

CENTRON RESIDENTIAL CORPORATION
CONDOMINIUM PROJECT

**BY-LAW NO. 1 OF CONDOMINIUM CORPORATION NO.
0728880**

**THE PEAKS @ EAGLE RIDGE
136 SANDPIPER ROAD
FORT MCMURRAY, ALBERTA
T9K 0J7**

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Table of Contents

DEFINITIONS AND INTERPRETATIONS	4
MISCELLANEOUS PROVISIONS	6
DUTIES OF THE OWNERS	6
DUTIES OF THE CORPORATION.....	8
POWERS OF THE CORPORATION.....	10
THE CORPORATION AND THE BOARD	12
COMPOSITION OF THE BOARD	12
RETIREMENT FROM THE BOARD AND TERM OF OFFICE	12
ELIGIBILITY FOR ELECTION TO BOARD	12
REMOVAL FROM BOARD.....	13
CASUAL VACANCY ON BOARD.....	13
QUORUM FOR BOARD.....	13
OFFICERS OF THE CORPORATION.....	13
CHAIRMAN OF BOARD MEETINGS	13
DUTIES OF OFFICERS	13
VOTES OF BOARD.....	14
FURTHER POWERS OF BOARD.....	14
ADDITIONAL DUTIES OF THE BOARD	14
DEFECTS IN ELECTION/APPOINTMENT TO BOARD.....	16
VACATING OFFICE OF BOARD MEMBER.....	16
SIGNING AUTHORITIES	17
CORPORATE SEAL.....	17
ANNUAL GENERAL MEETINGS	17
EXTRAORDINARY GENERAL MEETINGS	17
CONVENING EXTRAORDINARY GENERAL MEETINGS	17
NOTICE OF GENERAL MEETINGS	17
PROCEEDINGS AT GENERAL MEETINGS.....	18
QUORUM FOR GENERAL MEETINGS.....	18
ADJOURNMENT FOR LACK OF QUORUM.....	18
CHAIRMAN FOR GENERAL MEETINGS	18
ORDER OF BUSINESS FOR GENERAL MEETINGS	18
VOTING BY SHOW OF HANDS	19
POLL VOTES	19
VOTING CALCULATION.....	19
VOTES PERSONALLY OR BY PROXY	19
PROXIES.....	20
ELIGIBILITY TO VOTE.....	20
VOTE BY CO-OWNERS	20
RESOLUTION OF THE OWNERS	20
SUCCESSIVE INTERESTS	20
TRUSTEE VOTE	20
VOTING RIGHTS OF MORTGAGEE	21
VIOLATION OF BY-LAWS	21
DEVELOPER'S RIGHTS Is this still necessary?	22
DAMAGE OR DESTRUCTION.....	22

INSURANCE	23
CONTRIBUTIONS FOR COMMON EXPENSES AND BUDGET	26
SPECIAL ASSESSMENTS.....	29
DEFAULT IN PAYMENT OF ASSESSMENTS.....	29
ESTOPPEL CERTIFICATE	30
LEASING OF UNITS	30
SEVERABILITY	31
NOTICES.....	31
NOTICE OF DEFAULT TO MORTGAGEES	31
DEBT RETIREMENT ON TERMINATION.....	31
COMPANY WHICH IS MEMBER OF BOARD.....	32
ALTERNATE BOARD REPRESENTATIVE.....	32
PRIVACY AREAS AND PARKING AREAS	32
REALTY TAXES.....	33
INDEMNIFICATION OF OFFICERS AND MANAGERS.....	33
NON-PROFIT CORPORATION.....	33
USE AND OCCUPANCY RESTRICTIONS	34
AMENDMENT OF BY-LAWS	38
CHANGE OF LEGISLATION.....	38
MEDIATION AND ARBITRATION	38
MUNICIPAL RESERVES.....	38

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BY-LAW NO. 1 OF CONDOMINIUM CORPORATION NO. 0728880

DEFINITIONS AND INTERPRETATIONS

1.

In these By-laws unless the context or subject matter requires a different meaning:

- a. "Act" means the *Condominium Property Act*, revised Statutes of Alberta, 2000, Chapter C-22, as amended from time to time or any statute or statutes passed in substitution therefore; and all regulations made from time to time under the Act;
- b. "Board" means the Board of Directors of the Corporation;
- c. "By-laws" mean the By-laws of the Corporation, as amended from time-to-time;
- d. "Capital replacement Reserve Fund" means a fund established in accordance with the provisions of the Act, to be used for major repairs and replacements of any portions of the units for which the Corporation is responsible, any real and personal property of the Corporation and the common property.
- e. "common expenses" means the expenses of performance of the objects and duties of the Corporation and any expenses specified as common expenses in these By-laws;
- f. "common property" means so much of the parcel as is not comprised in or does not form part of any unit shown on the condominium plan but does not include land shown on the condominium plan that has been provided for the purposes of roads, public utilities and reserve land under Part 17 of the *Municipal Government Act*, RSA 2000, c.M-7 [see definition of "A" to make sure statutory references are consistent];
- g. "condominium plan" means condominium plan no. 0728880 registered under the Act at the Land Titles Office and includes any plan of re-division registered in respect of a unit;
- h. "Corporation" means the corporation constituted under the Act by the registration of the condominium plan whose legal name is "Condominium Corporation No. 0728880";
- i. "Developer" means a person who, alone or in conjunction with others, sells or offers for sale to the public units or proposed units that have not previously been sold to the public by means of an arm's length transaction;
- j. "Insurance Trustee" means an entity authorized to carry on the business of a trust company under the laws of Alberta selected from time to time on resolution of the Board, whose duties include the receiving, holding and disbursing of proceeds of policies of insurance pursuant to these By-laws and the Act. If no Insurance Trustee is appointed, then the Insurance Trustee is the Board.
- k. "Interest Rate" means eighteen (18%) per cent per annum or such lesser or greater rate as is equal to the maximum rate permitted under the Regulation(s);

- I. "Manager" means any property manager contractually appointed by the Board from time to time;
- m. "manager's suite" means any suite owned by the Corporation and used in connection with management of the project;
- n. "ordinary resolution" means a resolution:
 - i. Passed at a properly convened meeting of the Corporation by a majority of not less than 51% of all the persons present at such meeting and entitled to exercise the power of voting conferred under the Act or these By-laws; or
 - ii. In writing signed by not less than 51% of all the persons who, at a properly convened meeting of the Corporation, would be entitled to exercise the power of voting conferred by the Act or these By-laws and representing not less than 5001 of the unit factors;
- o. "owner" means a person who is registered as the owner of the fee simple estate in a unit;
- p. "parcel" means the land comprised in the condominium plan;
- q. "privacy area(s)" means the privacy area as set out in Section 58 hereto;
- r. "private motor vehicle" means small, medium and full-size cars, station wagons, light trucks up to ¾ ton size, vans, mini-vans, motorcycles and sport utility vehicles;
- s. "project" means all of the real and personal property and fixtures comprising the parcel, land and buildings which constitute the units and common property and all property in which the Corporation has an interest from time to time.
- t. "Regulation" or "Regulations" means the Condominium Property Act Regulation currently being Alberta Regulation 168/2000 and any other Regulation made in substitution, replacement or addition thereto by the Lieutenant Governor I Council in Alberta pursuant to the Act.
- u. "special resolution" means:
 - i. A resolution passed at a properly convened meeting of the Corporation, of which at least seven (7) days' notice specifying the proposed resolution has been given, by a majority of not less than 75% of all the persons entitled to exercise the power of voting, conferred under the Act or these By-laws and representing not less than 7500 unit factors; or
 - ii. A written resolution agreed to in writing by not less than 75% of all of the persons who, at a properly convened meeting of the Corporation, would be entitled to exercise the power of voting conferred by the Act or these Bylaws and representing not less than 7500 unit factors.
- v. "spouse" includes a person who holds that position usually enjoyed by a spouse whether or not he or she is legally married;
- w. "unit" means an area designated as a unit by the condominium plan;
- x. "unit factor" means the unit factor for each unit as more particularly specified or apportioned and described in and set forth on the condominium plan.

Words and expressions which have a special meaning assigned to them in the Act have the same meaning in this By-law and other expressions used in this By-law and not defined in the Act or in this By-law have the same meaning as may be assigned to them

in the Land Titles Act (Alberta) or the Law of Property Act (Alberta), as amended or in any statute or statutes passed in substitution therefore. Words importing the singular number also includes the plural, and vice versa, and words importing the masculine gender includes the feminine gender or neuter, and vice versa, and words importing persons include firms and corporations and vice versa, where the context so requires.

MISCELLANEOUS PROVISIONS

2.

a. Headings :

The headings used throughout these By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions of any By-laws.

b. Rights of Owners

The rights and obligations given or imposed on the Corporation or the owners under these By-laws are in addition to any rights or obligations given or imposed on the Corporation or the owners under the Act.

c. Conflict with Act

If there is any conflict between the By-laws and the Act, the Act Prevails.

d. Extended Meanings

If and whenever reference hereunder is made to "repair", it is hereby implied and extended to include in its meaning the making of improvements or betterments or the enhancement or replacement with a better thing of or for any thing to which such repair could be made.

DUTIES OF THE OWNERS

3.

An owner and, where applicable, any tenant or other occupant of a unit SHALL:

- a. Subject always to the Act, permit the Corporation and its agents to enter his unit, between 8 a.m. and 8 p.m. and on a minimum of twenty-four (24) hours' written notice (except in case of emergency when no notice is required), for the purpose of:
 - i. Inspecting the unit and maintaining, repairing or renewing party walls and pipe, wires, cables, ducts, conduits, plumbing, sewers and other facilities for the furnishing of utilities for the time being existing in the unit.
 - ii. Maintaining, repairing or renewing the common property;
 - iii. Ensuring that the By-laws are being observed;
 - iv. Doing any work for the benefit of the Corporation generally;
 - v. Gaining access to meters monitoring the use of any utility,

Provided that no entry shall be made on a holiday (which includes a Sunday or other day of religious worship of which the owner has provided written notice to the Corporation). In the event the Corporation must gain access for the aforesaid

purposed by using a locksmith, the cost of such locksmith shall be borne by the unit owner where the unit owner.

