



**EPS 2358  
MACKIN PARK  
RULES**

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**Introduction**

**1. Amendments to the Rules**

Council (not including any committees of the Strata Corporation) may amend the Rules at any time, in accordance with Section 125 of the Strata Property Act.

**2. Severability**

If any single part of the Strata Corporation's Rules is found to be legally ineffective it shall not affect the validity of the rest.

**3. Definitions and interpretations:**

For the purposes of these Rules:

- **“resident”** means a person, whether Owner, Occupant or Tenant (as defined under the Strata Property Act), who normally resides at Mackin Park Residences.
- **“guest”** means a person who is invited, by an Owner, Occupant or Tenant, to visit someone's home at Mackin Park Residences, or to occupy the Amenity Room in accordance with the Rules set out herein, or to attend a particular social occasion whether at the resident's home or on the common property.
- **“proof of residency”** means evidence that a person normally resides at Mackin Park Residences.

**MACKIN PARK  
EPS 2358**

**APPROVED RULES**

**GENERAL RULES**

**1. MOVING IN & OUT**

An appointment for a moving in and out time must be made by e-mailing mackinparkpbs@gmail.com

- 1.1) Every Owner, Occupant or Tenant moving either into or out of any Mackin Park building must complete an Owner/Occupant/Tenant Information Form with the caretaker or Strata Manager before an appointment can be made.
- 1.2) An Owner, Occupant or Tenant is required to give a minimum of 72 hours' notice to the caretaker, prior to any move in/out.
- 1.3) Moves are allowed only within the caretaker's hours; 9am-1PM with a 3-hour period when the elevator will be locked for the move.
- 1.4) Any moves outside the caretaker's hours onsite will be scheduled with the Janitorial company. The unit moving will be responsible for the costs of the extra hours the caretaker will be onsite to supervise the move.
- 1.5) Full instruction for the operation of the move will be given by the caretaker.
- 1.6) Owners will be responsible for any Tenant or Occupant in their Strata Lot moving in or out of the building and will be responsible for any damage to the common property. The caretaker will then lock out an elevator. Following completion of the move an inspection of the common property will be done to confirm no damage was incurred. Any damage caused to the building during a move in/out will be assessed to the Owner of that unit.
- 1.7) Elevator pads must be installed by the caretaker to protect the elevator when moving any furniture.
- 1.8) A move-in fee of \$150 must be paid by the Owner to the Strata Corporation before a move can proceed.
- 1.9) Elevators can only be locked off for 2-3 hours max on weekends and permission for longer use will be granted if the move is on a weekday and in an off-peak hour. 11am-3pm.
- 1.10) There is a REFUNDABLE \$250 move out deposit. This should be arranged with the property manager at least 30 days prior.
- 1.11) During the move, all lobby doors must remain closed and locked when unattended by an owner, tenant, occupant or the caretaker.
- 1.12) The caretaker will require to have in their possession the following documentation before a move-in can commence (no exceptions will be made):

- a) A complete Owner/Occupant/Tenant information form;
- b) A copy of a complete Form K if the new resident is a Tenant;

## **2. BUILDING SECURITY**

- 2.1) No one shall leave open or unlocked any outside entrance or exterior and interior fire exit doors.
- 2.2) Owners and residents must not allow strangers to enter the building at any time and/or allow unidentified persons to follow you through the door when you enter. If a person will not identify them-selves or show their key fob, notify the caretaker or Strata Manager immediately.
- 2.3) Drivers of all vehicles entering or leaving the garage must wait to visibly ensure that the gate has closed behind them before driving away. Drivers must not drive around or pass anyone who is waiting at the gate in compliance with this Rule.
- 2.4) Owners and residents should report to the Strata Manager, Caretaker, Strata Council and/or the police any suspicious person(s) in or around the building.
- 2.5) All keys to locks on the common property will be made and issued only with the authority of the Strata Council.
- 2.6) Access fobs, and remote transmitters, in addition to those provided upon closing, are \$75.00 per grey fob (common property doors, but not garage gate), and \$100.00 per remote transmitter (common property doors and garage gate) and are issued by the caretaker.
- 2.7) All fobs lost or stolen shall be reported to the caretaker immediately.
- 2.8) No soliciting will be permitted within the Strata Plan under any circumstances.

