

# ***TUDOR COURT APARTMENTS LTD***

***A COMPANY GOVERNED BY  
THE BC CORPORATIONS ACT***

## ***BYLAWS***

***(RULES, REGULATIONS AND  
CONDITIONS OF OCCUPATION)***

*New date to be inserted after approval/ratification*

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1. **CORPORATE STATUS:** Tudor Court Apartments Ltd is a Company subject to the provisions of the BC Corporations Act. Tudor Court is not a Strata Corporation; nor a Housing Co-Op.
2. **ARTICLES OF ASSOCIATION:** The business of Tudor Court Apartments Ltd is governed by its Articles of Association.
3. **PURPOSE OF TUDOR COURT APARTMENTS LTD:** To provide, manage and maintain an adult-orientated, pet-free and smoke-free residential apartment building for the quiet enjoyment of its shareholders.
4. **MANAGEMENT OF TUDOR COURT APARTMENTS LTD:** Article 54 of the Articles of Association states “The management of the Company < Tudor Court Apartments Ltd > shall be managed by the Directors”. Directors are voted for and appointed at General Meetings.
5. **PURPOSE OF THE BYLAWS (RULES, REGULATIONS AND CONDITIONS OF OCCUPATION):** These bylaws, which reflect the wishes of shareholders, are intended to ensure quiet enjoyment and harmonious living in a 39-suite apartment building. The bylaws will also assist the Directors to maintain or increase the value of shareholders’ investment by maintaining the building in good repair and appearance. These bylaws are the framework within which the Directors will manage the day to day affairs of Tudor Court Apartments Ltd.
6. **OCCUPANCY:** The suites shall be used solely as an adult and pet-free residence, by no more than four persons in a two-bedroom suite, or by two persons in a one-bedroom or bachelor suite. **Suites may not be sublet or assigned to any person, including family members, without written permission from the Board of Directors.** No suite shall be used for business or professional purposes; nor for any illegal activity. No business or trade notices shall be displayed or distributed in or about the building; nor shall the address of the building be listed or advertised in any way as a place of business of any shareholder.
7. **FOB ACCESS INTO TUDOR COURT:** Each fob has a unique number. Fobs may not be loaned or transferred to another person without first consulting a Director. Lost fobs must be reported immediately to a Director so that the fob can be deactivated. Replacements and additional fobs may be purchased from a Director, at cost to the shareholder. Shareholders may not purchase “pirate” fobs elsewhere.

- 8. PARKING STALLS & STORAGE LOCKERS:** One parking stall and one storage locker is assigned to each suite. Only **privately** owned (not commercial) passenger vehicles and campervans will be allowed to use the shareholder's designated stall. However, a shareholder may sublet or assign his or her parking stall **to another resident of Tudor Court**. Or, a shareholder may apply to the Board of Directors for permission to sublet or assign his or her stall to a bona fide family member.

All vehicles, whether or not they are "on the road" (licensed) must have third party liability insurance coverage of at least \$2 million. This value may be raised by the Directors in future years.

Bicycles should be placed and locked in the bicycle rack or in their owner's parking stall. Bicycles may not be stored on balconies. Kayaks, canoes, small trailers and similar items may be stored in the parkades, subject to approval by the Board of Directors.

The Fire Department has served a written warning that the parkades must be kept clear of "clutter". Specifically not allowed are furniture, wood, plastic, tires and combustible/inflammable substances.

No flammable, noxious, poisonous or illegal substances may be placed in storage lockers.

- 9. ACCESS TO SUITES BY DIRECTORS:** Plumbing and electrical services affecting suites and common areas can often be accessed only through suites. In the event of an emergency (flood, fire, illness etc.) a Director may need to gain immediate access to suites. For this reason, shareholders must provide a duplicate key(s) to the Directors to avoid forced entry and resultant damage and liability expenses for the account of the shareholder. The "emergency-use" keys are locked in a secure key safe. Only senior Directors are able to open the key safe.
- 10. SECURITY:** All external gates and doors to the building must be kept shut and locked when not in use. Shareholders who allow their contractors and Real Estate Agents into the building are responsible for damage and theft etc. caused by such persons.
- 11. FIRE HAZARD:** Although a modern state of the art fire prevention alarm system was installed in 2009/2010, and additional upgrades are planned, the Directors will enforce fire safety rules. No barbecues or other cooking devices of any kind including but not limited to: wood, charcoal, propane, electric may be used on balconies or anywhere on the common property. Smoking on balconies is not permitted because of the risk of burning butts falling or blown onto other balconies. In any event, smoking is not permitted on balconies, which are part of the common property.

If you are the first person to detect a fire you are **required** to pull down the nearest red pull station. If you are not in immediate danger, you are required to phone 911 and inform the Fire Department of the address of this building – 145 West 18<sup>th</sup> Street **North Vancouver V7M 1W5**. You must then immediately leave the building and not return until the Fire Chief has given permission to do so.