- b. Forthwith:
 - i. Carry out all work that may be ordered by any municipality or public authority in respect of his unit; and
 - ii. Pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of his unit.
- c. Duly and properly clean, wash, repair, maintain and, when required, replace; subject to the prior written approval of the Corporation:
 - i. The interior of the unit and all improvements and additions thereto and all pipes, wires, taps, toilets, sinks and appliances within the unit;
 - ii. Light fixtures and bulbs attached to the exterior of the unit;
 - iii. Any interior wall, ceiling mounted or external air-conditioning equipment installed by or at the request of an owner that provides cooled air to the unit;
- d. Keep in a clean and sightly condition, any privacy area (and any plants or landscaping therein) which is located on or which comprises any part of the common property to which the owner has been granted exclusive use pursuant to Section 5 or Section 58 of the bylaw. If the owner does not maintain such privacy area to a standard similar to that of the remaining common property, the Corporation may give ten (10 days' notice to the owner to this effect and if such notice has not been complied with at the end of that period, then the Corporation may carry out such work and the provisions of Section 58 shall apply; BUT EXCLUDING the painting of the exterior surface or finishing of any access doors and all other outer boundaries, walls and other outside surfaces and roofs and eaves troughs and all other outside hardware and accoutrements (except as noted herein) affecting the appearance, usability, value or safety of the unit, and keep his unit in a state of good repair, except such maintenance, repairs and damage as are insured against by the Corporation or for which the Corporation is responsible pursuant to these By-laws.
- e. Not paint nor make any repairs, additions or alterations to the exterior of the unit or the building (INCLUDING interior and exterior load bearing and partition walls) of which his unit forms a part or to the plumbing, mechanical or electrical systems within his unit without first obtaining the written consent of the Corporation.
- f. Use and enjoy the common property in accordance with this By-law and all rules and regulations prescribed by the Corporation and in such a manner as to not unreasonable interfere with the use and enjoyment thereof by other owners, their families or visitors or any tenants or other occupants of a unit or their families or visitors.
- g. Not use his unit or permit it to be used in any manner for any purpose which may be illegal, injurious or that will cause nuisance or hazard to any occupier of another unit (whether an owner or not) or the family of such an occupier;
- h. Notify the Corporation forthwith upon any change of ownership or of any mortgage, lease or other dealing in connection with his unit;
- i. Comply strictly with these By-laws and with such rules and regulations as may be adopted pursuant thereto from time to time and cause all occupiers of and visitors to his unit to similarly comply;

- j. Pay to the Corporation (or if requested to the Manager) when due all contributions levied or assessed against his unit together with interest on any arrears thereof at the Interest Rate calculated from the due date and the Corporation is hereby permitted to charge such interest in accordance with Section 40 of the Act
- k. Pay to the Corporation all legal expenses incurred as a result of having to take proceedings to collect any common expenses levied or assessed against his unit, and such legal expenses shall be paid on solicitor and his own client indemnification basis;
- l. If he wishes the Corporation to respond to his suggestions, questions or complaints, express them in writing placed in an envelope delivered to a Board member or the Manager; the Board shall not be required to act on any suggestion, complaint or question that is not in writing and properly submitted to the Board or the Manager.
- m. Deposit with the Corporation, if requested, twelve (12) duly executed post-dated cheques or automatic monthly bank debit for duly assessed condominium contributions;
- n. Pay to the Corporation on demand any bank charges or Corporation charge for any late or "NSF" cheque written by such owner; and
- o. Refrain from any activity which would, in any way, compromise the integrity of the structure.

DUTIES OF THE CORPORATION

4.

In addition to the duties of the Corporation set forth in the Act, the Corporation, through its Board shall control, manage, maintain, repair, replace and administer the common property (except as hereinbefore and hereinafter set for) and all real property, chattels, personal property or other property owned by the Corporation for the benefit of all the owners and for the benefit of the entire project and, without limited the generality of the foregoing, shall:

- a. do all things required of it by the Act, this By-law and any other rules and regulations in force from time to time and shall take all necessary steps it sees fit to enforce this By-law;
- b. maintain and repair (including replacement where reasonably necessary) exterior lighting, all heating and air-conditioning systems, all electrical and mechanical rooms, and all pipes, wires, cables, ducts conduits, plumbing, sewers and other facilities for the furnishing of utilities to the project;
- c. provide and maintain in force all such insurance as is required by the Act and by the provisions of this By-law and enter into any insurance trust agreements from time to time as required by any Insurance Trustee and approved by the Board and, within ten (10) days of the written request of an owner, purchaser or mortgagee of a unit, or the duly authorized agent of such owner or mortgagee, produce to the purchaser, owner or mortgagee, a certificate or memorandum thereof and within thirty (30) days of he written request of a purchaser, owner or mortgagee of a unit or the duly authorized agent of such purchaser, owner or mortgagee a copy of such insurance policy.
- d. Subject to any obligation an owner may have to clean and maintain his privacy area, clean, maintain and repair:

- i. The exterior or outside surfaces of the buildings comprising the unit;
 - ii. Any leakage and exterior caulking around windows;
 - iii. All other outside accoutrements affecting the appearance, usability, value or safety of the parcel or the units and the common property including the structural maintenance, repair and replacement of any privacy area which is located on any part of the common property to which an owner has been granted exclusive use pursuant to Section 5 or Section 58 of this By-law.
 - iv. Any manager's suite and the contents thereof;
 - v. All parking areas, landscaped areas, common sidewalks and the garbage enclosure; and
 - vi. All concrete, patio walls, steps, rails, fencing and related posts and all utility services within, on, in, under or through the units and common property;
- e. Collect or cause to be collected and receive or cause to be received all contributions towards the common expenses and deposit same in a separate account with a chartered bank or trust company or Province of Alberta Treasury Branch or credit union incorporated under the *Credit Union Act*.
- f. Subject always to and in accordance with the Act and any Regulation passed pursuant thereto, establish and maintain out of the contributions to be levied by the Corporation towards the common expenses or otherwise such amount as the Board may determine from time to time to be fair and prudent for the Capital Replacement Reserve Fund to be used to provide sufficient funds that can reasonably be expected to provide for major repairs and replacements of any portions of the units for which the Corporation is responsible, any real and personal property owned by the Corporation and the common property where the repair or replacement is of a nature that does not occur annually and any other Depreciating Property (as defined in the Act); funds shall not be taken from the Capital Replacement Reserve Fund for the purposes of making capital improvements not contemplated by the replacement reserve fund report of the Corporation unless such improvements are authorized by special resolution; the Capital Replacement Reserve Fund shall be an asset of the Corporation and no part of that money shall be refunded or distributed to any owner of a unit except where the project ceases to be governed by the Act; the Board shall:
- i. Prepare and make available to owners before or at the time that notice of the next Annual General Meeting of the Corporation is provided to the owners as annual report in each fiscal year respecting the Capital Replacement Reserve Fund, setting out at least the following:
 1. the amount of the reserve fund as of the last day of the immediately preceding fiscal year;
 2. all the payments made into and out of the reserve fund for that year and the resources and uses of those payments; and
 3. a list of the depreciating property that was repaired or replaced during that year and the costs incurred in respect of the repair or replacement of that property;
 - ii. supply a copy of the approved Capital Replacement Reserve Fund plan to each owner prior to the collection of an funds for the purpose of those matters dealt with in the reserve fund report provided that nothing herein shall restrict

- or prevent the Corporation from collecting funds in respect of a capital replacement reserve under s 23(7) of the Condominium Regulation.
- iii. Within two (2) years after registration of the condominium plan and thereafter at the conclusion of five (5) years from the day that the most recent Capital Replacement Reserve Fund plan was approved, carry out a new reserve fund study, prepare a new reserve fund report, approve a new reserve fund plan, and provide a copy of the newly approved plan to each owner prior to the collection of any further funds for the purposes of the reserve fund; and
 - iv. Upon written request, at the expense of the person requesting, provide the most recent reserve fund report, most recent reserve fund plan and most recent annual report prepared under Section 29 of the Regulation to any owner or person purchasing a unit or any mortgagee of a unit;
- g. Pay all sums of money properly required to be paid on account of all services, supplies and assessments pertaining to or for the benefit of the parcel, the Corporation and the owners as required in the control management maintenance, repair, replacement, or administration of the project;
 - h. Clear snow, slush and debris from keep and maintain in good order and condition all areas of the common property designated for vehicular or pedestrian traffic and keep and maintain in good order and condition the fences, the stairs and stairwells, all walkways, the driveway and all outside parking areas, and all grassed or landscaped areas of the common property provided that the general cleaning and maintenance of any privacy area designated to an owner under Section 5 or Section 58 of this By-law shall be the responsibility of the owner to whom such privacy area has been assigned;
 - i. Provide adequate garbage receptacles or containers on the common property for use by all the owners and provide for regular collection there from;
 - j. At all times keep and maintain for the benefit of the Corporation and all owners copies of all warranties, guarantees, drawings and specifications, plans, written agreements, certificates and approvals provided to the Corporation pursuant to Section 46 of the Act.
 - k. Not plant any trees or substantial landscaping or make any unauthorized grade changes within any lands which are the subject of an easement or similar grant to any utility company, municipality or local authority;
 - l. Establish and maintain lawns, trees and shrubs and other landscaping on the common property and promptly replace, in the discretion of the Board, any lawns, trees or shrubs which die; and
 - m. Repair, replace and maintain party walls separating units; provided that if the reason or cause for such repair, replacement or maintenance is the negligent or willful act or omission of a unit owner, the cost of such repair will be charged to the owner.

POWERS OF THE CORPORATION

5.

In addition to to the powers of the Corporation set forth in the Act, the Corporation through its Board, May and is hereby authorized to:

- a. purchase, hire or otherwise acquire personal property and real property for use by the Corporation or by owners in connection with the maintenance, repair, replacement or enjoyment of the real and personal property of the Corporation or the common property, or their units or any of them, provided that real property shall only be acquired or disposed of by special resolution of the Corporation;
- b. borrow monies required by it in the performance of its duties or the exercise of its powers provided that each such borrowing in excess of fifteen (15%) per cent of the current year's common expenses budget has been approved by special resolution;
- c. secure the repayment of monies borrowed by it, and the payment of interest thereon, by negotiable instrument, or mortgage of unpaid contributions (whether levied or not), or mortgage of any property vested in it, or by any combination of those means by special resolution;
- d. invest as it may determine any contributions towards the common expenses subject to the restrictions set forth in Section 43 of the Act.
- e. Make an agreement with an owner, tenant or other occupier of a unit for the provision of amenities or services by it to the unit or to the owner, tenant or occupier thereof;
- f. Grant to an owner the right to exclusive use and enjoyment of part of the common property (including extra parking space) or special privileges in respect thereof, and, except for the provisions of these By-laws relating to the patios, balconies and parking privileges attached to each unit, any such grant to be terminable on reasonable notice, unless the Corporation by special resolution otherwise resolves;
- g. Make such rules and regulations as it may deem necessary or desirable from time to time in relation to the use, enjoyment and safety of the common property and do all things reasonable necessary for the enforcement of these By-laws and such rules and regulations and for the control, management and administration of the common property generally including the commencement of an action under Section 36 of the Act and all subsequent proceedings relating thereto;
- h. Determine from time to time the amounts to be raised and collected for the purposes hereinbefore mentioned;
- i. Raise the amounts of money so determined by levying contributions on the owners in proportion to the unit factors for their respective units or as otherwise herein provided;
- j. Charge interest under Section 40 of the Act on any contribution or common expenses owing to it by an owner at the Interest Rate;
- k. Pay an annual honorarium or stipend to members of the Board in the manner and in the amounts as may be from time to time determined by ordinary resolution at a general meeting.
- l. Provide and maintain a fund to pay expenses not properly chargeable to the Capital Replacement Reserve Fund or maintenance expenses; the fund shall be called a contingency fund and shall be used to cover the cost of unexpected or abnormal repair or expense not budgeted or not covered by the operating budget or the Capital Replacement Reserve Fund;
- m. Join any organization serving the interests of the Corporation and assess the membership fee in such organization as part of the common expenses;

- n. Do all things which are, incidental or conducive to the exercise of its powers granted under the Act and the By-law.
- o. Subject to any limitations and prohibitions contained in the Act, this Bylaw or otherwise by law, have the rights, powers and privileges of a natural person;
- p. Levy penalties by way of monetary sanctions, or commence such other proceedings as may be available, for the contravention of any Section of this By-law, in accordance with Section 43.

