THE Woodward

Welcome!

Strata Plan LMS 3871

612 6th Street

New Westminster

V3L 5V2

September 8th 2020

THE WOODWARD – LMS 3871

Welcome to The Woodward
612 Sixth Street
New Westminster, BC
V3L 5V2

Please review the attached information regarding your new home. You will find information on:

1. **Contacts**
    a. The Building Caretaker
    b. The Strata Management Company
    c. The Strata Manager & Accounts Manager
    d. The Strata Council
    e. The Strata Website

2. **The Building**
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    b. Lobbies
    c. Access to Royal City Centre Mall
    d. Parking
    e. Enterphone System/Keys/Fobs
    f. Storage Lockers
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    h. Exercise Room
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    j. Bicycle Storage
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    b. Water Shut Off
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    b. Residents' Notice Board in the Mailroom

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THE WOODWARD – LMS 3871

Welcome to The Woodward
612 Sixth Street, New Westminster, BC, V3L 5V2

Please review the attached information regarding your new home.

1. **Contacts**
   a. **The Building Caretaker**
      - Bridgeline Property Services Corporation
        Strata Council/Caretaker Office, 5th Floor, The Woodward
        woodwardcaretaker@gmail.com Phone 604-723-4175
        Staff are at the building 8am till 2pm Monday to Friday and Saturday/Sunday 2hrs in morning

   b. **The Strata Management Company**
      - Quay Pacific Property Management Ltd.
        535 Front Street, New Westminster, BC, V3L 1A4
        Phone 604-521-0876 *In an Emergency, Press "1" or Ext 240*

      - **Strata Manager** James Jamieson
        Direct Phone: 604-521-0876 ext. 235
        Email: manager.thewoodward@quaypacific.com

      - **Strata Accounts** Sabina Lungu
        Direct Phone: 604-521-0876 ext. 328
        Email: sabina@quaypacific.com

   c. **The Strata Council**
      - The Strata Council is elected at the Annual General Meeting Bylaws 21.0 through 29.0 provide information on the Strata Council and their authority to manage the Strata Corporation.
      - Strata Council Meeting minutes will be posted to the strata website, emailed to owners on the email list or delivered to owners on the hard copy list.

   d. **The Strata Website**
      - Quay Pacific Property Management Ltd. provide a free portal website that owners may access for Minutes, Notices, Reports: www.quaypacific.com/strata-page/ and click on Strata Login 41 and enter Password WDW352*.

2. The Building – The Woodward – LMS 3871

a. Number of Suites and Floors

- 118 units
- P3 – underground gated parking
- Floors 2 – 4 belong to the Mall. No Access.
- Floors 5 – 22
- Floor 5 has 5 suites
- Floors 6 – 20 have 7 suites
- Floors 21 – 22 have 4 suites

b. Lobbies

- Ground Lobby – 612 Sixth Street Entrance
- 5th Floor Lobby – The Mall ramp access from Princess Street

c. Access to Royal City Centre Mall

- Through the Ground Lobby: indoor access by turning right
- 5th Floor Lobby: go down the outside stairs, past visitor parking, and to the left are elevators to the mall levels

d. Parking

- There is a limited amount of strata spaces that are available for monthly rental. A written request must be made to the Strata Manager which will be brought to council for approval.
- Visitor rooftop parking spaces are #1 – 12 and #184 – 189. Visitors must display a parking pass on their dashboard. Residents may submit a written request to the Strata Manager for parking passes.

