

RULES and REGULATIONS for MEMBERS

(in accordance with Bylaw 2.8) (Revised March 5, 2019)

Gordon Park Housing Society is governed by Gordon Park Housing Society Bylaws and the Rules and Regulations for Members.

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

Bylaws can be changed in accordance with Bylaw 11.2 which states "The Bylaws may be amended, rescinded, altered and re-enacted at the Annual General Meeting or by Special Resolution."

Rules and Regulations can be developed by the Gordon Park Housing Board of Directors in accordance with Bylaw 2.8 which states "Every member shall uphold the constitution and these Bylaws, pay all fees when they are due, comply with the rules and regulations and contractual terms as outlined in the Membership contract as well as the rules and regulations designated by the board from time to time and in accordance with Bylaw 5.10(2) which states that "the duties of the officers shall be to make such rules and regulations as are not inconsistent with the constitution of the Society or these Bylaws."

Rules and Regulations may be amended, rescinded, or altered and such requests will be dealt with by the Board of Directors. The decision of the Board of Directors shall be final.

1. General Principles

- 1.1 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.
- 1.2 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. Quiet hours are between 10:00pm and 8:00am.
- 1.3 Visitors to the recreational facilities must be accompanied by a member. Members are responsible for their guests and shall be held responsible for any damage to Society property.
- 1.4 Children (under 12) on the grounds or common areas must be accompanied by a Member.

- 1.5 Rules posted in any of the common rooms have been approved by the Board of Directors and are considered to be part of these Rules and Regulations.

2. From the Purchase Agreements

Member agrees:

- 2.1 To keep the interior of the doors, windows and the Society's fixtures and fittings in the demised premises in good and tenable repair and condition (reasonable wear and tear and damage by fire or acts of God excepted).
- 2.2 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.
- 2.3 To keep all common areas neat and clean at all times.

3. Vacations, Guests

- 3.1 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.

4. Security

- 4.1 Outside doors are to be kept locked. Do not use any blocks or other gadgets to hold doors open.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 No soliciting is allowed in the building.

5. Fire

5.1 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.

5.2 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.

5.3 Do not store anything in your suite or storage area that will increase the risk of fire. This could invalidate our fire insurance policy.

5.4 Do not pile anything within 18 inches of the ceiling in the storage areas. Sprinklers must not be obstructed.

5.5 Members may be required to pay the deductible on an insurance claim if damage results from his or her negligence.

6. Parking

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

- 6.1** All vehicles on Society grounds must have a valid license decal affixed to the license plate.” See rule 2 for Member exception.
- 6.2** A Member who chooses not to license their vehicle with a valid license decal but instead store the vehicle must have an Insurance policy with a two million dollar liability coverage, a copy of which must be submitted to the Board. This vehicle cannot be parked in the visitors parking.
- 6.3** Non-member/short term visitors are permitted to park in any assigned parking stall up to a maximum of 7 days only.
- 6.4** Vehicles must be maintained and operated in a safe manner in accordance with posted speed limits, fire lane and handicap restrictions.
- 6.5** Vehicle maintenance is not permitted on Society grounds and any fluid leaks must be cleaned ASAP.
- 6.6** Vehicles not to exceed 1-ton: no trailers, campers or motor homes allowed.
- 6.7** Non-compliance with any of the above rules 2-6 will be discussed with the Member in question. If an issue cannot be resolved the Member will be asked to remove the vehicle from Society grounds or have it removed at the owners expense.
- 6.8** Bicycles must be parked in the Members parking stall.

7. Garbage and Recycling

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

8. Front Courtyard

- 8.1 In front parking area, do not back in and do not drive up against the shrubs.
- 8.2 All deliveries are to be made through the front door. Members are asked to see that this rule is observed.
- 8.3 A bicycle rack is provided near the front entrance.
- 8.4 No roller skating or skate boarding is allowed either inside or outside the building.
- 8.5 Members are encouraged to enjoy our Patio. It is a pleasant place to visit with other residents or guests.

9. Use of the Facilities

- 9.1 Anyone using society equipment does so at their own risk and assumes responsibility for any loss, damage or personal injury
- 9.2 Equipment or furnishings in any of the facilities must be put away after use.
- 9.3 Washrooms are to be left neat and clean.
- 9.4 Operating hours in most cases are indicated on posters near the doorways. The function must be finished by 9:00 PM.
- 9.5 Residents of Phase 3 are welcomed as Members; their organization shares in the operational costs such as power, water and equipment replacements.