## **3. SMOKING & ALCOHOL CONSUMPTION**

Smoking is not allowed in any common property areas of the buildings or land that is a common asset. Alcohol consumption is not allowed in all common property areas of the buildings or land that is a common asset, except in the Amenity Room. The Strata Corporation is not liable for irresponsible use of the facilities. Owners and residents are solely responsible for the consequences of their own behavior and that of their guests.

## **4. ROLLER BLADES, ROLLER SKATES, SKATE BOARDS**

Roller blades, roller skates, and skate boards shall not be used on the common property or land that is a common asset.

**5. USE OF NOTICE BOARD (IN AMENITY FOYER)**

All notices shall be typed, dated and removed or renewed every 10 days. Notices must be printed on letter size (8 ½ x 11") or half letter-size paper.

The Notice Board will be used primarily for Council business and for notices from residents that are not commercial in nature. Owners and residents may post notices of interest to other residents. Any notice that, in the opinion of the agent (acting for the Strata Council) mentions, advertises or solicits business for a company, a sole proprietorship or brokerage will be removed.

No notices are to be delivered by hand in the complex. The sole exception is for notices deemed necessary by the Strata Council.

**6. SPEED LIMIT**

Residents shall not drive, or allow any other person to drive, a vehicle in excess of 8 km/h in the parkade.

**7. GARBAGE & CARDBOARD WASTE**

7.1) Only ordinary household refuse and garbage shall be deposited in the garbage bin located on P2. All other items should be disposed of away from the building by residents at their own expense.

7.2) All cardboard shall be deposited in the cardboard recycling bins located in the P2 garbage room.

7.3) All recyclables must be placed in the recycling totters in the P2 garbage room (comingled recycling totters: mixed paper, news print, plastic, tin cans, etc. are to be placed in same totters and don't need separation).

7.4) All organic waste shall be disposed as per requirements by the City of Coquitlam.

**8. ILLEGAL ACTIVITY**

Illegal activity and/or any activity that is contrary to any statute, ordinance, bylaw or regulation of any government, whether federal, provincial, municipal or otherwise, is not permitted within the Mackin Park complex or its grounds. All illegal activity shall be reported to the police.

**9. NOISE (IN SUITE)**

9.1) No person, owner or tenant of real property, shall make or cause, or permit to be made or caused, any noise or sound that disturbs the quiet, peace, rest, enjoyment, comfort or

convenience of your neighbours or the community at Mackin Park. The acceptable hours for regular living is between the hours of 7:00 am to 11:00 pm.

- 9.2) No person, owner or tenant shall keep any animal which by its calls, cries, barks, or other noises, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of your neighbours or the community at Mackin Park.
- 9.3) The council believes the following noises and sounds are objectionable: Any calls, cries, barks, or other noises made by an animal which is audible outside the premises where the animal is kept, between the hours 11:00p.m to 7:00am

Any amplified music, speech which is audible, outside the premises where it originates or is reproduced, between 11:00pm to 7:00 am.

Any appliances such as dishwashers, washer and dryer and garburators which is audible, outside the premises where it originates, between 11:00 pm to 7:00 am.

## **10. PARKING AREA**

- 10.1) All residents must wait for the parkade gates to close completely when exiting/ entering the parking areas. Residents should not follow other vehicles through the parkade gate(s) (i.e. tailgating); only one vehicle should enter/exit the gate at a time for security reasons.
- 10.2) Only vehicles with current registration and insurance in force shall be allowed in the parking areas, unless a copy of a valid "unlicensed vehicle policy" with a minimum of one hundred thousand dollars (\$100,000) "basic third party legal liability" coverage is provided to the Strata Council and the appropriate storage insurance decal is clearly displayed in the vehicle.
- 10.3) Owners, tenants and occupants are responsible for the cost of repairing damage to their assigned parking stall as a result of leakage of gas, oil or other negligent act. The concrete floor of each assigned parking stall must remain uncovered by any cardboard or other protective material. Vehicles with leaks are prohibited from entering the parkade.
- 10.4) Repairs or oil changes to vehicles or other mechanical equipment is strictly prohibited anywhere on common property.
- 10.5) The parking area is not to be used for recreational purposes (i.e. skateboarding, rollerblading, etc.). It is the Owners' responsibility to ensure that children are supervised by a person over the age of 16 at all times in all parking areas.
- 10.6) Parking spaces are for motorized vehicles only. Storage of any other item is not permitted. Items stored are subject to removal without notice.
- 10.7) The Strata Corporation may have a vehicle in violation of any of the bylaws or rules towed and impounded at the vehicle owner's risk and expense.