e. Enterphone System/Keys/Fobs

- Enterphone System
  - The enterphone system has been designed to provide both security and ease of operation. Visitors at the entrance doors can reach a suite by dialing a coded security number listed in the intercom directory.
  - On your move in, you should have provided a cell or landline phone number. Your phone will ring when there is a call from the enterphone. Press #6 to open the door and allow entry. Your visitor will be able to enter the elevator and press your floor number only.
  - Should you wish to change the phone number you are using, submit a written request with that information

under the office door. The office is the room across from the Mailroom between the Amenity Room and the Exercise Room.
    - Please do not allow entry to unknown visitors.
- Keys
    - Keys are labelled A & C. The A key gets you entry and exit from the stairwells. The C key works on your private residence.
    - If you do not have the original keys, this may not pertain to your suite.
- Fobs
    - There have been several fob upgrades since the building was completed. The rectangular credit card shaped one, the small key chain dark blue one, and the current larger key ring one with numbers on it. They all work to gain entrance via the black card reader at doors.
    - The numbered remote control fob, when you "press 2", will open the gated parking.
    - When the mall is closed and the access gate is closed for underground parking off of Princess Street, you "press 1" on this fob to open it. You can also drive up to the black card reader and place your fob against it to gain access. Additional fobs can be purchased through the Caretaker: woodwardcaretaker@gmail.com or phone 604-723-4175.

f. Storage Lockers

- Storage lockers are located on the P3 parking level and are pre-assigned to individual suites. They are accessible with your fob. Your realtor should have provided you with information on where your storage locker is located.
- Residents are to provide their own locks for lockers.
- Residents are expected to keep the items in their lockers in a safe and secure manner.

g. Vehicle Washing Bay

- The vehicle washing bay is located on P3, south side of the elevator.
- Residents are expected to clean up after they have finished using this area.

h. Exercise Room

- The Exercise Room is located on the 5th Floor to the west of the Office.
- Residents using the Exercise Room are to abide by the rules in APPENDIX A.

i. Workshop

- The Workshop is located on the P3 level, opposite the elevator.
- Bylaw 10.1 No owner, occupant or tenant shall use the Strata Corporation's workshop unless the Owner, Occupant, or Tenant has signed a written waiver form required by the Strata Corporation.
- Owners may request Workshop Waiver from the Caretaker: woodwardcaretaker@gmail.com or phone 604-723-4175 or find the Form on the website. Waiver Form can also be found in APPENDIX B.
- Residents using the Workshop are to abide by the rules in APPENDIX C.

j. Bicycle Storage

- The Bicycle Storage Room is located on the P3 level.
- There are a limited number of stalls available. You must send a written request/email through the Strata Manager or Caretaker.
- Residents using the Bicycle Storage Room are to abide by the rules in APPENDIX D.

k. Mailroom

- The Mailroom is located on the 5th Floor, across from the Amenity Room. Each suite has a mailbox with their suite number on it and their own personal key.
- Mail delivery times change from time to time.
- Canada Post provide services to replace mailbox lock and key.
- The Woodward also has parcel boxes located opposite the Mailroom. If you receive a parcel that won't fit in your mailbox, the postal worker will leave a key in your mailbox and you can retrieve your parcel. You put the key in the mail slot when you are done. You can also mail letters in that slot.
- The Mailroom also has two notice boards – one for exclusive Strata Council use and the other for resident notices. Please follow House Rule #2 found in APPENDIX G: HOUSE RULES.

l. Stairwells

- If entering the stairwell, ensure you have your A key with you.
- There are two stairwells on each floor.
- One stairwell goes down to the Sixth Street Ground level and the other to the 5th Floor Lobby.
- Read the sign on the stairwell door where you are entering to see where you will exit.
- To enter a floor from the stairwell on all floors other than the 5th, 10th, 15th, or 20th floors, you need to unlock the door with your A key.
- To enter on the 5th, 10th, 15th, or 20th floors from the stairwell, you need to unlock the door with your fob.

