

New Residents Welcome Checklist

1. Mailroom access code will be provided after resident orientation.
2. In-person orientation is conducted by a designated council member.

Orientation Date: _____

Orientation Host: _____

Strata Lot: _____

Street Address: _____

IN CASE OF EMERGENCY CONTACTS:

Resident Name	Contact Phone	Alternate Phone	Email Address

- ✓ To get council minutes and email broadcasts of announcements: <https://bcs367.connectresident.com/>
- ✓ To get specific info and resources on our strata or contact the council: <https://bcs367.ca/>

Checklist

Essential Bylaws

Done

Checklist	Essential Bylaws	Done
Bylaw 2	Repair and Maintenance of Property by Owner: (3) + (4) Clear snow; (5) Water plants and trees.	
Bylaw 4	Pets: (1) Not unattended on balcony, yard; (2)+(3) Kept leashed; (4) Clean up; (5) Two cats or dogs.	
Bylaw 5	Balconies & Patios: (1) Approved items; (3)+(4) Festive decorations; (6) Deck cleaned; (7) Storage.	
Bylaw 6	Garbage: (1) Bagged & tied; (3) No storage outside; (Recycle into proper bins; (5) Cigarette butts.	
Bylaw 7	Parking: (2) Stall #145 is not for residents; (9) No parking anytime on inner roadway or by garages.	
Bylaw 8	Inform Strata Corp: Non-resident owner must provide mailing address and emergency contact info.	
Bylaw 9	Obtain Approval Before Altering a Strata Lot: (1) Building structure & exterior, doors, windows, etc.	
Bylaw 10	Obtain Approval Before Altering Common Property: (3) No landscaping changes allowed...	
Bylaw 28	Maximum fine is \$200, can be applied every 7 days if necessary.	
Bylaw 38	Hose Bib Winterization: Turn off outside hose taps Nov. 15 - Mar. 15, shutoff is by hot water tank.	
Bylaw 42	Recycling: Residents responsible to take all Styrofoam (except food ones) to proper recycle depot.	
Bylaw 43	Fuel Container Storage on Strata Lot: Maximum 20 litres or 5 gallons; No more than one container.	
Bylaw 44	Other Accommodation: Private dwelling only; No short-term rentals such as "VRBO", "Airbnb", etc.	
Bylaw 45	Cannabis Smoking or Vaping: Restricted to inside unit only with windows and doors fully closed.	
Bylaw 46	Insurance Deductible Charge Back: Owner must obtain and maintain liability & property insurance.	
Bylaw 47	Privacy Policy for the Owners: Common property security cameras; strata lot security devices.	
Bylaw 49	Level 2 Electric Vehicle Charging Stations NOT permitted in Garages: 100A power panel too limited.	

Checklist

Good To Know

Done

Checklist	Good To Know	Done
How To	Change the front door lock or handle set.	
How To	Change the floor finish.	
How To	Install a strata approved smart doorbell or smart front door lock.	
How To	Install an air conditioner	
How To	Prepare for annual strata-supplied smoke alarm inspection & testing.	
How To	Clean balcony deck, railings, and edges for annual inspection.	
Form K	"Notice of Tenant's Responsibilities" signed landlord and tenants document for strata records.	

REMEMEBR: There is NO caretaker here, so all residents are urged to keep our strata clean and tidy as possible!