- 10.8) Residents are not permitted to park in the designated visitor parking stalls. Residents will be issued one visitor-parking pass for short-term parking in the visitor parking area. Visitors must display this pass at all times while parked in visitor parking. No vehicle may make use of visitor parking for more than seven (7) full or partial days in a calendar month. If a visitor wants to stay longer, the Owner or resident of the unit must ask for a special permission from Council via the Strata Manager in writing. In the request, the Owner or resident must include the Owner's full name, unit number, contact phone number, visiting vehicle's information and the dates requested. If approved, an Extended Visitor Parking Pass must be displayed in the vehicle in addition to the Strata Lot's visitor parking pass.
- 10.9) Owners who have booked the Amenity Room for a private function should have their guests use street parking only.
- 10.10) The replacement cost of a Visitor Parking Pass is \$50, payable to EPS2358 via the Property Management Company.

## **11. REAL ESTATE SIGNAGE**

- 11.1) Can only be posted on the real estate tree on both side of the Building. No stakes in the ground or anything to be placed other than on the tree.
- 11.2) The signs should be removed 2 weeks after the sale is complete.

## **12. GENERAL RULES FOR AMENITIES**

- 12.1) Amenities are for the use of Owners, residents and their accompanying guests only.
- 12.2) Only owners may book amenities for their exclusive use; tenants and occupants must book through their Landlord/Owner and the Owner's signature is required on the booking form.
- 12.3) The maximum occupancy limit of the Amenity Room is 20 people.
- 12.4) No commercial activity is permitted in any of the amenities.
- 12.5) No pets are allowed in any amenities.
- 12.6) Hours for Amenities are as follows: 6:00 a.m. – 11:00 p.m. seven days a week:
- Exercise Room
  - Amenity Room

Exclusive use and extended hours may be permitted by pre-approval of the Strata Council.

Rental rates for exclusive use are \$25.00 per booking for up to a 5 hour period, and \$10.00 per hour for each additional hour. Bookings are made on a first come, first-served basis. In the case of multiple requests for the same date and time period, a

waitlist will be maintained and waitlist priority will be given to residents over non-resident owners. Exclusive use bookings may be requested by email to the strata manager.

Booking shall be permitted no more than 2 months in advance. Proof of residency and picture identification is required and a check-in/check-out procedure must be followed. Owners will be liable for any damages incurred and use of the facilities are at the Owners'/Residents' own risk.

### **RULES FOR AMENITY ROOM**

1. The Amenity Room is currently only available for booking of private functions and meetings. During the private function, only the booking party and their guests shall be allowed to use the Amenity Room.
2. The caretaker or council member shall be contacted for check-in / check-out procedures for private function bookings. Proof of residency and picture identification is required.
3. Users shall clean the room before leaving and remove garbage to the P2 garbage room.
4. Users shall secure all doors and windows and close the blinds before leaving.
5. Users shall turn off the appliances and lights before leaving.
6. Smoking in the Amenity Room and on common property, including the courtyard and patio areas, is not permitted.

### **EXERCISE ROOM RULES**

1. The exercise room is for Mackin Park owners, residents and their guests only. All visitors shall be accompanied by a resident.
2. Smoking or alcoholic drinks are not permitted.
3. No children under the age of 12 are permitted to use the exercise equipment and children under 16 years old must be accompanied by an adult.
4. No pets are permitted in the exercise room.
5. Shoes shall be worn when using the exercise equipment.
6. All equipment shall be wiped and restored to its original place after use (e.g. mats and free weights).



7. Anyone witnessing persons causing damage to this facility or equipment shall report the incident via email to the Caretaker, Strata Council and/or to the Strata Manager.
8. Persons noting normal wear and tear to the equipment which requires attention, shall report such items to the caretaker, Council or Strata Manager immediately.
9. Headphones shall be used for listening to music to avoid disturbing others.
10. Use of the exercise equipment is limited to 15 minutes per session when other users are waiting in the exercise room. A personal fitness trainer is only permitted when it is for the purpose of training a resident. A resident is not permitted to conduct any personal fitness training of non-residents whether for commercial or non-commercial purposes.