3. Who to Contact for Information

a. Booking Moves

- Through the Caretaker: woodwardcaretaker@gmail.com or phone 604-723-4175.
- DO NOT leave any doors propped open UNLESS someone is at the door verifying that everyone has a Fob/Card.
- Be mindful of other residents still using the building. As such, please leave a clear pathway in the lobbies, hallways, and area by elevators for others.
- Record any damage that occurs to walls/building, so it can be fixed and report it to the Strata Property Manager.
- Moves are only permitted between 8:00 a.m. and 8:00 p.m.
- To schedule/book the elevator for a move in or out, please contact the Caretaker.
- When you have completed your move, please contact the Caretaker and the elevator will be returned to normal service.
- Furniture or large deliveries are treated in the same manner as a move in and **must be booked at least 72 hours** in advance.

Please Note:to use the elevator when in "moving mode," please swipe your Fob/Card and then hold the button for the floor you wish to travel to until the door closes.

b. Additional or Replacement Fobs or Keys – fees apply

- Contact the Caretaker: woodwardcaretaker@gmail.com or phone 604-723-4175.

c. Enterphone Changes

- Submit a written request under the Strata/Caretaker office door on the 5th Floor with your name, unit # and phone # or email the Caretaker woodwardcaretaker@gmail.com .

d. Visitor Parking Passes

- Contact the Caretaker: woodwardcaretaker@gmail.com or phone 604-723-4175.

e. Booking the Amenity Room

- Booking is through the Caretaker: woodwardcaretaker@gmail.com or phone 604-723-4175.
- The Amenity Room is located on the 5th Floor across from the Mailroom.
- Residents may rent the Amenity Room for private functions following the AMENITY ROOM RULES – APPENDIX E.
- Information on who to contact to rent the Amenity Room can be found on the notice board in the Amenity Room.
- Residents who wish to start a club, craft activity, etc. for the specific use of other residents are encouraged to do so. Check with the Amenity Contact person to make sure that the time you wish to book the room is available. Then, place an information notice on the resident Mailroom notice board.

4. Concerns, Inquiries, and Emergencies

Emergencies such as fire and medical: phone 911

- Contact the Strata Property Manager at 604-521-0876 for emergencies or email manager.thewoodward@quaypacific.com for inquiries:
  - Spills, oil leakage, burnt out lights in the common areas
  - To report vandalism or break-ins to cars, storage lockers or any security concerns in general
  - Any concerns you may have in your unit related to common/limited common property, such as windows, balconies, and patio doors
  - To report a violation of the Bylaws, the owner must write to the Strata Council via the Strata Property Manager.

- Personal account inquiries or accounting questions, please contact sabina@quaypacific.com or by phoning 604-521-0876 ext. 328.
- Any other questions or concerns are to be brought to the Strata Council's attention in writing that may be placed in the Strata/Caretaker office on 5th floor.

5. Fire Alarm

- When the fire alarm rings, residents are to exit the building using the stairs.
- A resident from each floor has volunteered to act as a fire warden. If the fire warden is home, then he/she will knock on each door to assist with evacuating each suite.
- Those residents with medical issues and unable to do the stairs are to go into the stairwell and wait for assistance from the fire department, if there is a need to evacuate the building.
- Those residents unable to leave their suites should ensure that someone is aware that they are still inside their suite.
- The fire warden gives information about the residents on their floor to an appropriate person on the ground level, if needed.
- *When the fire alarm stops ringing, residents can return to their suites*. An all clear may be heard on the building PA system.

6. Garbage, Recycling, Organic, and Cardboard Disposal

- Are located on the P3 level near the elevator
  - Large blue metal bins are for garbage
  - Large green metal bins are for cardboard, newspaper, and paper. Please ensure that you flatten all cardboard boxes.
  - Green plastic bins are for compostable materials.
  - Blue plastic bins are for clean cans and plastic containers with the recyclable symbol on them. Do not place plastic bags in these bins.
  - Small blue container is only for batteries.
- Please ensure that you separate your materials and dispose of them in the right containers. The most common mistake is putting plastic bags in the recycling bins.
- Please note that all furniture and large household items are NOT to be left in any common property area or put in the blue garbage bins. The disposal of these items is the responsibility of the resident.