You should also make a note of the names, suite numbers and phone numbers of the Fire Safety Officers at Tudor Court. Residents who have registered with the Fire Department for assistance in the event of an emergency, **should also register their name with the Tudor Court Fire Safety Director.** The elevator must not be used in the event of fire or earthquake.

All residents should maintain an ABC grade fire extinguisher in working order and readily to hand in their suite. Ask a Director to show you how to use your extinguisher if you are unfamiliar with its operation; **BUT PLEASE NOTE THAT YOU SHOULD ONLY TACKLE VERY MINOR FIRES YOURSELF!**

- 12. GARBAGE AND RECYCLING:** Tudor Court encourages recycling. Residents are urged to read the labels on the four recycling bins and to place only the designated items in each bin. All items for recycling must be clean and free from odour. Cardboard containers should be broken down and/or folded to fit **inside** the recycling bin as the collection agency is not required to take anything that is not actually inside the bin.

Furniture, appliances and other household items should **never** be put next to the garbage bin. If the items are too large to fit inside the garbage bin, they must be disposed of privately by their owner. Many charity organisations will be glad to receive your donation. Some charities collect and there are numerous “junk” removal contractors. There are several drop-off depots in North Vancouver that will accept, free of charge, televisions, and many other electronic items. For advice, ask any Director or telephone the recycling depot.

A “free” table, also known as an exchange table, is located in the east parkade. Residents with desirable and/or useful items that they think might be of use to other residents may place them on or next to the free table. No junk please! After three days the original owner must remove the items if not taken, and dispose of them responsibly.

All garbage for disposal must be well-wrapped to avoid odour and leaks and must be taken to the garbage bin in leak-proof containers to avoid soiling the carpets and other areas of the common property.

- 13. BALCONIES/PATIOS:** Balconies/patios must be maintained to create a neat, uncluttered and uniform appearance when viewed from the exterior of the building and from other balconies. Patio furniture and lawn umbrellas, of a modest size are permitted, as also is a single “roll-up” blind in good condition, of a type, size and colour approved by the Directors. Plants, of a modest size, and flowers are permitted provided that they do not cause annoyance to adjoining balconies. Overwatering is not permitted. Excessive watering will result in damage to the balcony deck and railings, and inconvenience and annoyance to residents on lower floors whose balconies are splashed. Costs of damage caused by overwatering will be for the account of the shareholder causing the damage.

Balconies must not be used for storing furniture, bicycles and other items that would create unsightly clutter. No clothing, bedding, towels and other items may be dried on balconies nor on balcony railings.

**No alterations or changes or additions of any nature** may be made to balconies without approval from the Board of Directors. This restriction includes, but is not limited to trellises, lattice, colour changes, flooring and exterior wall mountings.

No barbeques, other cooking devices or candles may be used or lit on balconies.

- 14. ANIMALS & BIRDS:** Other than trained guide dogs for the visually impaired and certified dogs for persons with special needs, no pets including but not limited to dogs, cats, birds and reptiles are allowed in suites or on the common property. This bylaw includes animals/birds etc of guests/visitors.
- 15. LAUNDRY:** The coin operated washers and dryers are for the use of residents and their short term guests, **only**. No person may use all of the washers, or all of the dryers at the same time. The equipment and surrounds must be left clean and lint free after use. Heavily soiled garments (oil/grease etc) and other heavily soiled items may not be washed in the Tudor Court machines. Fire safety regulations require that the two laundry room fire doors must remain closed **at all times**. For security reasons the door must be locked when vacating the laundry room.
- 16. RENOVATIONS AND UPGRADES IN SUITES:** Shareholders do not have an automatic right to alter, remove or supplement electrical or plumbing installations in their suites; nor to remove or weaken walls. In these instances a written proposal must be submitted to the Board of Directors. The Directors may call for technical drawings, building or electrical permits and/or a damage deposit or bond, depending on the nature of the intended work. The Directors may also stipulate further conditions at their sole discretion. Old and new building materials, fixtures and fittings and rubble etc must not be stored or placed **anywhere** that will impede egress in the event of a fire or other emergency. The premises must be left clean and tidy at the end of each work day. Shareholders will be responsible for all damage caused by themselves or their contractors to the common property and/or to other suites including but not limited to walls, carpets, tiles, doors, elevator and light fittings. If the elevator is to be used to transport materials, prior notice must be given to a Director who will arrange for padding to be attached to the walls. A charge of \$50 per week or part thereof for this service must be paid into petty cash. The elevator door must not be allowed to bang against materials that are being loaded. **Fire doors must not be left wedged open; not even for a few minutes.** Noisy work must be confined to 8am to 6pm Monday through Saturday, with no noisy work on Sundays and statutory holidays. The installation of wood or laminate flooring in second and third floor suites MAY be permitted if samples of exceptionally sophisticated soundproof underlay to be used are first shown to and approved by the Directors. However, that type of flooring in upper floor suites is discouraged due to the inevitable distress that will be suffered by suite owners below, notwithstanding the use of the best available underlay.

