

GUIDELINES for RESIDENTS

(Revised May, 2016)

Gordon Park Housing Society is a Cooperative Corporation registered under the Society Act of British Columbia, and its bylaws have been approved by the British Columbia Registrar of Companies.

The guidelines have been compiled from purchase agreements, from the Society's bylaws and from the minutes of meetings. Purchase agreements and bylaws are not copied in detail here, but residents should preserve these documents and refer to them from time to time.

A. General Principles

1. Gordon Park Village is a society with Christian values governed by the "Golden Rule" and the Ten Commandments. GPH is not a care facility but is designated for those 50 years of age and over. With only one elevator in the building, if you are living on an upper floor and are unable to navigate stairs, perhaps you should be considering relocating to the ground level or asking yourself whether GPH is the right place for you. We do not own our suites in the same way we would own a home. We are joining a cooperative society and are expected to be involved.
2. Smoking is not permitted in any part of the building, including balconies. This restriction is a requirement under our insurance policy and must be observed.
3. Alcoholic beverages are not to be consumed in any of the common areas.
4. Members are responsible for ensuring that no activity in the suites or common areas will interfere with the enjoyment of the premises by any other member or guest.
5. Visitors to the recreational facilities must be accompanied by a resident. Residents are responsible for their guests and shall be held responsible for any damage to Society property.
6. Children (under 12) on the grounds or common areas must be under supervision.
7. No pets are allowed in the building, by members or visitors, except small birds in cages or fish in small aquariums.
8. Rules posted in any of the common rooms have been approved by the Board of Directors and are considered to be part of these guidelines.

B. From the Purchase Agreements

Member agrees:

1. To keep the interior of the doors, windows and the Society's fixtures and fittings in the demised premises in good and tenantable repair and condition (reasonable wear and tear and damage by fire or acts of God excepted);
2. Not to make or permit to be made any alteration in the construction of the demised premises without the consent in writing of the Society.;
3. To permit the Society or it's agents, at all reasonable times, to enter the demised premises for the purpose of examining the state of repair or to make such repairs as the Society may deem necessary.
4. To use the premises exclusively as a private residence for adults only.
5. To keep all common areas neat and clean at all times.

C. From the Bylaws

Society members will comply with the bylaws of the Society and pay all fees when they are due. Members must also comply with rules and regulations and contractual terms as outlined in the membership contract as well as the rules designated by the Board from time to time. – Sect. 5(1)

1. The directors shall:
 - (a) make such rules and regulations as are not inconsistent with the constitution or bylaws of the Society. – Sect. 22(5)
 - (b) give a full and complete report of their activities at the Annual General Meeting of the Society. – Sect. 22(5)
 - (c) make no single expenditure in excess of \$5,000.00 without the approval of the membership at a Special Meeting, except in cases of emergency pertaining to building repair or maintenance. – Sect. 31

D. Vacations, Guests

When leaving on vacation, please leave, with the office, your vacation address, your dates of departure and return plus the name and address of the persons looking after your mail and keys. This is necessary in case of an emergency within the building.

E. Security

1. Outside doors are to be kept locked. Do not use any blocks or other gadgets to hold doors open.
2. Do not admit anyone whom you do not know. After 10:00 pm you must meet your guests at the main entrance as the automatic door entry system is disengaged between the hours of 10:00 pm to 7:00 am.
3. Two outside door key fobs have been issued for each suite. If you lose your fob please report it to the office immediately so it can be removed from the system. Replacement fobs will cost \$50.00 each.
4. Be sure that the parkade or garage door is fully closed before driving away. This will prevent vandals entering the parkade to damage cars and other property.
5. No soliciting is allowed in the building.

F. Fire

1. If you discover a fire -
 - (a) Pull the fire alarm in the corridor.
 - (b) Phone 911 even though our system is wired to the fire hall.
 - (c) Tell operator that you are reporting a fire at 1329 KLO Road, Gordon Park Housing.
 - (d) Get out quickly. Close, but do not lock your door.
2. If you hear the alarm –
 - (a) Leave at once by the **nearest safe exit**.
 - (b) Do not use the elevator.
 - (c) Go to the outside parking area on the south side of Phase 2.
 - (d) Walk; don't run; watch out for fire engines.
 - (e) Do not re enter the building until advised by the fire department
 - (f) **If you are unable to navigate the stairs, get to the nearest safe stairwell, close the door and wait for rescue. Notify everyone entering that stairwell that you are in need of rescue.**

3. Do not store anything in your suite or storage area that will increase the risk of fire. This could invalidate our fire insurance policy.
4. No barbecues are allowed.
5. Do not pile anything within 18 inches of the ceiling in the storage areas. Sprinklers must not be obstructed.
6. Residents can be required to pay the deductible on an insurance claim if damage results from his or her negligence.