- For what is recyclable in New Westminster, please see APPENDIX F.

7. **Suite**
    a. **Alterations in suite – APPENDIX G**
        - Owners must complete the Alteration Application Form at that may be available on the website or from the strata manager. The request then goes to the Strata Council. If approved, an Assumption of Liability form goes to the strata lot owner to be signed and dated. Owner responsibility to insure betterments.
    b. **Main Water Shut off**
        - This is located in each suite's laundry room near the clothes washer.
    c. **Dryer Fan**
        - This is located in each suite's laundry room and should be turned on whenever the clothes dryer is in use. It prevents the buildup of lint in the dryer vent which could be a fire hazard. It is recommended that the fan be left on for 30 minutes after the dryer has stopped to make sure all moisture is removed.
    d. **Humidity Control**
        - This is located on the hallway wall near the main bathroom.

8. **House Rules – APPENDIX H**
    a. Resolution of Disputes Arising from Electricity Billing
    b. Residents' notice board in the Mailroom

Please refer to "The Woodward – LMS 3871 Bylaws" for more information.

STRATA CORPORATION LMS 3871
THE WOODWARD

EXERCISE ROOM RULES

1. Use of the exercise room is from 6:00 a.m. to 10:30 p.m.

2. Smoking is not permitted.

3. Use of exercise equipment is at your own risk!

4. Be courteous to others waiting to use the exercise equipment. For the convenience of everyone, maximum 1/2 hour usage per person when someone is waiting to use the equipment.

5. No food allowed; drinks allowed in plastic water bottles only.

6. Owner/occupants shall ensure that all guests are escorted to the exercise area and are responsible for their guests' use of the facilities.

7. No persons under the age of 14 years are permitted in the exercise room unless accompanied by an adult 19 years or older.

8. Music is allowed provided it does not cause disturbance or annoyance to others using the facilities or to other residents.

9. Appropriate clothing must be worn, including rubber soled shoes.

10. Personal belongings must be removed after each use of the facilities.

11. When leaving, the lights and fan must be turned off and all doors properly locked.

12. Pets are not allowed in the exercise room.

The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including attorney fees, which may result by reason of use of the fitness equipment by any person.

Exercise Room Rules were ratified at the AGM held on May 26, 2015

THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS TO SUE.
READ CAREFULLY BEFORE SIGNING.

RELEASE OF LIABILITY AND WAIVER OF CLAIMS AGREEMENT

In consideration of Strata Plan LMS 3871 (the "Strata Corporation") permitting me, at my request, to use the workshop and equipment (the "Activity") to be held and conducted at the Strata Corporation's premises at 612 – 6th Street, New Westminster, British Columbia (the "Facility"). I, the undersigned, do hereby **WAIVE** any and all claims I may now or in the future have against the Strata Corporation and the respective members of the Strata Corporation, and each of their respective Officers, servants and agents (collectively the "Releasees") and I do hereby **RELEASE AND DISCHARGE** the Releasees from any and all liability for any loss, damage, expense, personal injury or death, that I may suffer resulting from or arising out of any act or thing done, or omitted to be done by the Releasees or not, which relates to my use of and presence in the Facility and my participation in the Activity and I do hereby **AGREE NOT TO SUE** the Releasees for any loss, damage, expense, personal injury or death sustained by me, or by my next of kin as a result of my use of and presence in the Facility and my participation in the Activity.

I acknowledge that I am voluntarily undertaking an effort which may endanger me and which may cause me injury and which has certain inherent dangers and risks and I agree that whether the Strata Corporation or its members provides supervision of the Facility or not, or is negligent or not, I am using the Facility entirely **AT MY OWN RISK** and that I am being allowed to do so strictly on the condition that the **STRATA CORPORATION OR ITS MEMBERS ARE ACCEPTING NO LIABILITY OR RESPONSIBILITY WHATSOEVER.**

I am giving the releases and covenants herein so as to be binding upon myself and my heirs, administrators, executors, agents and assigns, and the releases and covenants are intended to be **CONTINUING**, for all uses I now or hereafter make of the Facility.

