.

((e) Altered by Special Meeting 15 Feb 2023)

(e) Fines to be determined as set out in Division 4: Enforcement of Bylaws and Rules.

(2:1) (Added by Special Meeting 31 May 2012)

The primary use of each strata lot is single family residential. An owner, tenant, occupant or visitor wishing to use a strata lot for any business activity must apply in writing to Strata Council for written permission. The written application must include a detailed description of the intended business activity and proof that it will be in conformance with all City of Vancouver by-laws and licensing requirements and permits. Strata Council permission can be denied or revoked if it determines that the business activity:

(a) may create a nuisance by bringing excess foot or vehicular traffic to the building;

(b) may create excess noise;

(c) may create a liability for the strata corporation; or

(d) is not in the best interests of the Strata Corporation generally

(2:2) (Added by Special Meeting 31 May 2012)

Any owner, tenant, occupant or visitor operating a business without the written consent of the Strata Council or after written consent has been revoked is subject to a fine of \$200 per week. After four weeks, the Strata Corporation may, without further notice, apply to the Supreme Court of British Columbia for an injunction to terminate the business. All costs associated with any such action shall be charged to owner of the strata lot.

(2:3) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

(3) An owner, tenant, occupant or visitor must ensure that all animals are contained within the individual strata lot except for the purpose of leaving or re-entering the strata lot, at which time the animal(s) must be leashed or otherwise secured. At no other time may the animal be on the common property. *(Amended by Special Meeting 2 October 2001)*

(4) An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:

- (a) a reasonable number of fish or other small aquarium animals;
- (b) a reasonable number of small caged animals;
- (c) up to 2 caged birds;
- (d) a reasonable number of cats. *(Amended by Special Meeting 2 October 2001)*

(5) An Owner may not lease or rent the strata lot for a period of less than 3 months. *(Added by Special Meeting 2 October 2001)*

(6) *(Added by Special Meeting or AGM 16 December 2010)*

(a) In the event any equipment and/or appliances (hereinafter called an “improvement”) in a strata unit, where any part or whole of the improvement is or becomes unreasonably noisy, causes nuisance or hazard, or causes damage to the common property, or otherwise constitutes a violation of section 3(1) and section 3(2) of the Bylaws, the Strata Corporation shall deliver a notice in writing to the Owner to remove or repair such improvement within 30 days from delivery of the notice.

(b) An Owner who fails to remedy such contravention of the Bylaws by the deadline set forth in a notice under this section or fails to request a reasonable extension to undertake same, (which permission may not be unreasonably withheld), shall authorize the Strata Corporation to enter the strata unit for the limited purpose of repairing or removing the improvement and undertaking such steps as is reasonably required to remedy an ongoing infraction of section 3(1) and 3(2);

(c) If the Strata Corporation takes steps and incurs expenses under this section it shall be entitled to charge such reasonable costs and expenses back to the Owner by way of a special levy on the strata unit; and

(d) This section shall apply notwithstanding if the Owner has obtained the written approval of the Strata Corporation to make structural renovations to a strata unit (as required under section 5(h), in addition to the rights of the Strata Corporation to take all steps permitted under the Act and Bylaws where an Owner has filed to obtain the approval (as required under section 5(h)).

Inform strata corporation

4 (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.

(2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

Obtain approval before altering a strata lot

5 (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

- (a) the structure of a building;
- (b) the exterior of a building;
- (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
- (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
- (e) fences, railings or similar structures that enclose a patio, balcony or yard;
- (f) common property located within the boundaries of a strata lot;
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
- (h) structural renovations to a strata unit (*Added by Special Meeting 23 September 2008*)
- (i) any renovation or alteration to a strata unit; and must comply with Bylaw 5(1)(i), Terms and Conditions of Suite Renovations or Alterations, Strata VR 1591—*text of Bylaw follows* **Division 7** (*Added by Special Meeting as part of AGM 17 February 2022*)

(2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

(3) This section does not apply to a strata lot in a bare land strata plan.

(4) The Strata Corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval for section 5(1)(h) that the strata owner use an engineer appointed by the Strata Corporation to review building changes and repairs to ensure that they comply with best practices, and to protect the interest of the other Strata owners. The Strata owner doing the renovations would be liable for the expense of the engineer that the Strata Corporation would hire. (*Added by Special Meeting 23 September 2008*)

Obtain approval before altering common property

6 (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.