10. Gathering Room Rules

- 10.1 The Gathering Room is for the Members use and must be booked in the Members name who must be in attendance. The function must be finished by 10:00PM.
- 10.2 Rental rate for Members who are beneficiaries:
The cost to use the room is \$35.00. A refundable damage deposit of \$100.00 will be charged. Any damage will be the responsibility of the Member who booked the room.
- 10.3 Rental rate for Members with larger groups upwards to 75 is subject to review by the board. See rental chart on Rental Agreement. Rental does not include exclusive use of the patio. Patio tables with reserved signs are for Members use during rental function.
- 10.4 There will be a maximum of 75 people allowed at any one function excluding Gordon Park Housing Society functions.
- 10.5 After inspection the damage deposit will be returned upon the Member having cleaned the kitchen, bathrooms, vacuumed and cleaned Gathering Room, and the chairs and tables returned to the appropriate place.
- 10.6 Functions for sale or profit are not allowed.
- 10.7 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).
- 10.8 Outside caterers may not use the kitchen but may bring in food prepared elsewhere.
- 10.9 Kitchen facilities (fridge, stove, dishwasher, coffee pots and dishes) may be used. Ensure coffee pot is unplugged. No food supplies (coffee, butter, margarine, jam etc.) will be consumed.
- 10.10 All doors must be kept shut at all times while the function is in progress including use of the patio.
- 10.11 The hallways and other facilities are OFF LIMITS to all guests.
- 10.12 The final rental decision rests with the Board.
- 10.13 No smoking in parking lot and patio.
- 10.14 No alcohol on the premises.
- 10.15 No tapered candles, tea lights are permitted.
- 10.16 Gathering Room Fees

	<u>Rate</u>	<u>Refundable Damage Deposit</u>
1. Member's compassionate use	Free	
2. Member's personal use - special occasions (i.e. your birthday, anniversary, immediate family, etc.)	\$35.00	\$100.00
3. Non-Member use (i.e. children, in-laws, friends) Subject to review by Board		
Gathering Room	\$100.00	\$100.00
Gathering Room Kitchen	\$150.00	\$100.00

11 Workshop Rules:

- 11.1 A workshop committee of three Work Shop users only be established.
- 11.2. To ensure that new waiver is signed, lock to power tools to be changed.
- 11.3 Lockers can only be used for Shop tools or Shop material.
- 11.4 Advise if power tools are not working properly or broken, place an "Out of Order" sign on equipment.
- 11.5 Do not give power tool keys to persons who have not signed waver.
- 11.6 No personal equipment or power tools to be stored in Shop, must be in lockers only.
- 11.7 Additional equipment donated to Shop will only be accepted if approved by Shop.
- 11.8 Clean up after you are finished both floor and equipment.
- 11.9 Storage of personal material no longer than 30 days and in specified area only.
- 11.10 Agree to annual fee based on \$ 12.00 Per locker.
If fees are not paid, key to power tools will not be released and lockers forfeited.
- 11.11 Donations will be encouraged from members who use the shop but do not have a locker or key to power tools.
- 11.12 Maximum number of lockers per unit, no more than 3 (if available).
- 11.13 Lockers that are not disclosed and have locks on them-the locks will be cut and content removed.
- 11.14 Lockers to be assigned by Work Shop Committee members only.
- 11.15 Work Shop grievances, issues, or problems be directed to the Committee.

12. Hallways, Doors, Windows, Balconies

- 12.1 Because of the pressure system in the building, doors to suites must be kept closed.
- 12.2 Windows near elevator are to be kept closed.
- 12.3 To avoid odors in hallways, please use exhaust fans when cooking.
- 12.4 Windows in storage rooms are to be left open 3 – 4 inches. In freezing weather, allow about an inch.
- 12.5 Do not leave mats or rugs on hallway floors.
- 12.6 No mops or rugs are to be shaken in hallways or from balconies.
- 12.7 No more than 2 suitable plants will be allowed per floor, in the hallway, near the elevator.
- 12.8 Bicycles must be stored in the Members parking stall.

13. Sale of Suites

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 New members must pay a \$300.00 membership fee upon acceptance into the Society and pay \$100.00 move in fee. Transfers within Gordon Park are processed for \$200.00.
- 13.5 Membership fees must be paid by Automatic Debit. Forms may be completed at the Gordon Park Housing Office.