IN SIGNING THIS RELEASE I HEREBY ACKNOWLEDGE AND REPRESENT THAT I HAVE READ THE FOREGOING RELEASE, UNDERSTAND IT AND AGREE TO IT VOLUNTARILY AND ACCEPT ITS TERMS AND THAT I AM 19 YEARS OR OLDER.

PLEASE PRINT

Name: _____ **Telephone:** _____

Address: _____

_____ **Postal Code:** _____

Date signed: _____, 20____.

_____ **Access Card/FOB #:** _____

STRATA CORPORATION LMS 3871
THE WOODWARD

WORKSHOP RULES

IN THE INTEREST OF SAFETY AND ENJOYMENT, THE FOLLOWING RULES HAVE BEEN PREPARED

1. The workshop is available between 8 a.m. and 10 p.m.

2. The workshop is for the use of owners who have signed a waiver.

3. The workshop is for the convenience of all members and must be shared equitably.

4. The use of the workshop and the equipment within is at the personal risk of the member.

5. No guests are permitted to use the workshop unaccompanied by a member.

6. Smoking is not permitted.

7. All equipment must be operated in a safe manner:
- No bulky clothing when operating equipment
- All lumber should be checked for nails and sharp objects
- Rubber soled shoes & safety glasses should be used when working on equipment.

8. Hazardous materials must be appropriately labeled and stored (paint thinners, paint, varnish, etc.) and will be checked and monitored by a fire warden.

9. All spills must be cleaned immediately.

10. No materials are to be left behind at the conclusion of a project.

11. The exhaust fan must be turned on and the door left ajar when equipment is in use.

12. The area dedicated to the use of the Resident Caretaker must be cleared before leaving, and the workshop left in a condition to be used by other members.

13. Lights and exhaust fan must be turned off when leaving the room.

The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including attorney fees, which may result by reason of use of the workshop and/or equipment by any person.

Workshop Rules were ratified at the AGM held on May 20, 2003

STRATA CORPORATION LMS 3871
THE WOODWARD

BICYCLE STORAGE ROOM RULES

1. The bicycle room is designated as a secured storage area for bicycles and their attached bicycle accessories only.

2. Residents must keep the room clean.

3. When leaving, the lights must be turned off and the door properly locked.

4. A resident must request a bicycle stall from the Strata.

5. Upon availability and request, Strata will assign, to a resident, one (1) stall to secure his/her bike.

6. Each space is numbered and designated as a stall. Please note that there are two (2) stalls on each rack and the resident is only to use his/her assigned stall.

7. The stall is not transferable.

8. In the case that an owner sells his/her strata lot, the vacated bicycle stall is to be reassigned by the Strata to the next resident on the waiting list.

9. The Strata Corporation is not liable for any stolen or missing items in the bicycle room.

Bicycle Storage Room Rules were ratified at the AGM held on May 26, 2015

STRATA CORPORATION LMS 3871
THE WOODWARD

AMENITY ROOM RULES

1. Residents who wish to reserve the Amenity Room for a private function must contact the Social Events Liaison Officer for Amenity Room Consent.

2. Regular scheduling of the room will be permitted when authorized by the Strata Council.

3. No resident or group of residents is entitled to exclusive use of the Amenity Room without having made arrangements through the Social Events Liaison Officer or the designated alternate. The non-refundable rental fee of $25.00 and damage deposit of $100.00 must be paid at the time of reservation. The rental fee is waived for a reception held in observance of a death of a resident.

4. Unless the Amenity Room is required for an event organized by the Social Events Group, the room will also be available for reservation on major holidays (e.g. New Years, Easter, etc.).

