

**SQUARE BUTTE RANCH CONDOMINIUM
BY-LAWS OF THE OWNERS: CONDOMINIUM PLAN NO. 9710379**

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IN SUBSTITUTION FOR APPENDIX 1 BY-LAWS OF
THE CONDOMINIUM PROPERTY ACT**

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SCHEDULE A

NOTE: These By-Laws have been passed by The Owners: Condominium Plan No. 9710379 for the purpose of repealing, replacing and substituting the By-Laws set out in Appendix 1 of the Condominium Property Act being Chapter C-22 of the Revised Statutes of Alberta, 1980, and amendments thereto.

SQUARE BUTTE RANCH CONDOMINIUM

BY-LAWS OF THE OWNERS: CONDOMINIUM PLAN NO. 9710379

DEFINITIONS

1.1 In these by-laws unless the context or subject matter requires a different meaning:

- (a) "Act" means the CONDOMINIUM PROPERTY ACT, Revised Statutes of Alberta, 1980, Chapter C-22, as amended from time to time or any statute or statutes passed in substitution thereof;
- (b) "Architectural Standards" means those specifications for design and appearance as prescribed in the Restrictive Covenant attached hereto as Schedule "A";
- (c) "Board" means the Board of Managers of the Corporation;
- (d) "Building" means any residential dwelling constructed on a unit and forming an integral part thereof;
- (e) "by-laws" means the by-laws of the Corporation, as amended from time to time;
- (f) "common expenses" mean the expense of performance of the objects and duties of the Corporation and any expenses specified as common expenses in these by-laws;
- (g) "common property" means those portions of the Condominium Plan which are designated "common property", so much of the parcel as is not comprised in or does not form part of any unit shown on the condominium plan, such additional portions of the Parcel not designated as a unit as shall from time to time be designated common property by the Developer and any unit acquired for common use of the owners and occupants of the Project as herein provided for;
- (h) "condominium plan" means the bare land plan registered at the Land Titles Office under the Act as No. 9710379;
- (i) "Corporation" means the Corporation constituted under the Act by the registration of the condominium plan whose legal name is "The Owners: Condominium Plan No. 9710379";

- (j) “Developer” means Square Butte Ranches Ltd. or any successor or assign thereof;
- (k) “Insurance Trustee” means an entity authorized to carry on the business of a trust company under the laws of Alberta selected from time to time on ordinary resolution of the Board, whose duties include the receiving, holding and disbursing of proceeds of policies of insurance pursuant to these by-laws and the Act. If no Insurance Trustee is appointed, then the Insurance Trustee shall be the Board;
- (l) “Interest Rate” means that rate of interest per annum which may be or shall become payable hereunder by an owner in respect of monies owing by him to the Corporation and shall be equal to the commercial prime rate in Calgary of the Canadian chartered bank or Alberta Treasury Branch with which the Corporation conducts its banking business at that time plus Four (4%) percent on the earliest date on which any portion of the said monies becomes due and payable by an owner;
- (m) “Manager” means any property manager contractually appointed by the Board;
- (n) “Managed Property” means Units 27, 28 and 30 the common property and all those parts of the units including the portions of the Buildings thereon which, pursuant to these By-Laws, the Corporation is required to administer, control, manage, maintain and repair as if the same were common property;
- (o) “Mini-Ranch” means units 1 to 26 inclusive;
- (p) “occupant” or “tenant” means the rightful and lawful occupant or lessee of a Building or unit, whether or not the occupant is an owner, and includes all family members, invitees, licensees, servants and guests of such occupant or tenant;
- (q) “ordinary resolution” means a resolution:
 - (i) passed at a properly convened meeting of the Corporation by a majority of not less than 51% of all the persons present at such meeting and entitled to exercise the power of voting conferred under the Act or these by-laws; or