THE CORPORATION AND THE BOARD

6. The powers and duties of the Corporation shall, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the Board.

COMPOSITION OF THE BOARD

7. a. The Board shall initially consist of two (2) nominees of the Developer. After the holding of the Turnover Annual General Meeting, the Board shall consist of not fewer than three (3) nor more than seven (7) owners or legal or common law spouses of the owners or representatives of corporate owners or of mortgagees who have notified their interests to the Corporation. The number of members of the Board for the next ensuring year shall be fixed by resolution at the annual general meeting just prior to the election of the Board.
- b. A Board member must be eighteen (18) years of age or older.
 - c. Where a unit has more than one (1) owner, only one (1) owner, in respect of that unit may sit on the Board at any point in time.
 - d. Any member of the Board shall make full disclosure of any potential conflict of interest and any direct or indirect relationships he or she may have with the Corporation either contractual, financial or employment related and shall refrain from voting on any matter of conflict of interest.
 - e. Every member of the Board shall exercise the powers and discharge the duties of the office of member of the Board honestly and in good faith.
 - f. No owner who is indebted to the Corporation for a contribution, assessment or levy that is more than thirty (30) days overdue shall be eligible for election to or membership on the Board.

RETIREMENT FROM THE BOARD AND TERM OF OFFICE

8. A Board member shall be elected for a one (1) year term. At each annual general meeting of the Corporation all of the members of the Board shall be deemed to have retired from office and the Corporation shall elect new members accordingly.

ELIGIBILITY FOR ELECTION TO BOARD

9. A retiring member of the Board shall be eligible for re-election. Any prospective member of the Board shall, as a condition of his nomination,, make full disclosure of any potential conflict of interest and any direct or indirect relationships he or she may have with the Corporation either contractual, financial or employment related.

REMOVAL FROM BOARD

10. Except where the Board consists of all the owners, the Corporation may, by resolution at an extraordinary general meeting, remove any member of the Board (except the nominee(s) of the Developer) before expiration of his term of office and appoint another owner in his place, to hold office until the next annual general meeting.

CASUAL VACANCY ON BOARD

11. Where a vacancy occurs on the Board under Section 20, the remaining members of the Board may appoint a person to fill that office for the remainder of the former member's term provided such person qualifies for membership pursuant to Section 7.

QUORUM FOR BOARD

12. A quorum of the Board is two (2) where the Board consists of four (4) or less members; three (3) where the Board consists of five (5) or six (6) members; and four (4) where it consists of seven (7) members.

OFFICERS OF THE CORPORATION

13. At the first meeting of the Board held after each annual general meeting of the Corporation, the Board shall elect from among its members a President, a Vice-President, a Treasurer and/or a Secretary who shall hold their respective offices until the conclusion of the next annual general meeting of the Corporation or until their successors are elected or appointed. The President shall be the Chairman of the Board and shall have a casting vote in addition to his original vote. A person ceases to be an officer of the Corporation if he ceases to be a member of the Board. Where a person ceases to be an officer of the Corporation, the Board shall designate from its members a person to fill that office for the remainder of the term. A Board Member may simultaneously hold (2) offices.

CHAIRMAN OF BOARD MEETINGS

14. The President shall act as chairman of every meeting of the Board where he is present. Where the President is absent from any meeting of the Board or vacates the chair during the course of any meeting, the Vice-President shall act as the Chairman and shall have all the duties and powers of the Chairman while so acting. In the absence of both the President and the Vice-President the members present shall from among themselves appoint a Chairman for the meeting who shall have all the duties and powers of the Chairman while so acting. Each meeting of the Board shall be held within the regional Municipality of Wood Buffalo unless the owners agree, by ordinary resolution, to hold the meeting in another location.

DUTIES OF OFFICERS

15. The other duties of the officers of the Board shall be as determined by the Board subject to any valid restriction imposed or direction given by ordinary resolution.

VOTES OF BOARD

16. a. At meetings of the Board all matters shall be determined by simple majority vote.
- b. A resolution of the Board in writing signed by all of the members shall have the same effect as a resolution passed at a meeting of the Board duly convened and held.
- c. All Board meetings shall be conducted in accordance with the rules of procedure established by the Board.

FURTHER POWERS OF BOARD

17. The Board MAY:

- a. Meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit, and it shall meet when any member of the Board gives to the other members of the Board not less than seven (7) days' notice of a meeting proposed by him, specifying the reason for calling the meeting provided that the Board shall meet at the call of the President on such notice as he may specify without the necessity of the President giving reasons for the calling of the meeting;
- b. Appoint or employ for and on behalf of the Corporation such agents or servants as it thinks fit in connection with the control, management and administration of the common property and the exercise and performance of the powers and duties of the Corporation;
- c. Subject to a valid restriction imposed or direction given by ordinary resolution at a general meeting of owners, delegate to one or more members of the Board such of its powers and duties as it thinks fit, and at any time revoke such delegation;
- d. Cause the Corporation to enter into an insurance trust agreement in the form and on terms as required by any Insurance Trustee; and
- e. Set and charge for on behalf of the Corporation reasonable fees to compensate the Corporation for expenses it incurs in producing and providing any documents or copies required to be issued by it under the Act or pursuant to these By-laws.

ADDITIONAL DUTIES OF THE BOARD

18. The Board SHALL:

- a. Unless otherwise directed by special resolution, cause the Corporation to obtain and retain by contract the services of a Manager or of any professional real property management firm or professional real property manager or agent for such purposes (including but not so as to limit the generality of the foregoing the supervision, management and performance of any or all of the duties of the Corporation) and upon such terms as the Board may decide subject always to the control and direction of the Corporation and the Board, such Manager to be duly licensed under the Real Estate Act (Alberta) and in all respects be reasonably fit and suited to perform such duties. The Manager employed by the Board need not devote its full time to the performance of duties of the Corporation so long as those duties are performed in a good and sufficient fashion; if under such contract the Manager holds funds for the Corporation, the contract shall require the Manager to arrange or maintain a fidelity

bond owned by and in the name of the Corporation and for the benefit of the Corporation and such bond shall be in an amount required by the Corporation but in any event not less than:

- i. The total amount of any Capital Replacement Reserve Funds in the hands of or controlled by the Manager; plus
- ii. One month's total condominium contributions of the Corporation or 1/12 of the total annual condominium contributions for all units in the project (excluding any special contributions) whichever is greater; plus
- iii. A sum representing the average monthly amount of cash in the control of the Manager,

Provided for greater certainty that at all times when the Board consists only of nominees of the Developer no such contract shall provide for an initial term in excess of one (1) year and the termination provisions of Section 17 of the Act shall apply thereto

- b. subject to any valid restrictions or directions given at a general meeting of the owners, carry on the day-to-day business and affairs of the Corporation;
- c. keep minutes of its proceedings and, within ten (10) days of the written request and at the expense of the person requesting, provide copies thereof to owners and purchasers and to mortgagees who have notified their interests to the Corporation and to their Solicitors;
- d. cause minutes to be kept of general meetings of the owners and, within ten (10) days of the written request at the expense of the person requesting, provide copies thereof to owners and purchasers and to mortgagees who have notified their interests to the Corporation and to their Solicitor's;
- e. cause proper books of account to be kept in respect of all sums of money received and expended by it and the matters in respect of which receipt and expenditure shall take place;
- f. prepare proper accounts relating to all monies of the Corporation, and the income and expenditure thereof, for each annual general meeting;
- g. maintain financial records of all the assets, liabilities and equity of the Corporation;
- h. on written application of an owner or mortgagee, or a person authorized in writing by him, make the books of account available for inspection at a time convenient to such Board member;
- i. at least once a year, cause the books and accounts of the Corporation to be audited by an independent chartered accountant or certified general accountant to be selected in advance at each annual general meeting of the Corporation and cause to be prepared and distributed to each owner and to each mortgagee who has, in writing, notified its interest to the Corporation, a copy of the audited financial statement of the receipts of contributions of all owners towards the common expenses and disbursements made by the Corporation and a copy of the auditor's report within ninety (90) days of the end of the fiscal year of the Corporation; provided for certainty; the report of the Auditor shall be submitted to each annual general meeting of the Corporation;
- j. keep a register noting the names and addresses of all owners and any mortgagees who have given notice of their interests to the Corporation;

- k. provide and maintain in force all such insurance as it is required by the Act and by the provisions of these By-laws and enter into any insurance trust agreements from time to time as required by any Insurance Trustee and approved by the Board and, within ten (10) days of the written request of an owner or purchaser or registered mortgagee of a unit, or the duly authorized agent of such owner or mortgagee, produce to the owner or mortgagee, a certificate or memorandum thereof and within thirty (30) days of the written request from any owner or purchaser or registered mortgagee of a unit, or the duly authorized agent of such owner or mortgagee produce a copy of such insurance policy.
- l. Within thirty (30) days from the conclusion of the Corporation's annual general meeting, file or cause to be filed at the Land Titles Office a notice in the prescribed form stating the name and address of the members of the Board;
- m. File or cause to be filed at the Land Titles Office a notice in the prescribed form of any change in the address for service of the Corporation.

DEFECTS IN ELECTION/APPOINTMENT TO BOARD

19. All acts done in good faith by the Board are, notwithstanding it be afterwards discovered that there was some defect in the election, appointment or continuance in office of any member of the Board, as valid as if the member had been duly elected, appointed or had duly continued in office.

VACATING OFFICE OF BOARD MEMBER

20. The office of a member of the Board shall be vacated if the member:
- a. By notice in writing to the Corporation resigns his office; or
 - b. Dies; or
 - c. Is in arrears more than thirty (30) days of any contribution, levy or assessment required to be made by him as an owner; or
 - d. Becomes bankrupt; or
 - e. Becomes of unsound mind, or is the subject of a Certificate of Incapacity issued under the Mental Health Act; or
 - f. Is convicted of an indictable offence; or
 - g. Is absent from two (2) consecutive meetings of the Board without the consent of the remaining members of the Board (whether obtained in advance or otherwise); or
 - h. Ceases to qualify for membership pursuant to Section 7 of this By-law; or
 - i. In the case of a company which is a member of the Board, if the company shall become bankrupt or make an assignment for the benefit of creditors or if proceedings are commenced to wind up the company, otherwise than for the purpose of amalgamation or reconstruction; or
 - j. Is refused bonding, at a reasonable premium, by a recognized bonding institution; or
 - k. Commences any legal proceedings against the Board or the Corporation.