(2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Permit entry to strata lot

7 (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot

(a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and

(b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

(2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

Division 2 — Powers and Duties of Strata Corporation

Repair and maintenance of property by strata corporation

8 The strata corporation must repair and maintain all of the following:

(a) common assets of the strata corporation;

(b) common property that has not been designated as limited common property;

(c) limited common property, but the duty to repair and maintain it is restricted to

(i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and

(ii) the following, no matter how often the repair or maintenance ordinarily occurs:

(A) the structure of a building;

(B) the exterior of a building;

(C) chimneys, stairs, balconies and other things attached to the exterior of a building;

(D) doors, windows and skylights on the exterior of a building or that front on the common property;

(E) fences, railings and similar structures that enclose patios, balconies and yards;

(d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to

(i) the structure of a building,

(ii) the exterior of a building,

(iii) chimneys, stairs, balconies and other things attached to the exterior of a building,

(iv) doors, windows and skylights on the exterior of a building or that front on the common property, and

(v) fences, railings and similar structures that enclose patios, balconies and yards.

Division 3 — Council

Council size

9 (1) Subject to subsection (2), the council must have at least 3 and not more than 7 members.

(2) If the strata plan has fewer than 4 strata lots or the strata corporation has fewer than 4 owners, all the owners are on the council.

Council members' terms

10 (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.

(2) A person whose term as council member is ending is eligible for re-election.

(3) to (5) [Repealed 1999-21-51.]

Removing council member

11 (1) Unless all the owners are on the council, the strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.

(2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

Replacing council member

12 (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

(2) A replacement council member may be appointed from any person eligible to sit on the council.

(3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.

(4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

Officers

13 (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.

(2) A person may hold more than one office at a time, other than the offices of president and vice president.

(3) The vice president has the powers and duties of the president

(a) while the president is absent or is unwilling or unable to act, or

(b) for the remainder of the president's term if the president ceases to hold office.

(4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

Calling council meetings

14 (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

(2) The notice does not have to be in writing.

(3) A council meeting may be held on less than one week's notice if

(a) all council members consent in advance of the meeting, or

(b) the meeting is required to deal with an emergency situation, and all council members either

(i) consent in advance of the meeting, or

(ii) are unavailable to provide consent after reasonable attempts to contact them.

(4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

Repealed

15 [Repealed 2009-17-35.]

Quorum of council

16 (1) A quorum of the council is

(a) 1, if the council consists of one member,

(b) 2, if the council consists of 2, 3 or 4 members,

(c) 3, if the council consists of 5 or 6 members, and

(d) 4, if the council consists of 7 members.

(2) Council members must be present in person at the council meeting to be counted in establishing quorum.

Council meetings

17 (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

(2) If a council meeting is held by electronic means, council members are deemed to be present in person.

(3) Owners may attend council meetings as observers.

(4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:

- (a) bylaw contravention hearings under section 135 of the Act;
- (b) rental restriction bylaw exemption hearings under section 144 of the Act;
- (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

Voting at council meetings

18 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.

(2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

(3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

Council to inform owners of minutes

19 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

20 (1) Subject to subsections (2) to (4), the 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, and may revoke the delegation.

(2) The council may delegate its spending powers or duties, but only by a resolution that

(a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or

(b) delegates the general authority to make expenditures in accordance with subsection (3).

(3) A delegation of a general authority to make expenditures must

(a) set a maximum amount that may be spent, and

(b) indicate the purposes for which, or the conditions under which, the money may be spent.

(4) The council may not delegate its powers to determine, based on the facts of a particular case,

(a) whether a person has contravened a bylaw or rule,

(b) whether a person should be fined, and the amount of the fine, or

(c) whether a person should be denied access to a recreational facility.

Spending restrictions

21 (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.

(2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

Limitation on liability of council member

22 (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.

(2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 — Enforcement of Bylaws and Rules

(23 Altered by Special Meeting 15 Feb 2023)

23 Maximum **fin**es

The maximum amount for the contravention of a bylaw or rule is,

- (a) \$200 for each contravention of a bylaw, and
- (b) \$50 for each contravention of a rule,
- (c) in the case of a bylaw that prohibits or limits rental of a residential strata lot, \$500 for each contravention of the bylaw, and
- (d) in the case of a bylaw that prohibits or limits use of all or part of a residential strata lot for remuneration as vacation, travel or temporary accommodation, \$1 000 for each contravention of the bylaw.