- (ii) in writing signed by not less than 51% of all of the persons who, at a properly convened meeting of the Corporation, would be entitled to exercise the power of voting conferred by the Act or these by-laws and representing not less than 5001 of the unit factors for all of the units;
- (r) "owner" means a person who is registered as the owner of the fee simple estate in a unit and where the term "owner" is used in By-Law 62, that term includes a tenant;
- (s) "Parcel" means the land comprised the condominium plan;
- (t) "project" means all of the real and personal property and fixtures comprising the parcel, land and buildings which constitute the units and common property;
- (u) "Ranchette" means Units 31 to 42, inclusive;
- (v) "Restrictive Covenant" means that Restrictive Covenant and Easement annexed hereto as Schedule "A" to be registered against title to all of the units;
- (w) "special resolution" means:
 - (i) a resolution passed at a properly convened meeting of the Corporation, of which at least seven (7) days' notice specifying the proposed resolution has been given, by a majority of not less than 75% of all the persons entitled to exercise the power of voting conferred under the Act or these by-laws and representing not less than 7501 of the unit factors for all the units; or
 - (ii) a written resolution signed by not less than 75% of all of the persons who, at a properly convened meeting of the Corporation, would be entitled to exercise the power of voting conferred by the Act or these by-laws and representing not less than 7501 of the unit factors for all the units;
- (x) "spouse" includes a person who holds that position usually enjoyed by a spouse whether or not he or she is legally married;
- (y) "unanimous resolution" means a resolution:
 - (i) passed unanimously at a properly convened meeting of the Corporation by all the persons entitled to exercise the power of

voting conferred by the Act or these by-laws representing the total unit factors for all units; or

- (ii) signed by all persons who, at a properly convened meeting of the Corporation, would be entitled to exercise the powers of voting conferred by the Act or these by-laws;
- (z) "unit " means land that is situated within the Parcel and is described as a unit in the condominium plan by reference to boundaries governed by monuments placed pursuant to the provisions of the Surveys Act respecting subdivision surveys or with reference to floors, walls and ceilings;
- (aa) "unit factor" means the unit factor for each unit as more particularly specified or apportioned and described in and set forth on the condominium plan.

DEFINITIONS - INTERPRETATION

1.2 Words and expressions which have a special meaning assigned to them in the Act have the same meaning in these by-laws and other expressions used in these by-laws and not defined in the Act or in these by-laws have the same meaning as may be assigned to them in the LAND TITLES ACT of Alberta or the LAW OF PROPERTY ACT of Alberta, as amended from time to time or in any statute or statutes passed in substitution therefor.

NUMBER AND GENDER

1.3 Words importing the singular number also include the plural, and vice versa, and words importing the masculine gender include the feminine gender or neuter, and vice versa, and words importing persons include firms and Corporations and vice versa, where the context so requires.

MISCELLANEOUS PROVISIONS

2. (a) HEADINGS

The headings used throughout these by-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions of any by-law;

(b) RIGHTS OF OWNERS

The rights and obligations given or imposed on the Corporation or the owners under these by-laws are in addition to any rights or obligations given or imposed on the Corporation or the owners under the Act;

(c) CONFLICT WITH ACT

If there is any conflict between the by-laws and the Act, the Act prevails;

(d) SEVERABILITY

The provisions of these By-Laws shall be deemed independent and severable, and the invalidity in whole or in part of any article, section, part, or provision herein, shall not affect the validity of the whole or remaining articles, parts, sections or provisions herein contained, which shall continue in full force and effect as if the invalid portion had never been included herein;

(e) EXTENDED MEANINGS

If and whenever reference hereunder is made to "repair", it is hereby implied and extended to include in its meaning the making of improvements or betterments or the enhancement or replacement with a better thing of or for any thing to which such repair could be made.

DUTIES OF THE OWNERS

3. An owner SHALL:

- (a) permit the Corporation and its agents, at all reasonable times on a minimum of twenty-four (24) hours notice (except in case of emergency when no notice is required), to come onto his unit and to enter any Building thereon for the purpose of inspecting the unit and maintaining, repairing, renewing, operating or to ensure the operation of, either or both, the common property or Managed Property, including all party walls and pipes, wires, cables, ducts, conduits, plumbing, sewers and other facilities for the furnishing of utilities, or for the purpose of maintaining, repairing or renewing common property and Managed Property, or for the purpose of ensuring that the by-laws are being observed, or for the purpose of doing any work for the benefit of the Corporation generally or for the purpose of gaining access to meters monitoring the use of any utility. In the event the Corporation must gain access to a Building for the aforesaid purposes by using a locksmith, the cost of such locksmith shall be borne by the unit owner;