SIGNING AUTHORITIES

21. The Board shall determine, by resolution the manner in which an officer or officers shall sign cheques, drafts, notes and other instruments and documents, including banking forms and authorities not required to be under corporate seal and may authorize the Manager to sign the same with or without co-signing by any officer or officers.

CORPORATE SEAL

22. The Corporation shall have a common seal, which shall be adopted by resolution and which shall at no time be used or affixed to any instrument except in the presence of at least one member of the Board or by the persons as may be authorized by resolution of the Board, except that where there is only one member of Corporation, his or her signature shall be sufficient for the purposes of this By-law and if the only member is a company, the signature of its appointed representative on the Board shall be sufficient for the purpose of this By-law.

ANNUAL GENERAL MEETINGS

23. The first annual general meeting of the non-Developer owners shall be convened by the Board within the time prescribed by the Act. Subsequent annual general meetings shall be held once in each calendar year, and not more than fifteen (15) months shall elapse between the date of one annual general meeting and that of the next. Each such meeting shall be held within the Regional Municipality of Wood Buffalo unless the owners agree, by ordinary resolution, passed at the Corporation's annual general meeting, to hold the meeting in another location.

EXTRAORDINARY GENERAL MEETINGS

24. All general meetings other than annual general meetings shall be called extraordinary general meetings.

CONVENING EXTRAORDINARY GENERAL MEETINGS

25. The Board may whenever it thinks fit and shall upon a requisition in writing by owners representing not less than twenty-five (25%) percent of the total unit factors for all the units or upon the request in writing from mortgagees holding registered mortgages (and who have notified their interests to the Corporation) against units in respect of which corresponding unit factors represent not less than twenty-five (25%) per cent of the total unit factors or a combination of such owners or mortgagees entitled to vote with respect to twenty-five (25%) per cent of the total unit factors convene an extraordinary general meeting which meeting shall be held within thirty (30) days of the Board's receipt of the said requisition. The agenda for such meeting shall include any legally valid items specified by the requisitioners.

NOTICE OF GENERAL MEETINGS

26. Not less than seven (7) days notice of every general meeting specifying the place, the date and the hour of meeting, and in the case of special business the general nature of such business, shall be given to all owners and mortgagees who have notified their interests to the Corporation. Notice shall be given to the owner and to such mortgagees in the manner

prescribed in this By-law, but the accidental omission to give notice to an owner or mortgagee or non-receipt by an owner or mortgagee does not invalidate the meeting or any proceedings thereat. In computing the number of the days of notice of a general meeting required under these By-laws, the day on which the notice is deemed to have been received and the day of the meeting shall be counted. Notice of any meeting may be waived either at, before or after the meeting by persons entitled to vote at the meeting and such waiver shall be deemed the equivalent of receipt of due and proper notice of meeting.

PROCEEDINGS AT GENERAL MEETINGS

27. All business that is transacted at an annual general meeting, with the exception of the consideration of accounts and election of members to the Board, or at any extraordinary general meeting, shall be deemed special business. Items of special business must be set forth in the notice of general meeting;
- a. All general meetings of the Corporation shall be conducted in accordance with the rules of procedure established by the Board.

QUORUM FOR GENERAL MEETINGS

28. Save as in this Bay-law otherwise provided, no business shall be transacted at any general meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business and one-quarter (1/4) of the persons entitled to vote representing not less than 2500 of the unit factors present in person or by proxy shall constitute a quorum.

ADJOURNMENT FOR LACK OF QUORUM

29. If within fifteen (15) minutes from the time appointed for a general meeting a quorum is not present, the meeting shall stand adjourned for thirty (30) minutes on the same day, at the same place and if at the adjourned meeting a quorum is not present within five (5) minutes from the time appointed for the meeting, the persons entitled to vote who are present shall constitute a quorum.

CHAIRMAN FOR GENERAL MEETINGS

30. The President of the Board shall be the Chairman of all general meetings or in his absence from the meeting or in case he shall vacation the Chair, the Vice-President of the Board shall act as Chairman provided always that if the President and Vice-President be absent or shall vacate the Chair or refuse to act, the meeting shall elect a Chairman.

ORDER OF BUSINESS FOR GENERAL MEETINGS

31. The Order of Business at general meetings, and as far as is appropriate at all extraordinary general meetings, shall be:
- a. If the President or Vice-President of the Board shall be absent or elects to vacate the chair or refuses to act, the election of the Chairman of the meeting;
 - b. Call to order by the Chairman and establish quorum;
 - c. Proof of notice of meeting or waiver of notice;

- d. Reading and disposal of any unapproved minutes;
- e. Reports of officers;
- f. Reports of committees;
- g. Financial report;
- h. Appointment of auditors and solicitors;
- i. Resignation of Board;
- j. Election of Board;
- k. Unfinished business
- l. New business
- m. Adjournment.

VOTING BY SHOW OF HANDS

32. At any general meeting a resolution by the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by any owner or registered mortgagee present in person or by proxy. Unless a poll be so demanded, a declaration by the Chairman that a resolution has, on the show of hands, been carried is conclusive evidenced of the fact without proof of the number or proportion of votes recorded in favour or against the resolution. Except for matters requiring a special resolution, all matters shall be determined by ordinary resolution.

POLL VOTES

33. A poll, if demanded, shall be taken in whatever manner the Chairman thinks fit, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. In the case of equality in the votes, whether on a show of hands or on a poll, the Chairman of the meeting is entitled to a casting vote to break a tie in addition to his original vote. A demand for poll may be withdrawn.

VOTING CALCULATION

34. On a show of hands, each person entitled to vote for any unit shall have one vote for that unit. On a poll, the votes of persons entitled to vote for such unit shall correspond with the number of unit factors for the respective units owned or mortgaged to them. Notwithstanding anything to the contrary herein contained, the Chairman, if he determines such procedure is prudent, may hold a vote by secret ballot (one vote per unit) in regard to election to the Board.

VOTES PERSONALLY OR BY PROXY

35. Votes at any general meeting may be given either personally or by proxy.

PROXIES

36. An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney, and may be either general or for a particular meeting. A proxy need not be an owner.

ELIGIBILITY TO VOTE

37. Except in cases whereby or under the Act a special resolution is required, no owner is entitled to vote at any general meeting unless all assessments payable in respect of his unit have been duly paid to the date thirty (30) days prior to the date of such meeting.

VOTE BY CO-OWNERS

38. Co-owners

- a. May vote by proxy but only if the proxy is jointly appointed by them or by one of the co-owners appointed by the other or all others, as the case may be, and in the absence of such proxy, co-owners are not entitled to vote separately on a show of hands except when a special resolution is required by the Act, but any one co-owner may demand a poll.
- b. On any poll, each co-owner is entitled to such part of the vote applicable to a unit as is proportionate to his interest in the unit. The joint proxy (if any) on a poll shall have a vote proportionate to the interests in the unit of the joint owners as do not vote personally or by individual proxy.

RESOLUTION OF THE OWNERS

39. Subject to the requirements of the Act, a resolution signed or agreed to in writing by an owner shall have the same effect as a resolution passed at a meeting of the owners duly convened and held.

SUCCESSIVE INTERESTS

40. When an owner's interest is subject to a registered mortgage, the power of voting conferred on the owner shall be exercised in the following order:

- a. First, by the first mortgagee, provided such mortgagee has provided written notice of the mortgagee to the Corporation and is present at the meeting at which the vote is conducted;
- b. Second, by the owner; and
- c. Third, by any subsequent mortgagees in order of their priority among themselves, provided any mortgagee wishing to vote has provided written notice of the mortgage to the Corporation and is present at the meeting at which the vote is conducted.

TRUSTEE VOTE

41. Where an owner is a trustee, he shall exercise the voting rights in respect of the unit to the exclusion of persons beneficially interested in the trust, and those persons shall not vote.

VOTING RIGHTS OF MORTGAGEE

42. Notwithstanding the provisions of this By-law with respect to appointment of a proxy, where the owner's interest is subject to a registered mortgage and where the mortgage or these By-laws or any statute provides that the power of vote conferred on an owner may or shall be exercised by the mortgagee and where the mortgagee has given written notice of his mortgage to the Corporation, no instrument or proxy shall be necessary to give the mortgagee the said power to vote. The mortgagee's power to vote shall be limited by the owner's failure to pay contributions as set forth in the Act.

VIOLATION OF BY-LAWS

43.

- a. Any infraction or violation of or default under this By-law or any rules and regulations established pursuant to these By-laws on the part of an owner, his servants, agents, licensees, invitees, or tenants that has not been corrected, remedied or cured within ten (10) days of having received written notification from the Corporation to do so, may be corrected, remedied or cured by the Corporation and any costs or expenses incurred or expended by the Corporation including costs as between a solicitor and his own client, in correcting, remedying or curing such infraction, violation or default shall be charged to such owner and shall be added to and become part of the assessment of such owner for the month next following the date when such costs or expenses are expended or incurred (but not necessarily paid) by the Corporation and shall become due and payable on the date of payment of such monthly assessment and shall bear interest both before and after judgment at the Interest Rate until paid.
- b. The Corporation may recover from an owner by an action for debt in any court of competent jurisdiction any sum of money which the Corporation is required to expend as a result of any act or omission by the owner, his servants, agents, licensees, invitees or tenants, which violates this By-law or any rules or regulations established pursuant to these By-laws and for which ten (10) days prior written notice has been given by the Corporation and there shall be added to any judgment, all costs of such action including costs as between a solicitor and his own client. Nothing here shall be deemed to limit any right of any owner to bring an action or proceeding for the enforcement and protection of his rights and the exercise of his remedies.
- c. If the Board is of the opinion that a breach of this By-law has occurred, it may, by resolution, cause a notice to be delivered to the owner alleged to be in breach specifying the nature and the particulars of the breach, and specifying a reasonable time in which the breach is to be rectified (or for the owner to have commenced rectification of the breach if it is not of a nature as to be capable of being rectified within ten (10) days), shown to be untrue or otherwise explained to the satisfaction of the Board in its sole discretion. The time specified shall be no earlier than ten (10) days from the date the notice is delivered to the owner allegedly in breach. Upon resolution, the Board may impose a reasonable non-monetary or monetary sanction, the minimum monetary sanction to be Fifty (\$50.00) Dollars to a maximum monetary sanction of Ten Thousand (\$10,000.00) Dollars, to be leviable upon the expiry of the time specified to rectify the breach if the breach has not been rectified (or for the owner to have commenced rectification if the breach is not of a nature as to be capable of rectification in the time allowed), or shown to be untrue or otherwise

explained to the satisfaction of the Board. The notice alleging the breach shall also specify the non-monetary or monetary sanction to be levied in f the breach is not rectified or shown to be untrue or otherwise explained to the satisfaction of the board. If a tenant of an owner is alleged to be in breach, the notice shall also be served on the tenant and it shall specify whether the owner, the tenant, or both are liable for payment of the monetary sanction. Each day of a continuing breach shall be deemed a contravention of a By-law.