(23:2 Added by Special Meeting 28 Jan 2019)

23:2 Where an owner fails to pay strata fees or a special levy in accordance with bylaw, outstanding strata fees and/or special levy will be subject to an interest charge of 10% per annum, compounded annually until paid. In addition to interest, the owner will be subject to a fine of \$50.00 for each month the owner fails to make such payment. Each such monthly failure shall be deemed a separate and continuing contravention of bylaw.

An owner, who, after complying with bylaw permits a post-dated cheque or an automatic debit to be dishonoured will be subject to a fine of \$50.00 for each such contravention and an administration charge of \$25.00.

Continuing contravention

(24 Altered by Special Meeting 15 Feb 2023)

24 The maximum frequency that a strata corporation may set out in its bylaws for the imposition of a fine for a continuing contravention of a bylaw or rule is

- (a) every 7 days, and
- (b) in the case of a bylaw described in (d) (above), daily.

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Division 5 — Annual and Special General Meetings

Person to chair meeting

- 25 (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

Participation by other than eligible voters

- 26 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting *(Amended by Special Meeting 2 October 2001)*

- 27 (1) At an annual or special general meeting a vote is decided on a show of hands unless an eligible voter requests a secret ballot.
- (2) The outcome of each vote, including the number of votes for and against the resolution, must be announced by the chair and recorded in the minutes of the meeting.

(3) If there is a tie vote at an annual or special general meeting, the president, or if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.

Order of business

28 The order of business at annual and special general meetings is as follows:

- (a) certifies proxies and corporate representatives; (*Amended by Special Meeting 2 October 2001*)
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda;
- (f) approve minutes from the last annual or special general meeting;
- (g) deal with unfinished business;
- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (i) ratify any new rules made by the strata corporation under section 125 of the Act;
- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Division 6 — Voluntary Dispute Resolution

Voluntary dispute resolution

29 (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if

(a) all the parties to the dispute consent, and

(b) the dispute involves the Act, the regulations, the bylaws or the rules.

(2) A dispute resolution committee consists of

(a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or

(b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

(3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 — Marketing Activities by Owner Developer

Display lot

30 (1) An owner developer who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.

(2) An owner developer may use a strata lot, that the owner developer owns or rents, as a display lot for the sale of other strata lots in the strata plan.

BYLAW 5(1) (i)
TERMS AND CONDITIONS OF
SUITE RENOVATIONS OR ALTERATIONS:
STRATA VR 1591

As required by Strata Corporations Bylaws, an owner must apply to the Strata Council for permission to commence renovations or alterations. Approval from the Strata Council must be obtained prior to applying to the City of Vancouver for required permits or licenses.

Strata VR 1591 Corporation must not unreasonably withhold its approval under Bylaw 5(1)(i) for an owner to renovate or alter a strata lot providing the owner agrees to bylaw terms and conditions in writing.

Information regarding building permits can be accessed at the following City of Vancouver websites:

<http://vancouver.ca/commsvcs/development services/enquiry centre/ Permits/building permits.htm>

<http://Vancouver.ca/commsvcs/development services/enquiry centre/Permits/tips.htm>

A. STRATA VR 1591 REQUIREMENTS BEFORE SUITE RENOVATION OR ALTERATION APPROVAL

- A completed Strata VR 1591: Request for Approval of Renovation/ Alteration (R/A) Form must be submitted. (See attached R/A Form)
- Prior to an R/A approval an on-site meeting must be arranged by the owner with appointed Strata VR 1591 representative to review the submitted scope of the proposed R/A.
- An owner must obtain written approval for any R/A within their suite from Strata VR 1591 before any R/A work commences.
- An owner must have all City of Vancouver approved permits and licenses in place prior to any R/A commencing. Copies must be forwarded to Strata VR 1591 upon approval. It is the owner's responsibility to obtain all required permits and licenses.
- An owner must obtain a written letter from Strata VR 1591 addressed to the City of Vancouver Building Dept. indicating both the knowledge and acceptance of the proposal prior to applying for permits or licenses.
- An owner must complete a proposed R/A project completion schedule. Project to be completed 90 days after start date.
- All contractors will provide certificates of commercial General Liability Insurance of not less than \$1,000,000, Compensation number, and TQ tradesman numbers as required that will be employed on site.
- An owner will provide a General Liability Insurance that indemnifies Strata VR 1591 against any property damage or any lawsuits that could arise as a result of the R/A.
- An owner must submit entire scope of work, list of contractors, and materials.