G. Parking

Any vehicle operating or parking on the grounds of a **Gordon Park Housing Society** property will be subject to the following conditions:

1. Vehicles must have current registration, license and insurance; this includes vehicles in the garage areas, underground parking stalls and outside parking area.
2. Vehicles must park in their designated spots.
3. All parking trades and/or rentals must be approved in writing by the office.
4. All vehicles not parked in correctly designated locations will be towed at the owner's expense.
5. Vehicle must be maintained in a safe operating condition
6. Vehicle must not park in driveways or fire lanes.
7. Vehicle must not make excessive noise.
8. Vehicle must obey posted speed limits and be operated in a safe manner.
9. Vehicle operator is responsible to clean any fluid leaks ASAP.
10. Repairs to vehicles will not be performed on the property
11. Guests with vehicles in the parking lot overnight should display the Suite # on their vehicle.
12. Vehicle will not exceed 1-ton capacity, no trailers or motor homes.
13. Vehicle must be able to start and be moved upon request.

H. Garbage and Recycling

1. All garbage should be bagged and placed in dumpster. Double bag wet garbage.
2. Items to be recycled must be placed in the designated containers in the shed behind the garbage dumpster.
3. Cardboard boxes are to be flattened and must should not have wax or plastic linings. Pizza boxes are not recyclable and should be put in the garbage dumpster.
4. Rinse cans, bottles and plastic containers. Remove lids from milk jug.

I. Front Courtyard

1. In front parking area, do not back in and do not drive up against the shrubs.
2. All deliveries are to be made through the front door. Residents are asked to see that this rule is observed.
3. Bicycle racks are provided near the front entrance and in the parkade. Do not leave bicycles on the lawns, amongst the shrubs or on the driveways.
4. No roller skating or skate boarding is allowed either inside or outside the building.
5. Residents are encouraged to enjoy our Patio. It is a pleasant place to visit with other residents or guests.

J. Recreational Facilities

Note: Most of the recreational areas have posters near their doorways listing special rules and requirements. These are not all fully repeated here, but attention is drawn to the main items.

1. **General Rules:**
 - a) Anyone using equipment, such as in the fitness room or the workshop, does so at their own risk and assumes responsibility for any loss, damage or personal injury.
 - b) Equipment or furnishings in any of the facilities must be put away after use.
 - c) Washrooms are to be left neat and clean.

- d) Operating hours in most cases are indicated on posters near the doorways. The function must be finished by 10:00 PM.
- e) Residents of Phase 3 are welcomed as members; their organization shares in the operational costs such as power, water and equipment replacements.

Some **Gathering Room** Rules:

- a) The Gathering Room is for the Members use and must be booked in the Members name.
- b) Room must be booked ahead of time for any function. A **refundable** damage deposit of \$15.00 will be charged. The cost to use the room is \$35.00.
- c) Kitchen, if used, must be cleaned up afterwards in accordance with British Columbia Health Code.
- d) The damage deposit will be returned after the user has cleaned and vacuumed the room, and returned the chairs and tables to the appropriate place. Please follow the instructions posted on the board in the Gathering Room.
- e) Room occupancy is limited to 60 persons for private parties only.
- f) Functions for sale or profit are not allowed.
- g) When the Gathering Room is in use, other members must be free to use the adjoining rooms, except the kitchen (if it is being used for the function).
- h) Outside caterers may not use the kitchen but may bring in food prepared elsewhere.

3. Some **Workshop** Rules:

- a) All power tools must be made available for use by other shop users as well as by the owner.
- b) Lockers are assigned only to those who use the workshop.
- c) When large projects are in progress, other members must be allowed free access to power tools and the workbenches.
- d) Floor should be covered when painting is being done. During spray painting, please cover power tools.
- e) Unfinished work should be gathered up and put away so others can use the area at any time.
- f) A donation of \$1.00 per month or more is customary. This is to cover repairs, blade sharpening, etc.

4. The fitness room is for residents only. Walk, don't run on the older treadmill by the window. For more action, use the newer model.
5. For other rooms or facilities, similar rules are in effect, but please check the poster or ask a regular user.

K. Hallways, Doors, Windows, Balconies

1. Because of the pressure system in the building, doors to suites must be kept closed.
2. Windows near elevator are to be kept closed.
3. To avoid odors in hallways, please use exhaust fans when cooking.
4. Windows in storage rooms are to be left open 3 – 4 inches. In freezing weather, allow about an inch.
5. Do not leave mats or rugs on hallway floors.
6. No mops or rugs are to be shaken in hallways or from balconies.
7. No more than 2 suitable plants will be allowed per floor, in the hallway, near the elevator.
8. Bicycles must not be kept on balconies.

L. Sale of Suites

1. Please advise the office as soon as you decide to sell your suite so that the board can be notified, in advance of the proposed sale.
2. Each buyer (new member) and seller (outgoing member) must make arrangements for the financial sale (unit transfer) transaction either through a Lawyer, a Notary Public or personally. GPHS bookkeeper will provide all account information for final adjustments in order to complete the unit sale transaction.

Reminder: The board must meet and approve all potential members prior to the signing of any sale agreements.

3. No "For Sale" or "Open House" signs are to be placed in windows or elsewhere in or around the building except as approved. The exchange of keys, fobs and garage door openers is the responsibility of the buyer and seller.
4. New members must pay a \$300.00 membership fee upon acceptance into the Society. Transfers within Gordon Park are processed for \$200.00.

5. It is preferable that Membership fees be paid by Automatic Debit. Forms may be completed at the Gordon Park Housing Office. Post Dated cheque are discouraged.

Signature

Date