- d. Where a person fails to abide by a non-monetary sanction or to pay to the Corporation a monetary sanction imposed hereunder, the Corporation may proceed under Section 36 of the Act to enforce the sanction.
- e. Sanction may not be imposed that has the effect of prohibiting or restricting the devolution of units or any transfer, lease, mortgage or other dealing with the units or of destroying or modifying any easement implied or created by the Act.

44. As the project is to be developed in stages or phases, the following provisions and rules shall apply and govern until the final stage or phase is completed:

DEVELOPER'S RIGHTS

- a. During such time as the Developer, its successors or assigns, is the owner of one or more units, it shall have the right to maintain a reasonable number of units, whether owned or leased by it, as display units and to carry on all sales and leasing functions it considers necessary from such units. The Developer, its agents, employees and mortgage inspectors shall have the right to enter onto any unit and access to the common property in order to complete any incomplete items, repair deficiencies, inspect the unit and make any modifications or repairs to the utilities.
- b. – d

DAMAGE OR DESTRUCTION

45.

- a. In the event of damage or destruction as a result of fire or other casualty, the Board shall determine within sixty (60) days of the occurrence whether there has been substantial damage. For the purpose of this paragraph, substantial damage shall mean damage to the extent of twenty-five (25%) per cent or more of the replacement value of all units and common property immediately prior to the occurrence. Prior to making any determination under this subparagraph the Board shall obtain the opinion of an independent insurance appraiser to the effect that substantial damage has or has not occurred. If there has been substantial damage the Board shall convene an extraordinary general meeting and give at least ten (10) days notice by registered mail to all registered mortgagees.
- b. Unless there has been substantial damage and the owners by special resolution resolve not to proceed with repair or restoration within one hundred and twenty (120) days after the damage or destruction, the Board shall arrange for prompt repair and restoration using proceeds of insurance for that purpose. The Board shall cause the proceeds of all insurance policies to be disbursed to the contractors engaged in such repair and restoration in appropriate progress payments. Any costs of such repairs and restoration in excess of the insurance proceeds shall constitute a common

- expense and the Board may assess all the unit owners for such deficiency as part of the common expenses.
- c. Where there has been substantial damage and the owners resolve by special resolution within one hundred and twenty (120) days after the damage or destruction not to repair, the Board shall on behalf of the owners make application to terminate the condominium status of the parcel in accordance with the provisions of the Act. Upon termination of the condominium status:
 - i. any liens or charges affecting any of the units shall be deemed to be transferred in accordance with their existing priorities to the interests of the respective owners in the parcel; and
 - ii. subject to Section 55 of this Bylaw, the proceeds of insurance shall be paid to the Insurance Trustee, if any, the owners and mortgagees, as their respective interests may appear, in proportion to their respective interests in the parcel in accordance with the terms of any insurance trust agreement in effect.
 - d. The Corporation is not responsible for any damage or loss whatsoever caused by or to any property or contents of any nature or kind in or upon a unit or in or upon any part of the common property designated for the exclusive use of any unit owner, except to the extent that such property or contents are covered by insurance held or required to be held by the Corporation pursuant to the Act or this Bylaw.
 - e. No owner shall be entitled to claim any compensation from the Corporation for any loss or damage to the property or person of the owner arising from any defect or want of repair of the common property or any part thereof, unless such loss or damage is covered by the insurance held or required to be held by the Corporation pursuant to the Act or these By-laws.
 - f. Where the Corporation is required to enter a unit for the purpose of maintaining, repairing or renewing pipes, wires, cables and ducts for the time being existing in the unit, the Corporation and its servants, employees and agents shall in carrying out any work or repairs to do so in a proper and workmanlike manner and shall make good any damage to the unit occasioned by such work and restore the unit to its former condition, leaving the unit clean and free from debris.
 - g. An owner shall indemnify and save harmless the Corporation from the expenses of any maintenance, repair or replacement rendered necessary to the common property or to any unit by his act or omission or by that of any member of his family or his or their guests, servants, agents, invitees, licensees or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by or required to be carried by the Corporation under the Act or this Bylaw.

INSURANCE

46.

- a. The Board, on behalf of the Corporation, shall obtain and maintain, subject always to the At, and in particular, Section 47 thereof, the following insurance:
 - i. Fire insurance with extended coverage endorsement for such perils as required by the Act (the perils insured against shall be "all risks" as that term is generally understood, in the insurance business, of physical loss or damage) insuring: (A) all of the insurable common property; (B) all insurable

property of the Corporation, both real and personal of any nature whatsoever; (C) all of the units including all improvements and betterments made to the units by the owners of which the Board has knowledge and all bathroom and kitchen fixtures (BUT EXCLUDING furnishings and other personal property of each owner whether or not installed in the unit), for the full replacement cost thereof, without deduction for depreciation; and insuring the interests of naming as insured; (D) all owners from time to time; (E) all mortgagees who have given written notice to the Corporation; (F) the Corporation; and (G) the Board and any person referred to in Section 17 hereof (hereinafter collectively called the "Insureds") as their respective interests may appear;

- ii. Boiler, vessel and elevator insurance;
 - iii. Public liability insurance insuring the Insureds against any liability to the public and/or to the owners and their invitees, licensees or tenants, incidental to the ownership and/or use of the common property and units and such insurance shall be limited to liability in an amount not less than Two Million (2,000,000.00) Dollars, inclusive for bodily injury and/or property damage per occurrence;
 - iv. Liability insurance, including errors and omissions coverage, in such amounts and with such deductible as the Board may determine, insuring the Board and every member thereof from time to time and all employees of the Corporation from and against all loss, costs, and expenses, including counsel fees, reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a manager or officer of the Corporation, except as to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for fines or penalties imposed in a criminal suit or action or for unjustified profit or advantage or for any wrongful act done or attempted in bad faith or dishonest or for failing to discharge the duties of the office of a member of the Board honestly and in good faith.
 - v. Liability insurance for the Corporation arising out of a breach of duty as the occupier of the common property;
 - vi. Liability insurance for the Corporation arising out of the ownership, use or operation of any machinery, equipment, and vehicles;
 - vii. Such other insurance and coverage for such other risks or cases as the Board may determine or as may be determined by ordinary resolution.
- b. Each and every said policy of insurance shall name the Insureds and shall, as available and where applicable, provide:
- i. That the policy may not be cancelled or substantially modified without at least sixty (60) days' prior written notice to all Insureds;
 - ii. That in no event shall insurance coverage be brought into contribution with insurance purchased by any owner or mortgagee and such Corporation insurance shall be deemed as primary insurance;
 - iii. Standard mortgage endorsements (IBC 3000 or its equivalent) attached to each such policy;
 - iv. A waiver by the insurer of its rights of subrogation against the Corporation, its Manager, agents, employees and servants, and the owners and any member

- of the household or guests of any owner, except for arson, fraud and vehicle impact;
- v. A waiver by the insurer of any defense based upon co-insurance (provided that policies of physical damage insurance may contain co-insurance on a state amount basis so long as the appraisal provisions of this By-law are met) or of invalidity arising from the conduct of or any omission or act or breach of a statutory condition by any Insured;
 - vi. That the Corporation or the Insurance Trustee (as the case may be) shall have the right, at its sole option, to obtain a cash settlement (without deduction for depreciation) in the event of substantial damage to the property insured and a waiver of the insurer's option to repair, rebuild or replace in the event, that after damage, the status of the condominium is terminated; and
 - vii. A cross liability endorsement wherein the rights of any Insured shall not be prejudiced with respect to another Insured and the insurance indemnifies each insured as if a separate policy had been issued to each Insured.
- c. Annually, the Board shall obtain an appraisal or appraisal update from a duly qualified appraiser setting out the full replacement cost of the common property, units and all of the property of the Corporation. A copy of such appraisal or appraisal update shall be delivered to each mortgagee who has given written notice of his mortgage to the Corporation. The Board shall forthwith obtain insurance coverage under any and all such policies of insurance in accordance with such appraisal or appraisal update to insure the full replacement value as set forth in such appraisal or appraisal update. In addition to such insurance coverage for the replacement value of the common property, units and any other property of the Corporation, the Board shall review and adjust the level of insurance coverage for other risks (INCLUDING liability) to such amounts and levels required by and as would be maintained by an owner of similar property in the locality in which the condominium property is situate.
 - d. A certificate or memorandum of all insurance policies and endorsements thereto shall be issued by the Board, or by the Manager on its behalf, as soon as practicable to each of the Insureds immediately upon written request therefore, and a duplicate original or certified copy of each such policy shall be forwarded upon request as aforesaid to each mortgagee who has in writing notified the Corporation of its interest. Further, a renewal certificate or memorandum of new insurance policies shall be furnished to each Insured upon request. The Master policy of all insurance coverage shall be retained by the Corporation in its offices, and shall be available for inspection by any and all of the Insureds upon reasonable request.
 - e. Notwithstanding anything aforesaid, all proceeds of insurance on loss or claim shall be paid to the Insurance Trustee (if any), and exclusive authority to adjust losses and settle proceeds under all insurance policies shall be vested in the Board or its authorized representative, and the Insurance Trustee (if any) and any expenses of the Insurance Trustee shall be treated as common expenses of the Corporation.
 - f. The owners may, and upon written request of any mortgagee shall, carry insurance on their own units as permitted by the Act provided that the liability of the insurers issuing insurance obtained by the Board hereunder shall not be affected or diminished by reason of insurance so carried by any unit owner AND PROVIDED FURTHER that neither the Corporation nor the Board shall be required or have any duty to insure the interests of owners, tenants or occupiers against liability or the interests of tenants or owners for their belongings, contents or other property. The

insuring of any contents within a unit is the sole responsibility of the owner, tenant or occupier of the unit and they shall not require the Corporation under the Act or this By-law.

- g. In the event an owner incurs or suffers damage or loss to the unit or to any interior finishing or improvements of the unit and/or the common property adjacent thereto that is covered or insured under any insurance policy of the Corporation such owner shall be responsible for and pay the full amount of any deductible on such claim and such amount shall be recoverable from such owner by the Corporation as a common expense.

CONTRIBUTIONS FOR COMMON EXPENSES AND BUDGET

47.