- An owner must submit to Strata VR 1591 two copies (2) of marked plans of strata lot showing the exact location and dimensions of proposed R/A (scale 1/4 to 1 foot). Strata plan can be obtained from Strata VR 1591 web site.
- Should the City of Vancouver Building Department or Strata VR 1591 require a professional engineer (P. Eng), architect, or design builder, it will be at the owners expense.
- All required permits and licenses are owner's responsibility and must be in place prior to any R/A work commencing.
- No costs associated with the R/A will be borne by Strata VR 1591.
- Where it is determined by the Strata Council, an owner will be required to retain an architect, design builders, or professional engineers to oversee the R/A, all costs will be borne by the owner.

B. RENOVATION/ ALTERATION PROCEDURES, RULES & REGULATIONS

- Hours of work between the hours of 8:30 am and 5:30 pm, Monday through Friday, 10:00 am to 5:00 pm Saturdays. No work permitted on Sundays or Statutory holidays except with permission from the Strata Council.
- Notices of the R/A must be circulated to all residents prior to any R/A work commencing. This is to be arranged with the Strata VR 1591 representative.
- An owner or an appointed agent must provide reasonable supervision for all R/A conducted within the suite.
- Wall, door, and floor protection must be provided at all times in the common areas during the R/A. Cost to repair damage to the common areas will be borne by the owner.
- An owner must ensure there is a daily clean up of any debris or materials in the common areas.
- An owner must ensure there is not construction debris, materials or packaging deposited or to remain in the common property; this includes no placing of debris or construction materials in strata refuse bins. Any costs to clean up debris or remove construction materials from the common property incurred by Strata VR 1591 will be borne by the owner.
- An owner must ensure all arriving materials are placed immediately within the suite and their arrival does not interfere with the residents.
- An owner shall be responsible for any contractor parking arrangements. Resident parking shall not be affected by the R/A.
- No owner or contractor is to shutoff or cause any disruption to the Strata VR 1591 services (water/septic/electrical/plumbing/ heating) without previous permission and arrangement from Strata VR 1591 council or appointed representative.
- An owner upon request will provide access for project progress visits to the Strata VR 1591 representative during the R/A.
- All work must conform to City of Vancouver Building Code and meet CMHC material standards.

PENALTIES

- Any Renovation or Alteration undertaken by an owner without submitting a R/A form and not receiving full approval from Strata VR 1591 and who refuses to restore the suite to its original condition will be subject to a fine of \$200.00, and where the contravention continues without interruption for more than 14 consecutive days, a fine may be imposed every 7 days.
- Should the owner refuse to restore the suite to its original condition after undertaking a R/A without approval, Strata VR 1591 may undertake the restoration at the owner's expense and register a lien against the strata lot until paid in full.
- At the Strata VR 1591's discretion, the owner is subject to fines of \$200.00 per 7 days for failure to complete R/A within 90 days of scheduled project completion date.

**STRATA CORPORATION VR 1591
REQUEST FOR APPROVAL OF RENOVATION/ALTERATION FORM**

Date submitted: _____
Owners name: _____
Unit address: _____
Strata lot number: _____
Phone number: _____
Email address: _____

Section A: GENERAL DESCRIPTION OF THE PROPOSED WORK

Describe all the work you plan to do:

Attach a floor plan and elevations if possible, showing the proposed changes marked in red.
(Floor plans available on Strata VR 1591 website.)
Attach photographs and digital renderings if possible.

When do you plan to start work? _____

When do you anticipate finishing the work? _____

NOTE: If the work is not finished within 90 days after approval is granted,
you must re-apply providing the reason it has not been completed.