**17. DAMAGE TO OTHER SUITES AND/OR THE COMMON PROPERTY:**

Shareholders are liable for damage, caused accidentally or otherwise, by them to other suites and/or the common property, including the elevator, overhead doors, walls, tiles, carpets, doors, glass, paintwork and other property. This rule applies equally to their own actions as well as those of their guests/visitors, contractors, real estate agents, home carers and other persons connected to the shareholder.

**18. NOISE AND GENERAL NUISANCE:** Tudor Court is a quiet residential apartment building. Shareholders and their visitors must act reasonably at all times to avoid causing annoyance to other residents. The sound from radios, televisions, stereos, recorded speech and musical instruments must not unreasonably disturb other residents **at any time or day or night**. The loud voices and laughter from parties, meetings and other gatherings must not be allowed to unreasonably disturb other residents **at any time of day or night**. Ball games and other sporting activities are not permitted anywhere on the common property, including but not limited to the lawns, courtyard and parkades. No hammering, knocking or similar noise may be made in suites before 8am and after 6pm, Mondays through Saturday, and not at all on Sundays and statutory holidays, except in an emergency. Visiting children must not run or jump in second and third floor suites, nor in the hallways, nor may they play noisily anywhere on the common property.

**19. MOVING IN/MOVING OUT & MOVING FURNITURE AND OTHER LARGE ITEMS:** Prior notice must be given to any Director who will arrange for padding to be placed on the walls of the elevator. A \$50 per week or part thereof fee must be paid into petty cash. The elevator door must not be allowed to bang against items that are being loaded. An assessment of damage to the common property, for which the shareholder will be liable, will be made after the move. Moves from and to suites on floor 1 may be made through the front door. Moves from and to suites on floors 2 & 3 must be made via the basement parkades. **Fire doors must not be wedged open and left unattended; not even for a few minutes.**

**20. SMOKING:** Smoking is not permitted anywhere on the common property, including but not limited to the front courtyard, lawns, front ramp, rear driveway, foyer, hallways, elevator, stairways, laundry room, locker room, parking areas and balconies which are part of the common property. With effect from July 1, 2012 new shareholders and their guests, visitors etc, may not smoke in their suite or anywhere else on the common property.

**21. GENERAL:**

No waterbeds are allowed on the premises.

No barbecues or other cooking devices are allowed on balconies.

No aerials, satellite dishes or similar devices are permitted on balconies.

No ropes, wires or lines for clothes drying may be placed on balconies, the roof and/or elsewhere on the common property. Clothes, towels, bedding etc must not be draped or hung on balcony railings.

Drapes and blinds, visible from the exterior of the building, must conform to the standard neutral shade.

No eating, drinking or holding of parties are allowed on the common property, unless specifically authorised by the Board of Directors.

No packages, boxes or other items will be allowed to obstruct egress from the building (Fire Department regulation). This rule applies to hallways, stairwells, elevator, foyer, laundry & locker rooms and the parkades.

Visiting children are not permitted to play noisily in or on any part of the common property; not to run or jump in suites on floors 2 & 3.

**22. FINES & ENFORCEMENT OF BYLAWS:** In the event of non-compliance with these, bylaws, the Directors reserve the right, after a period of notice, to impose fines or to take other corrective action that the Directors consider is in the interests of the majority of shareholders. In the event that the Directors need to engage the services of a contractor, including but not limited to locksmiths, electricians, plumbers, painters, carpenters, vehicle tow companies and cleaners, the cost will be for the account of the non-compliant shareholder. Similarly, if the Directors are obliged to seek legal support for the enforcement of these bylaws, all legal costs will be for the account of the shareholder concerned.

**23. UPDATING OF & AMENDMENT TO THESE BYLAWS:** The Directors mission is to continually update and improve the bylaws for the benefit of all shareholders in Tudor Court Apartments Ltd, within their mandate given by the Articles of Association. Updated and /or amended bylaws are tabled at the next General Meeting for approval.

**24. APPEAL AGAINST THESE BYLAWS BY SHAREHOLDERS:** Should any shareholder wish to appeal against a bylaw or bylaws or to request special consideration for any purpose, he or she is entitled to present the request to a meeting of the Board of Directors, whose decision will be final and binding unless overturned by a majority vote at a subsequent General Meeting.

**25. APPROVED:** Annual General Meeting

**RATIFIED:** Board Meeting

**(New dates to be inserted after approval/ratification)**