- a. Except as permitted under Section 47 (b)(ii) of this Bylaw, the common expenses of the Corporation shall be paid by the unit owners in proportion to the unit factors for their respective units or as otherwise herein provided and, without limiting the generality hereof, shall include the following:
 - i. All levies or charges on account of garbage removal, electricity, water, sewer, gas and fuel services and television antenna or cable services (if any) supplied to the Corporation for the project and for the benefit of all owners and not charged directly to any one owner either by meter or otherwise;
 - ii. Management fees and Insurance Trustee fees, if any, wages, salaries, taxes and other expenses payable to or on account of employees or independent contractors of the Corporation;
 - iii. All the charges on account of cleaning or sweeping of parking areas, lawn maintenance and landscaping and for clearing snow and debris from common property not designated as a privacy area;
 - iv. All charges on account of lighting fixtures situated on any unit owned by the Corporation or on common property except any exterior light fixtures on every unit;
 - v. All charges on account of maintenance for any unit owned by the Corporation or those portions of a unit, common property, entrance features or municipal reserves for which the Corporation is responsible under this Bylaw.
 - vi. All costs of furnishings, tools and equipment for use in and about the project facilities or amenities including the repair, maintenance or replacement thereof;
 - vii. All insurance costs in respect of the insurance for which the Corporation is responsible under these By-laws and/or the Act;
 - viii. All costs of and charges for all manner of consultation, professional and servicing assistance required by the Corporation including without limiting the generality of the foregoing all legal, accounting, auditing and engineering (including Capital Replacement Reserve Fund studies), fees and disbursements;
 - ix. All reserves for repairs and replacement of common property and portions of units or buildings the repair or replacement of which is the responsibility of the

- Corporation including without limitation all contributions required for the Capital Replacement Reserve Fund;
- x. Maintenance of the exterior walls and other structural costs of the building;
 - xi. The cost of maintaining fidelity bonds as provided in this By-law;
 - xii. The cost of borrowing money for the purpose of carrying out the duties and objects of the Corporation
 - xiii. The allocable or pro rata portion of the cost of any electricity taken from any exterior plug which is billed directly to an owner by the provider of such electricity and which is used by the Corporation for purposes of operating or maintaining common property.
- b. At least fifteen (15) days prior to the end of each fiscal year the Corporation shall deliver or mail to each owner at the municipal address of his unit or to such other address as notified to the Manager or the Corporation:
 - i. A copy of the budget for ensuring fiscal year; and
 - ii. A notice of the assessment for his contribution towards the common expenses for said ensuring fiscal year. Said assessment shall be made to the owners in proportion to their unit factors, or, if the Board deems it equitable, the assessment may be made on a per unit basis;
 - c. The budget shall set out by categories an estimate of the common expenses of the Corporation for the next fiscal year. The budget shall include a reasonable provision for contingencies and replacements, and shall include an allocation to the Capital Replacement "Reserve Fund in accordance with the Reserve Fund Plan adopted by the Board.
 - d. In the event of a dispute between the unit owners as to the reasonableness of any decision of the Board relating to costs and expenses under Section 47 (b)(ii) of this Bylaw, then same shall be resolved by arbitration in accordance with the Arbitration Act (Alberta).
 - e. The common expenses set forth in each contribution shall be payable to the Corporation, or to any other person, firm or corporation to whom the Corporation shall direct payment to be made from time to time, in twelve (12) equal consecutive monthly installments payable, in advance on the first day of each month, the first installment to be made on the first day of the month immediately following receipt of such notice of assessment, or such other time as may be prescribed by the Corporation.
 - f. All payments of whatsoever nature required to be made by each owner and not paid within ten (10) days from the due date for payment shall bear interest at the Interest Rate from the date when due until paid. All payments on account shall first be applied to interest and then to the assessment payment first due;
 - g. The Corporation shall, on the application of an owner, purchaser or mortgagee or the solicitor of any owner, purchaser or mortgagee or any person authorized in writing by any of these persons, certify within ten (10) days:
 - i. The amount of any contribution determined as the contribution of the owner;
 - ii. The manner in which the contribution is payable;
 - iii. The extent to which the contribution has been paid by the owner; and

- iv. The interest owing, if any, on any unpaid balance of a contribution;

And, in favour of any person dealing with that owner the certificate is conclusive proof of the matters certified therein

- h. Upon written request of an owner, purchaser or mortgagee of a unit the Corporation shall, within ten (10) days of receiving that request, provide to the person making the request one or more of the following as requested by that person:
 - i. A statement setting forth the amount of the monthly contributions and the basis on which that amount was determined;
 - ii. The particulars of:
 - 1. the action commenced against the Corporation and served upon the Corporation;
 - 2. any unsatisfied judgment or order for which the Corporation is liable; and
 - 3. any written demand made upon the Corporation for an amount in excess of five Thousand (\$5,00.00) Dollars that, if not met, may result in an action being brought against the Corporation.
 - iii. The particulars of a copy of any subsisting management agreement;
 - iv. The particulars of or a copy of any subsisting recreational agreement;
 - v. A copy of the current budget of the Corporation;
 - vi. A copy of the most recent financial statements, if any, of the Corporation;
 - vii. A copy of the Bylaw of the Corporation;
 - viii. A copy of any minutes of proceedings of a general meeting of the Corporation or of the Board;
 - ix. The particulars of or a copy of any subsisting lease agreement or exclusive use agreement with respect to the possession of a portion of the common property, including a parking stall or storage unit;
 - x. The particulars of any post-tensioned cables that are located anywhere on or within the property that is included in the condominium plan;
 - xi. a statement setting forth the amount of the Capital Replacement Reserve Fund;
 - xii. a statement setting forth the unit factors and the criteria used to determine unit factor allocation;
 - xiii. a statement setting forth any structural deficiencies that the Corporation has knowledge of at the time of the request in any of the buildings that are included in the condominium plan;
 - xiv. in the case of a mortgagee, the records pertaining to the management or administration of the Corporation as prescribed in Section 45 of the Act.
- i. The omission by the Board to fix the contributions hereunder for the next ensuing fiscal year or other period provided for herein, shall not be deemed a waiver or modification in any respect of the provisions of this By-law or release of the owner or owners from their obligation to pay the contributions or special assessments, or any

installments thereof for any year or period, but the contributions fixed from time to time shall continue until new contributions are fixed. No owner can exempt himself from liability for his contributions toward the common expenses by waiver of the use or enjoyment of any of the common property or by vacating or abandoning his unit.

- j. The Board or the Manager supplying any documents required to be provided in this Bylaw or under Section 44 of the Act, shall be entitled to charge a reasonable fee for the production thereof.

SPECIAL ASSESSMENTS

48. If at any time it appears that the annual contributions towards the common expenses will be insufficient to meet the common expenses, the Corporation may assess and collect a special contribution or assessment against each unit in an amount sufficient to cover the additional anticipated common expenses. The Corporation shall give notice of such further assessment to all owners which shall include a written statement setting out the reasons for the assessment and each assessment shall be due and payable by each owner in the manner and on the date or dates specified in the notice. Each such special assessment shall be determined and assessed against the owners in proportion to their unit factors. All such special assessments shall be payable within ten (10) days of the due date for payment as specified in the notice and if not paid shall bear interest at the Interest Rate from the due date until paid.

DEFAULT IN PAYMENT OF ASSESSMENTS

49.

- a. The Corporation shall and does hereby have a lien on a charge against the estate or interest of any owner for any unpaid contribution, assessment, installment or payment due to the Corporation, including without limitation contributions to the Capital Replacement Reserve Fund, all of which shall be deemed to be common expenses for purposes of Section 36 of the Act, which lien shall be a lien against such estate or interest subject only to the rights of any registered mortgagee and any municipal or local authority in respect of unpaid realty taxes, assessments or charges of any kind against the unit title or interest of such owner. The Corporation shall have the right to file a caveat or encumbrance against the unit title or interest of such owner in respect of the lien or charge for the amount of such unpaid contribution, assessment, installment or payment as hereinbefore payment remains unpaid, provided that each such caveat or encumbrance shall not be registered until after the expiration of thirty (30) days following the due date for the first payment in arrears. As further and better security, each owner responsible for any such unpaid contribution, assessment, installment or payment which is in arrears for more than thirty (30) days, shall give to the Corporation a mortgage or encumbrance for the full amount thereof and all contributions, assessments, installments and/or payments, and interest thereon at the Interest Rate from the due date or dates for payment of the same, and the Corporation shall be entitled to enforce its lien, charge and security and pursue such remedies as may be available to it at law or in equity, from time to time including the recovery by the Corporation of its legal fees and disbursements on a solicitor and his own client basis from such defaulting owners.
- b. Any other owner or person, firm, or corporation whatsoever may pay any unpaid contribution, assessment, installment or payment after the expiration of thirty (30)

days following the due date for payment by the owner in default, with respect to a unit, and upon such payment, such party, person, firm or corporation shall have a lien, subject to the estates or interests hereinbefore mentioned and shall be entitled to file a caveat or encumbrance in respect of the amount so paid on behalf of the owner in default, and shall be entitled to enforce his lien, thereby created, in accordance with the other terms and conditions of this provisions.

- c. Notwithstanding and in addition to any other term, condition or provision herein contained or implied, each unpaid contribution, assessment, installment or payment shall be deemed a separate, distinct and personal debt and obligation of the owner against whom the same is assessed and collectible as such. Any action, suit or proceeding to recover such debt or to realize on any judgment therefore shall be maintainable as a separate action, suit or proceeding without foreclosing or waiving the lien, charge or security, securing the same.
- d. In the event of any assessment against or installment or payment due from an owner remaining due and unpaid for a period of thirty (30) days, the Board, at its election, may accelerate the remaining monthly contributions, assessments, installments and payments for the fiscal year then current upon notice to the owner in arrears, and thereupon all such unpaid and accelerated monthly contributions, assessments, installments and payments shall become payable on and as of the date of the said notice.
- e. All reasonable costs of the Manager and legal costs and disbursements incurred by the Corporation (INCLUDING costs on a solicitor and his own client basis) in registering and discharging a Caveat which either the Manager or the Corporation expends as a result of any act or omission of an owner, his servants, agents, licensees, invitees, or tenants which violates this Bylaw or any rules or regulations established pursuant thereto or incurred or in any way for securing or enforcing its interests hereunder or the taking of any remedies to cure any default hereunder shall constitute a payment due the Corporation.

ESTOPPEL CERTIFICATE

50. Any certificate as to an owner's position with regard to contributions, expense assessments or otherwise, issued by an officer of the Corporation or the Manager shall be deemed to be an estoppel certificate and the Corporation and all of the owners shall be estopped from denying the accuracy of such certificate against any mortgagee, purchaser or other person dealing with the unit owner but this shall not prevent the enforcement against the unit owner incurring the said expense of all obligations of the said unit owner whether improperly stated in such estoppel certificate or not.

LEASING OF UNITS

51.

- a. In the event that any owner desires to lease or rent his unit he shall furnish to the Corporation an undertaking, in form satisfactory to the Corporation, signed by the proposed lessee or occupant, that the proposed lessee or occupant of the unit will comply with the provisions of the Act and of the Bylaw of the Corporation. The owner shall not be released by any of his obligations and shall be jointly and severally liable with the proposed lessee or occupant with respect to such obligations.

- b. The Corporation IS HEREBY AUTHORIZED TO:
- i. Impose and collect deposits under Section 53 of the Act. If any deposit is used in accordance with the Act or this Bylaw, the owner shall replace that portion of the deposit used within ten (10) days of being notified, in writing, by the Corporation of its use;
 - ii. Give notices to give up possession of units under Section 54 of the Act; and
 - iii. Make applications to the Court under Sections 55 and 56 Act.
- c. No tenant shall be liable for the payment of contributions or assessments or common expenses under this Bylaws unless notified by the Corporation that the owner from whom he rents the unit is in default of payment of contributions, in which case the tenant shall deduct from the rent payable to the owner, such default contributions and shall pay the same to the Corporation. Any such payment by the tenant shall be deemed to be a rental payment made to the owner.