Section B: GENERAL CONTRACTOR

Name of general contractor: _____

Name of contact person: _____

Phone number of contact person: _____

Attach copies of the following documents:

- Contractor's current business license
 - WorkSafeBC coverage
 - Commercial General Liability insurance of \$1,000,000 minimum
 - Plans, drawings and P. Eng specifications/detail drawings.
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Section C: ELECTRICAL

1 Do you wish to do any electrical work? YES NO

If yes, please describe in detail:

2 If the City of Vancouver Permit department has advised an electrical permit is not necessary, state the reason given, and provide City of Vancouver documents stating no permit required:

Name of company: _____

Name of electrician: _____

Phone number of electrician: _____

Attach copies of the following documents:

- Electrician's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of \$1,000,000 minimum
- Application for City of Vancouver electrical permits you have applied for

NOTE: It is a condition of any approval and strata bylaws, that the owner provide copies of all issued electrical permits to the strata council when received.

Section D: PLUMBING

1 Do you wish to do any plumbing work? YES NO

If yes, please describe in detail:

2 If the City of Vancouver Permit department has advised you that a plumbing permit is not necessary, state the reason given, and provide City of Vancouver document stating no permit required:

Name of company: _____

Name of plumber: _____

Phone number of plumber: _____

Attach copies of the following documents:

- Plumber's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of \$1,000,000 minimum
- Application for City of Vancouver plumber permit

NOTE: It is condition of any approval and strata bylaws, that the owner provide a copy of the issued plumbing permit to the strata council when received.

Section E: STRUCTURAL

Do you want to modify any interior wall, the ceiling or the floor YES NO

in your strata lot?

If yes, please describe in detail:

Will a Structural Engineer be required:

YES NO

If yes, please provide the following information:

Name of engineer: _____

Phone number of engineer: _____

Please attach Engineer's structural drawings.

Mark the areas to be modified in red on the attached floor plan or elevations.

Attach a copy of the application for a building permit.

NOTE: It is a condition of any approval that a copy of the final building permit be provided to the strata council when received.

Section F: FLOORING/REPLACEMENT OF DAMAGED FLOORING

Installing or replacing existing hard surface flooring or carpet in your strata lot? YES NO

If yes, mark the areas to have flooring in red on the attached plan.

Name of company: _____

Name of contact person: _____

Phone number of contact person: _____

Attach copies of the following documents:

- Contractor's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of \$1,000,000 minimum

Type of flooring you wish to install: _____

Type and name of underlayment product: _____

Attach specifications for underlayment.

Does underlayment meet current requirements for use in the building? YES NO

Section G:

Signature of the strata lot owner: _____

(Print name) _____

NOTE: This form must be signed and all necessary attachments provided before it will be submitted to the strata council for approval.

Contact Information for Strata Council

President: _____

Phone number of President _____

FOR STRATA USE ONLY

Application Received Date _____

Attachments Received Date _____

DISPOSITION:

Date of Council approval: _____

List conditions of approval, if any:

Date of Council rejection: _____

Reason for rejection:

Letter sent: Date _____

**SPECIAL RESOLUTION
THE OWNERS STRATA PLAN VR1591**

The Owners, Strata plan No. VR1591 hereby certify that at a special general meeting of the strata corporation known as "The Owners, Strata Plan VR1591" held at Vancouver, British Columbia on the 2nd day of October, 2001, the following special resolution was passed:

UPON MOTION duly made and seconded, IT WAS RESOLVED as a Special Resolution:

1. That the 6 parking stalls on the North side of the building and numbered 1 through 6 on the attached sketch plan, be designated as Limited Common Property for the Suite numbers and co-responding strata lot numbers as shown on the sketch plan attached and as listed below.

Suite #	Strata Lot #	Parking Stall #
101	1	1
302	14	2
201	8	3
206	7	4
304	10	5
301	13	6

Dated this 31st day of October, 2001.



Member of Strata Council
Merry Meredith



Member of Strata Council
Tom Heise

Sketch Plan To Accompany a Special Resolution Dated October 31st, 2001,
Designating Limited Common Property for Strata Plan VR 1591

All distances are in metres (sketch plan not to scale)
Civic address of Strata Lots: 1545 West 13th Avenue, Vancouver, B.C.
LCP denotes limited common property
SL denotes Strata Lot
#1 denotes parking stall number (typical)