5. Fundraising by any individual or group of individuals, other than the Social Events Group, is prohibited. All revenue and expenses of the Social Events Group must be reported to the Strata Council on a monthly basis.

6. The resident shall ensure that all guests are escorted to the Amenity Room.

7. The resident who arranges the reservation must be in attendance at all times and will be directly responsible for any necessary repairs/replacement (broken/damaged items, cleaning soiled carpet/walls, etc.).

8. Reserving the Amenity Room permits its exclusive use. It does not allow use of the Exercise Room or limit other residents from using the Exercise Room.

9. For private functions, the maximum number of people allowed in the room is limited to 35.

10. The resident must supply and remove all dishes, small appliances, garbage receptacles, etc. needed for the function. Please note that paper plates, Styrofoam cups, dishes, etc. that are in the cupboards are not for use at private functions.

11. The resident is responsible for the clean-up of the Amenity Room immediately after the function, or by 10:00 a.m. the following day.

12. Smoking is not permitted.

13. Pets are not allowed in the Amenity Room.

14. Music is allowed, provided it does not cause disturbance to the other residents. No stereo or musical equipment is to be placed against any resident's wall of the Amenity Room.

15. Social events, as opposed to private functions, are restricted to Woodward residents, with the exception of stay-over guests.

NEW WESTMINSTER

MULTI MATERIAL BC

New West Recycles!

New! **Starting May 19, 2014, glass is no longer accepted in your blue cart and must be taken to the City's Recycling Depot. Please visit recyclinginBC.ca to find out about other items you can recycle.**

✓ ACCEPTABLE RECYCLING ITEMS: YES ✓

NEWSPAPER AND INSERTS



MIXED PAPER AND CARDBOARD



MIXED CONTAINERS (CLEAN)



✓ ACCEPTABLE ORGANICS/FOOD SCRAPS: YES ✓



✕ UNACCEPTABLE ITEMS: NO ✕



www.newwestcity.ca

THE WOODWARD LMS3871

RENOVATION APPLICATION FORM

I/we, _____, the Owners of Strata

Lot# _____, Unit# _____, _____ New Westminster, BC

have read the registered Bylaws of Strata Plan LMS3871 The Woodward, and request that the Strata Council grant written approval for the following renovations to be made to our Strata Lot:
(*Please attach the City of New Westminster Building Plans and Permits, as applicable)*

Signed: _____ Name: _____

Signed: _____ Name: _____

Dated this _____ day of _____ 20____.

Quay Pacific Property Management Ltd.
535 Front Street, New Westminster, B.C., V3L 1A4
Tel: (604) 521-0876 | Fax: (604) 525-1299 | www.quaypacific.com

STRATA CORPORATION LMS 3871
THE WOODWARD

HOUSE RULES

Rule #1 - Resolution of Disputes Arising From Electricity Billing

If the accuracy of an electrical meter is questioned, the suspect meter will be taken out of service and sent to an accredited calibration and testing facility.

The costs involved will be handled one of the following ways:

1. If the meter is found to be measuring accurately, all costs will be paid for by the strata unit owner initiating the complaint.

2. If the meter is found to be under-recording the correct usage, all costs will be paid by the strata unit owner initiating the complaint. Settlement of unpaid electricity from previous billing periods will be paid by the strata unit owner.

3. If the meter is found to be recording in excess of the correct usage, all costs will be paid by the Strata Corporation. A credit settlement from previous billing periods will be paid to the strata unit owner.

4. If the strata unit owner is not satisfied with the result, the dispute will be referred to Measurement Canada for mediation.

Rule #2 – Residents Notice Board in the Mail Room

Because notices are left on the notice board for long periods of time and limit space for other residents to post information, all notices must be dated and will be removed weekly. *All notices not dated will be removed immediately.*

Notices or postings are forbidden in all other areas of the Premises without the written permission of the Strata Council.

House Rules were ratified at the AGM held on May 26, 2015