SEVERABILITY

51. The provisions hereof shall be deemed independent and severable and the invalidity in whole or in part of this Bylaw does not affect the validity of the remaining Bylaw which shall continue in full force and effect as if such invalid portion had never been included herein.

NOTICES

52. Unless otherwise expressly provided in this Bylaws, service of any notice required to be given under the Act or under this Bylaws shall be will and sufficiently given if sent by prepaid registered mail to the owner at the address of his unit or other known address or if left with him or some adult person at the said address or to the Corporation at its address for service shown on the condominium plan, or to a mortgagee at its address supplied to the Corporation. Any notice given by post shall be deemed to have been sent and received forty-eight (48) hours after it is posted. An owner or a mortgagee may at any time in writing advise the Corporation of any change of address at which notices shall be served or given and thereafter the address specified therein shall be deemed to be the address of such owner or a mortgagee, as the case may be, for he giving of notices. The work "notice" shall include any request, statement or other writing required or emitted to be given hereunder or pursuant to the Act or this Bylaw.

NOTICE OF DEFAULT TO MORTGAGEES

53. Where a mortgagee has notified the Corporation of its interest, any notice of default sent to an owner shall also be sent to the mortgagee, if such defaults continues for a period of ninety (90) days.

DEBT RETIREMENT ON TERMINATION

54. Subject to the provisions of the Act, upon termination of the condominium status for any purpose, all debts of the Corporation shall first be paid out of the assets, and the balance of the assets, if any, shall be distributed to the owners in proportion to their unit factors subject to the interests of any mortgagees.

COMPANY WHICH IS MEMBER OF BOARD

55. A company which is a member of the Board may by proxy, power of attorney or resolution of its directors appoint such person as it thinks fit to act as its representative on the Board and to attend meetings thereof and vote at such meetings on behalf of the company and such representative shall be entitled to so act provided notice in writing thereof shall have been given to the Board. Where a company is the only member of the Board a minute or resolution signed by its representative or by the alternate of its representative duly appointed pursuant to the Bylaw next following shall be deemed to be a resolution of the Board.

ALTERNATE BOARD REPRESENTATIVE

56. A representative of a company on the Board may appoint any person whether another owner or not and whether a member of the Board or not to serve as his alternate representative on the Board and as such to attend and vote in his stead at meetings of the Board and to do anything specifically provided for in this Bylaw. Such alternate shall, if present, be included in the count for quorum and if he be a member of the Board he shall be entitled to two votes, one as a member of the Board and the other as an alternate representative of a member of the Board. If the representative so directs, notice of meetings of the Board shall be sent to the alternate representative of a member of the Board. If and when the appointing representative vacates the office of a representative of a member of the Board or removes the alternate representative from office as alternate representative, any appointment or removal under this Bylaw shall be made in writing under the hand of the representative making the same.

PRIVACY AREAS AND PARKING AREAS

57.

- a. The owner of a unit shall for so long as he owns his unit have the exclusive use of the balcony or patio adjoining such unit, which shall constitute a privacy area.
- b. The Board may, in addition to other restrictions set out in this Bylaw, specify and limit the nature and extent of the use or uses of any such privacy area assigned or designated by it hereunder.
- c. While any such privacy area is not included in the condominium plan as part of a condominium unit, and shall not be deemed to be an area leased pursuant to Section 50 of the Act, any such privacy area shall be maintained in a clean and slightly condition at the sole expense of the owner to whom it has been assigned PROVIDED THAT the Board shall be responsible for clearing slush, snow and debris from the driveway, common walkways and outside parking areas, sweeping the parking areas and structurally maintaining fences, parking areas, steps, and walkways to a standard considered reasonable by the Board.
- d. If the owner shall fail to properly maintain any such privacy area assigned to him after ten (10) days' notice to him to correct any maintenance problem set forth in said notice from the Board, then the Board or its representative may order the maintenance corrected and the owner affected shall reimburse the Board for all monies expended and all costs incurred in order to rectify said maintenance problem and pay interest thereon at the Interest Rate after demand for payment.

- e. The term privacy area does not include any fence, rail or similar structure bordering any designated privacy area.
- f. The Corporation, at its option, may require an owner to pay electrical charges for and in connection with any plug-in facility where such plug-in facility is not metered to the unit of an owner who is using such plug-in facility.
- g. The Corporation and its servants and agents shall, notwithstanding the grant of any right, license or privilege of exclusive use of any area to any owner, have and enjoy free and uninterrupted right at any and all times and from time to time to enter upon, pass and repass over, and occupy any and all parts of such privacy area for the purpose of carrying out any of the duties or functions of the Corporation.

REALTY TAXES

58. The realty taxes and other municipal and governmental levies or assessments against land, including improvements, comprising all or any part of the units and the common property comprising the condominium project shall be assessed and imposed in accordance with provisions of the Act, but until such time as the assessing authority assesses each unit and the share in the common property appurtenant thereto pursuant to the Act such realty taxes and other municipal and governmental levies or assessments shall be apportioned and adjusted amongst all the owners according to their respective unit factors.

INDEMNIFICATION OF OFFICERS AND MANAGERS

59. The Corporation shall indemnify every member of the Board, manager, officer or employee and his or her heirs, executors and administrators against all loss, costs and expense, including counsel fees, reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a Board member, manager or officer of the Corporation, except as to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for fines or penalties imposed in a criminal suit or action or for unjustified profit or advantage or for any illegal act done or attempted in bad faith or dishonesty. All liability, loss, damage, costs and expenses incurred or suffered by the Corporation by reason or arising out of or in connection with the foregoing indemnification provisions shall be treated and handled by the Corporation as common expenses. The Corporation may by ordinary resolution, require that all members of the Board be bonded by a recognized bonding institution in an amount not less than One Hundred Thousand (\$100,000.00) Dollars, the cost of such bonding to constitute a common expense of the Corporation.

NON-PROFIT CORPORATION

60. The Corporation is not organized for profit. No owner, member of the Board or person from whom the Corporation may receive any property or funds or shall receive or shall be lawfully entitled to receive any pecuniary profit from the operations thereof. The foregoing, however, shall neither prevent nor restrict the following:

- a. Reasonable compensation may be paid to any member of the Board or owner while acting as an agent or employee of the Corporation for services rendered in effecting one or more of the purposes of the Corporation;

- b. Any member of the Board or owner may, from time to time, be reimbursed for his actual and reasonable expenses incurred in connection with the administration of the affairs of the Corporation; and
- c. Members of the Board may receive an annual honorarium or stipend established pursuant to Section 5 (k).

USE AND OCCUPANCY RESTRICTIONS

61.

- a. In this By-law:
 - i. "Occupant" means a person present in a unit or in or upon the real personal property of the Corporation or the common property with the permission of an owner.
 - ii. "Owner" includes a tenant;
- b. An owner SHALL NOT:
 - i. Use his unit or any part thereof, for any commercial, professional or other business purposes or for any purpose involving the attendance of the public at such unit unless such use constitutes an authorized, permitted or discretionary use or approved "home occupation" as defined in the relevant Regional Municipality of Wood Buffalo Municipal By-law or for any purpose which may be illegal or injurious to the reputation of the project;
 - ii. Keep or allow any pet, animal, snake, reptile, livestock, fowl or pet of any kind at any time to be in his unit or on the common property or on any Corporation property without the specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn at an time on seven (7) days' notice that effect; all dogs and cots must be hand leashed and kept under control at all times. Any municipal Bylaws in effect in the Regional Municipality of Wood Buffalo with regard to animals at any point in time shall have effect within the common property and municipal officers are hereby authorized and are permitted to enforce Municipal By-laws on the common property; an owner agrees to pay to the Corporation the cost of any repairs or damage to the common property necessitated by and caused by approved pet; an owner shall clean up any animal defecation immediately from either the common property or their privacy areas.
 - iii. Use or permit the use of his unit other than for residential purposes, except for any manager's suite or **Amenity Room**, if any, which shall be used only in accordance with the permitted zoning for the parcel and subject to the policies established by the Board from time to time.
 - iv. Permit his unit to be occupied as a place of residence by more than five (5) persons (whether adult or minor) at any given time without the consent in writing of the Board.
 - v. Make or permit excessive noise in or about the unit or the common property, allow any odor to excessively emanate or escape from his unit which, in the opinion of the Board constitutes a nuisance or unreasonably interferes with the use and enjoyment of a unit or the common property by any other owner or occupant; no instrument or other device shall be used within a unit which ,

in the opinion of the Board, causes a disturbance or interferes with the comfort of other owners; no workmen or contractor shall be permitted to do any work in any unit that would disturb any other unit owner. **An owner wanting to do work in a unit that may disturb any other occupant may apply to the Board for a “temporary work” permit providing a description of the work, potential noise, the duration of the work, and the times and dates of the work to be done.**

- vi. Do any act or permit any act to be done, or alter or permit to be altered his unit in any manner, which will alter the exterior appearance of the structure comprising his or an other units without the prior written approval of the Board;
- vii. Erect or place any building, hot tub, structure, tent, or trailer, (either with or without living, sleeping or eating accommodation) on any parking or on the common property or on any privacy area assigned to him without the prior written consent of the Board.
- viii. Permit erect or hang over or cause to be erected or to remain outside any window or door or any other part of a unit or on the common property or on the real property of the Corporation, clothes lines, clothes, boots, shoes, personal belongings, garbage disposal equipment, recreational or athletic equipment, air conditioning equipment, fences, hedges, barriers, partitions, awnings, shades or screens or any other mater or thing without the consent in writing of the Board first had and obtained; no television or mobile telephone or ratio antenna, tower or similar structure or appurtenances thereto or satellite dish shall be erected on or fastened to any unit or on the common property except as authorized by the Board and then only in accordance with the regulations therefore which may be established by the Board.
- ix. Overload existing electrical circuits or store any combustible, inflammable or offensive goods, provisions or materials in the unit, the garage or on the common property, normal cleaning products and related household goods excepted;
- x. Do anything or permit anything to be done in his unit or upon the common property or the real or personal property of the Corporation or fail to do any act or thing which will or would tend to increase the risk of fire or the rate of fire insurance premiums with respect thereto or which would render invalid any insurance maintained by the Corporation.
- xi. Do anything or permit anything to be done by any occupier of his unit in his unit, or the common property that is contrary to any statute, ordinance, By-law or regulation of any government authority whether Federal, Provincial, Municipal or otherwise.
- xii. Do anything or permit anything to be done by any occupier of his unit in his unit, or on the common property that is contrary to any restrictive covenant or other encumbrance registered against the title to his unit and including any encumbrance regarding architectural controls that may be registered on title to his unit.
- xiii. Do or permit anything to be done that may cause damage to trees, plants, bushes, flowers or lawns and shall not place chairs, tables, devices or other objects on the lawns and grounds so as to damage them or to prevent growth

or to interfere with the cutting of the lawns or the maintenance of the grounds generally.