- (b) forthwith carry out all work that may be ordered by any municipality or public authority in respect of his unit and pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of his unit;
- (c) duly and properly repair and maintain and when required, replace:

For a Mini-Ranch:

- (i) the Building on his unit, his totally and all improvements additions thereto;

For a Ranchette:

- (i) the interior of the Building on his unit and all improvements and additions thereto;
- (ii) all windows (which includes all glass, sashes and sliding glass doors but excludes structural frames) and the washing of all windows; and
- (iii) all wood, patio, metal and screen doors and all structural components and hardware relating to all doors; and
- (iv) his mailbox; and
- (v) his door bell buttons; and
- (vi) all light fixtures and their bulbs attached to the exterior of the Building;
- (vii) any interior wall or ceiling mounted air conditioning equipment that provides cooled air to his residential unit; and
- (viii) garage doors and openers;

BUT EXCLUDING for a Ranchette the painting of the exterior surface or finishing of the outside any access doors and all other outer boundaries, walls and other outside surfaces and roofs and eavestroughs and all other outside hardware and accoutrements (except as noted herein) affecting the appearance, useability, value or safety of the unit, and keep his unit in a state of good repair, except such maintenance, repairs and damages as are insured against by the Corporation or for which the Corporation is responsible pursuant to these by-laws;

- (d) maintain and keep in a neat, clean and tidy state and appearance consistently with and in total integrity with the balance of the project, his unit and all Buildings,

improvements and additions thereon and if an owner shall not maintain his unit to a standard similar to that of the remaining Project, the Corporation may give ten (10) days' notice to the owner to this effect and if such notice has not been complied with at the end of that period, then the Corporation may carry out such work and the provisions of By-Law 58 shall apply;

- (e) not make any repairs, additions or alterations to the common property, the Managed Property, the exterior of the Building (including interior and exterior load bearing and partition walls) or for a Ranchette to the plumbing, mechanical or electrical systems within the Building or his unit or the improvements thereon without first obtaining the written consent of the Corporation;
- (f) use and enjoy his unit and the common property in accordance with these by-laws and all rules and regulations prescribed by the Corporation and in such a manner as to not unreasonably interfere with the use and enjoyment thereof by other owners, their families or visitors;
- (g) not use his unit or permit it to be used in any manner for any purpose which may be illegal, injurious or that will cause nuisance or hazard to any occupier of another unit (whether an owner or not) or the family of such an occupier;
- (h) not do any act or permit any act to be done, do any landscaping or alter or permit to be altered, his unit (or any Buildings thereon) in any manner whatsoever, or which will alter either of the appearance or grade of his unit or of any other units or the appearance of any Building thereon without first obtaining the written consent of the Corporation;
- (i) not do or permit anything to be done that may cause damage to or will alter the appearance of any of the Managed Property or the common property (including any area to which the owner has been granted exclusive use) without first obtaining the written consent of the Corporation;
- (j) notify the Corporation forthwith upon any change of ownership or of any mortgage, lease or other dealing in connection with his unit;
- (k) comply strictly with these by-laws and with such rules and regulations (including the lake regulations) as may be adopted pursuant thereto from time to time and cause all adult occupiers of and visitors to his unit to similarly comply;
- (l) pay to the Corporation (or if requested to the Manager) when due all contributions levied or assessed against his unit together with interest on any arrears thereof at the Interest Rate calculated from the due date and the Corporation is hereby permitted to charge such interest in accordance with Section 32 of the Act;

- (m) permit the Corporation, its representatives and persons authorized by the Corporation, to enter his unit to carry out maintenance and repair work required to be performed in maintenance and betterment of the Project generally;
- (n) shall become and remain a member in good standing of "The Square Butte Ranch Club";
- (o) for a Mini-Ranch Unit, shall operate, maintain and repair as required the sewage disposal system on such unit and the portion of the domestic water system on such unit.

DUTIES OF THE CORPORATION

4. In addition to the duties of the Corporation set forth in the Act, the Corporation, through its Board SHALL:

- (a) control, manage, maintain, repair, replace and administer the common property (except as hereinbefore and hereinafter set forth), the Managed Property, and all real property, chattels, personal property or other property owned by the Corporation for the benefit of all of the owners and for the benefit of the entire condominium project;
- (b) do all things required of it by the Act, these by-laws and any other rules and regulations in force from time to time and shall take all necessary steps it sees fit to uphold these by-laws;
- (c) maintain and repair (including renewal where reasonably necessary) exterior lighting, all pipes, wires, cables, ducts, conduits, plumbing, sewers and other facilities for the furnishing of utilities for the time being existing in the parcel and shall sweep all Ranchette fireplace chimneys from time to time;
- (d) provide and maintain in force all such insurance as is required by the Act and by the provisions of these by-laws and enter into any insurance trust agreements from time to time as required by any Insurance Trustee and approved by the Board and, on the written request of an owner or registered mortgagee of a unit, or the duly authorized agent of such owner or mortgagee, produce to the owner or mortgagee, a certified copy of the policy or policies of insurance effected by the Corporation or a certificate or memorandum thereof and the receipt or receipts for the last premium or premiums in respect thereof;
- (e) subject to any obligations imposed by the By-Laws or by the Corporation upon any owners to maintain any part of the common property or a unit, for a Ranchette, clean, maintain and repair the exterior or outside surfaces of the

Buildings (excluding windows, sashes, sliding glass doors, the washing of windows, the interior surface of access doors, all structural components and hardware relating to all doors, the mailbox, screen doors, door bell buttons, light fixtures and their bulbs attached to the exterior of the residence, interior air conditioning equipment and garage doors and openers, all of which shall be the responsibility of an owner) but including the repair of any leakage around windows and the maintenance and repair of all other outside accoutrements affecting the appearance, useability, value or safety of the parcel or the Buildings and the common property including the structural maintenance of any area outside the Building and all landscaping, common sidewalks, driveways, roadways, and the garbage enclosure and including all concrete, balcony walls, rails, fencing and related posts and maintain and repair the common property and the Managed Property, and all utility services within, on, in, under or through the units and common property, including any underground sprinkler system. A Mini-Ranch owner shall maintain and repair all exterior or outside surfaces of the Buildings on a Mini-Ranch unit;

- (f) collect or cause to be collected and receive or cause to be received all contributions towards the common expenses and deposit same in a separate account with a chartered bank or trust company or Province of Alberta Treasury Branch or Credit Union incorporated under the Credit Union Act;
- (g) provide and maintain out of the contributions to be levied by the Corporation towards the common expenses or otherwise such amount as the Board may determine from time to time to be fair and prudent for a replacement reserve fund and the replacement reserve fund shall be an asset of the Corporation;
- (h) pay all sums of money properly required to be paid on account of all services, supplies and assessments pertaining to or for the benefit of the parcel, the Corporation and the owners which to the Board may seem justifiable in the management or administration of the entire condominium project;
- (i) clear ice, snow, slush and debris as much as reasonably possible from and keep and maintain in good order and condition all areas of the common property or the units designated for vehicular or pedestrian traffic or outside parking and keep and maintain in good order and condition all grassed or landscaped areas of the Managed Property and the common property;
- (j) provide adequate garbage receptacles or containers on the common property or the Managed Property for use by all the owners and provide for regular collection therefrom;
- (k) at all times keep and maintain for the benefit of the Corporation and all owners copies of all warranties, guarantees, drawings and specifications, plans, written

agreements, certificates and approvals provided to the Corporation pursuant to section 37 of the Act;

- (l) not plant any trees or substantial landscaping or make any unauthorized grade changes within any lands which are the subject of an easement or similar grant to any utility company, municipality or local authority;
- (m) establish and maintain lawns, trees and shrubs and other landscaping on the Managed Property and the common property and any other property, if any, adjacent to the Parcel which the Corporation is to maintain and promptly replace on a continuing basis, any lawns, trees or shrubs which die;
- (n) not allow any parking on the roadway (part of unit #30) at any time for any purpose;
- (o) repair, replace and maintain party walls separating the Ranchette units unless the reason or cause for such repair, replacement or maintenance is the negligent act or omission of a unit owner;
- (p) maintain and operate the lakes and trout ponds and restock as necessary;
- (q) manage, operate, maintain, repair and replace as required the domestic water system and sewage disposal facilities for the Ranchette units and the Managed Property.