- xiv. Deposit customary household refuse and garbage outside his unit other than in proper secure garbage bags placed in the enclosure provided by the Corporation; all bulk waste items such as discarded household furnishings, which the Regional Municipality of Wood Buffalo Solid Waste Services Department will not normally collect, shall be removed from the project by the owner at his sole cost and expense; no owner shall leave garbage outside a unit or on the common property.
- xv. Erect, place, allow, keep or display signs, billboards, advertising matter, realtor lock boxes or other notices or displays of any kind on the common property including any privacy area assigned to him or in or about any unit in any manner which may make the same visible from the outside of the unit without the prior written approval of the Board.
- xvi. Permit any employee, member of his household, guests or visitors to trespass on the part of the parcel to which another owner is entitled to exclusive occupation.
- xvii. Use any common driveway or roadway or any part of the common property other than as designated by the Board;
- xviii. Wash private motor vehicles except in such a manner and at such times as the Board may from time to time by regulation set forth or direct.
- xix. Carry out any repairs or adjustments to private motor vehicles on the project.
- xx. Allow motorcycles, trailers, campers, boats, snowmobiles, trail bikes, all terrain vehicles, or any type of motor home or recreational vehicle or equipment to be parked or stored anywhere on the parcel unless they are licensed, insured and in operating condition, and then only in an area approved by the Board.
- xxi. Allow a visitor to his unit to park his private motor vehicle anywhere on the project except in a stall designated by the Board for visitor parking.
- xxii. Park or store any private motor vehicles or allow any member of his household to park or store any private motor vehicle on those areas of the project designated for Visitor or Handicapped parking;
- xxiii. Bring onto the project any vehicle other than a private motor vehicle which is licensed, insured and in operating conditions and such private motor vehicles shall not be, in the sole opinion of the Board, is a source of objectionable or annoying noises, or odours;
- xxiv. Allow any private motor vehicle parked on a parking area to leak oil, grease, antifreeze or gasoline onto such parking area; if such leak occurs such owner shall be responsible to clean the parking area of such oil, grease, antifreeze or gasoline as soon as reasonably possible.
- xxv. Obstruct or permit any walkway, passage or driveways or parking areas to be obstructed by his family, employees, guests or visitors or their vehicles.
- xxvi. Shake mops or dusters of any kind nor throw anything out any windows in the unit or on the common property, nor permit anything of this kind to be done.

- xxvii. Allow his unit, garage, or privacy area assigned to him to become untidy, unsanitary or unsightly in appearance. The Board shall be at liberty to remove any rubbish or clean up the common property in close proximity to an owner's premises to its satisfaction and charge the expense to the owner.
- xxviii. Make or cause to be made any structural, common mechanical, common plumbing, common drainage, gas or common electrical system, changes, alterations or additions to the unit or an structural alterations to be made to the outer boundary of any unit including load bearing walls or any ceiling or floor without first having the design and specifications of such alteration or addition approved in writing b the Board; the owner requesting such approval agrees to pay the cost of any engineer or architect engaged by the Board to review the design and specifications; any alteration or addition made by an owner without such approval may be restored ore removed by the Board or its duly authorized representative or representatives and any costs incurred by the Corporation as a result thereof shall forthwith be paid by such owner to the Corporation and shall bear interest at the Interest Rate from time such costs are incurred until paid.
- xxix. Use a toilet, sink, tub, drain or other plumbing fixture for a purpose other than that for which it is constructed.
- xxx. Be responsible for snow removal other than from the front steps or front walkway and back steps or patio adjacent to the unit.
- xxxi. Use his privacy area or other patio, balcony, or other areas outside of his building for the storage of personal belongings or other goods and chattels or allow or cause any household or personal effects or articles belonging to him to be kept anywhere except inside his respective unit when not in actual use, and each owner will comply with all requests of the Board or its representative(s) that all household or personal effects or articles, belonging to an owner's household be put away inside such unit when not in actual use, however, flower pots, lawn furniture or a barbeque on a privacy area are permitted.
- xxxii. Feed or harbour pigeons, bulls or other birds from the patio or windows of his unit or on the common property.
- xxxiii. Render a unit unfit for human habitation.
- xxxiv. Move furnishings except during times established by the Board in its sole discretion so as to cause the least disturbance to other owners;
- xxxv. Paint, decorate or otherwise alter any portion of the building or a unit required to be maintained by the Corporation without the express, prior, written consent of the Board.
- xxxvi. Install any flags, wind chimes or Christmas decorations without the prior written approval of the Board.
- xxxvii. Cook on a patio other than using a natural gas or propane barbecue.
- xxxviii. Without the written consent of the Board, have any right of access to those portions of the common property used from time to time for mechanical systems utilities areas, building maintenance, storage areas not specifically assigned to him under Section 58, operating machinery or any other parts of

the common property used for the care, maintenance or operation of the project generally.

xxxix. Use or permit to be used any draperies or window coverings that are visible from the exterior of the building unless such draperies are of a neutral, white, off-white or ivory shade, or are so lined, and shall not use foil, bed sheets, towels, flags or other opaque material on any window.

c. An owner shall ensure that his occupants comply with those requirements that the owner must comply with under Subsection (a) and (b) hereof and, upon request of the Corporation, obtain from the tenants or have the Manager who leases the units on behalf of the owners obtain from the tenants an undertaking, in writing, to the following effect:

"I _____, covenant and agree that I, the members of my household and my guests from time to time will, in using the unit rented by me, any privacy areas relating to the unit and all the common property, comply with the CONDOMINIUM PROPERTY ACT, the By-laws and all rules and regulations of the Corporation during the term of my tenancy."

AMENDMENT OF BY-LAWS

62. These By-laws, or any of them, may be added to, amended or repealed by special resolution of the Corporation and not otherwise. The Corporation shall cause to be prepared and distributed to each owner and mortgagee who has notified its interest to the corporation, a notice or memorandum of any proposed amendments, additions or repeal fifteen (15) days prior to the date of any such special resolution and thereafter provide each such mortgagee with a copy of any registered amendment, addition or repeal.

CHANGE OF LEGISLATION

63. Should the Act be amended and changed in the future, then these By-laws shall be deemed to have been amended accordingly to adopt any and all such changes to the Act which are required to be adopted to enable the Corporation to operate at all times with the full powers of the Act and to use all remedies available to it under the Act.

MEDIATION AND ARBITRATION

64. Any dispute respecting any matter arising under these By-laws may, with the agreement of the parties to the dispute, be dealt with by means of mediation, conciliation or similar techniques to encourage settlement of the dispute or be arbitrated under the *ARBITRATION ACT*.

MUNICIPAL RESERVES

65. In addition to the duties of the Corporation as set out herein, the Corporation shall maintain the landscaping and fencing for the linear public reserve and entry signs located within the municipal reserves contained with the legal descriptions set out in Appendix "A" hereto. The

Corporation shall maintain such municipal reserves to the satisfaction of the regional Municipality of Wood Buffalo.

ALPHABETICAL INDEX

<u>ADDITIONAL DUTIES OF THE BOARD</u>	13
<u>ADJOURNMENT FOR LACK OF QUORUM</u>	17
<u>ALTERNATE BOARD REPRESENTATIVE</u>	30
<u>AMENDMENT OF BY-LAWS</u>	36
<u>ANNUAL GENERAL MEETINGS</u>	16
<u>CASUAL VACANCY ON BOARD</u>	11
<u>CHAIRMAN FOR GENERAL MEETINGS</u>	17
<u>CHAIRMAN OF BOARD MEETINGS</u>	12
<u>CHANGE OF LEGISLATION</u>	37
<u>COMPANY WHICH IS MEMBER OF BOARD</u>	30
<u>COMPOSITION OF THE BOARD</u>	11
<u>CONTRIBUTIONS FOR COMMON EXPENSES AND BUDGET</u>	24
<u>CONVENING EXTRAORDINARY GENERAL MEETINGS</u>	16
<u>CORPORATE SEAL</u>	15
<u>DAMAGE OR DESTRUCTION</u>	21
<u>DEBT RETIREMENT ON TERMINATION</u>	30
<u>DEFAULT IN PAYMENT OF ASSESSMENTS</u>	28
<u>DEFECTS IN ELECTION/APPOINTMENT TO BOARD</u>	15
<u>DEFINITIONS AND INTERPRETATIONS</u>	3
<u>DEVELOPER'S RIGHTS Is this still necessary?</u>	20
<u>DUTIES OF OFFICERS</u>	12
<u>DUTIES OF THE CORPORATION</u>	7
<u>DUTIES OF THE OWNERS</u>	5
<u>ELIGIBILITY FOR ELECTION TO BOARD</u>	11
<u>ELIGIBILITY TO VOTE</u>	18
<u>ESTOPPEL CERTIFICATE</u>	29
<u>EXTRAORDINARY GENERAL MEETINGS</u>	16
<u>FURTHER POWERS OF BOARD</u>	13
<u>INDEMNIFICATION OF OFFICERS AND MANAGERS</u>	32
<u>INSURANCE</u>	22
<u>LEASING OF UNITS</u>	29
<u>MEDIATION AND ARBITRATION</u>	37
<u>MISCELLANEOUS PROVISIONS</u>	5
<u>NON-PROFIT CORPORATION</u>	32
<u>NOTICE OF DEFAULT TO MORTGAGEES</u>	30
<u>NOTICE OF GENERAL MEETINGS</u>	16
<u>NOTICES</u>	30
<u>OFFICERS OF THE CORPORATION</u>	12
<u>ORDER OF BUSINESS FOR GENERAL MEETINGS</u>	17
<u>POLL VOTES</u>	18
<u>POWERS OF THE CORPORATION</u>	9
<u>PRIVACY AREAS AND PARKING AREAS</u>	31
<u>PROCEEDINGS AT GENERAL MEETINGS</u>	16
<u>PROXIES</u>	18
<u>QUORUM FOR BOARD</u>	12
<u>QUORUM FOR GENERAL MEETINGS</u>	17
<u>REALTY TAXES</u>	31
<u>REMOVAL FROM BOARD</u>	11

<u>RESOLUTION OF THE OWNERS</u>	<u>19</u>
<u>RETIREMENT FROM THE BOARD AND TERM OF OFFICE</u>	<u>11</u>
<u>SEVERABILITY</u>	<u>29</u>
<u>SIGNING AUTHORITIES</u>	<u>15</u>
<u>SPECIAL ASSESSMENTS</u>	<u>27</u>
<u>SUCCESSIVE INTERESTS</u>	<u>19</u>
<u>THE CORPORATION AND THE BOARD</u>	<u>10</u>
<u>TRUSTEE VOTE</u>	<u>19</u>
<u>USE AND OCCUPANCY RESTRICTIONS</u>	<u>32</u>
<u>VACATING OFFICE OF BOARD MEMBER</u>	<u>15</u>
<u>VIOLATION OF BY-LAWS</u>	<u>19</u>
<u>VOTE BY CO-OWNERS</u>	<u>18</u>
<u>VOTES OF BOARD</u>	<u>12</u>
<u>VOTES PERSONALLY OR BY PROXY</u>	<u>18</u>
<u>VOTING BY SHOW OF HANDS</u>	<u>17</u>
<u>VOTING CALCULATION</u>	<u>18</u>
<u>VOTING RIGHTS OF MORTGAGEE</u>	<u>19</u>