POWERS OF THE CORPORATION

5. In addition to the powers of the Corporation set forth in the Act, the Corporation through its Board, MAY and is hereby authorized to:

- (a) purchase, hire or otherwise acquire personal property and/or real property *for* use by owners in connection with the maintenance, repair, replacement or enjoyment of the real and personal property of the Corporation or the common property, or their units or any of them, provided that real property shall only be acquired or disposed of by special resolution of the Corporation;
- (b) borrow monies required by it in the performance of its duties or the exercise of its powers provided that each such borrowing in excess of 15% of the current year's common expenses budget has been approved by special resolution;
- (c) secure the repayment of monies borrowed by it, and the payment of interest thereon, by negotiable instrument, or mortgage of unpaid contributions (whether

Corporations Act of Alberta (as amended and replaced from time to time) and do all things and have such rights, powers and privileges of a natural person;

- (o) purchase, acquire, lease, own and operate real property (provided such real property is a unit or a portion of a unit) for the general use or benefit of the owners, and acquire and grant (as the case may be) rights to joint access or mutual use (including entering into and observing and performing any agreement for joint or mutual administration and management thereof) to shared services or facilities.

THE CORPORATION AND THE BOARD

6. The powers and duties of the Corporation shall, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the Board.

NUMBER ON BOARD

7. During the initial existence of the Corporation and prior to the first annual general meeting of non-Developer owners, the Board shall consist of up to three nominees of the Developer. Thereafter the Board shall consist of not less than three nor more than seven owners or spouses of owners or representatives of mortgages who have notified their interests to the Corporation and the Board shall be elected at each annual general meeting (although members may also be elected at an extraordinary general meeting). The number of members of the Board for the next ensuing year shall be fixed by resolution at the annual general meeting just prior to the election of the Board. A Board member must be 21 years of age or older. Where a unit has more than one owner, only one owner in respect of that unit may sit on the Board at any point in time.

RETIREMENT FROM BOARD

8. At each annual general meeting of the Corporation all of the members of the Board shall be deemed to have retired from office and the Corporation shall elect new members accordingly.

ELIGIBILITY FOR ELECTION TO BOARD

9. A retiring member of the Board shall be eligible for re-election. Any prospective member of the Board shall, as a condition of his nomination, make full disclosure of any potential conflict of interest and any direct or indirect relationship he or she may have with the Corporation either contractual, financial or employment related.

REMOVAL FROM BOARD

10. Except where the Board consists of all of the owners, the Corporation may, by resolution at an extraordinary general meeting, remove any member of the Board before the expiration of his term of office and appoint another owner in his place, to hold office until the next annual general meeting.

CASUAL VACANCY ON BOARD

11. Where a vacancy occurs on the Board under By-Law 20, the remaining members of the Board may appoint a person to fill that office for the remainder of the former member's term provided such person qualifies for membership pursuant to By-Law 7.

QUORUM FOR BOARD

12. Except where there is only one owner, a quorum of the Board is two where the Board consists of four or less members, three where the Board consists of five or six members and four where it consists of seven members. Any member of the Board may waive notice of a meeting before, during or after the meeting and such waiver shall be deemed the equivalent of receipt of due and proper notice of the meeting.

OFFICERS OF THE CORPORATION

13. At the first meeting of the Board held after each annual general meeting of the Corporation, the Board shall elect from among its members a President, a Vice-President, a Treasurer and/or a Secretary who shall hold their respective offices until the conclusion of the next annual general meeting of the Corporation or until their successors are elected or appointed. The President shall be the Chairman of the Board and shall have a casting vote in addition to his original vote. A person ceases to be an officer of the Corporation if he ceases to be a member of the Board. Where a person ceases to be an officer of the Corporation, the Board shall designate from its members a person to fill that office for the remainder of the term. A person may simultaneously hold two offices.

CHAIRMAN OF BOARD MEETINGS

14. The President shall act as chairman of every meeting of the Board where he is present. Where the President is absent from any meeting of the Board or vacates the chair during the course of any meeting, the Vice-President shall act as the Chairman and shall have all the duties and powers of the Chairman while so acting. In the absence of both the President and the Vice-President the members present shall from among themselves appoint a Chairman for the

meeting who shall have all the duties and powers of the Chairman while so acting.

DUTIES OF OFFICERS

15. The other duties of the officers of the Board shall be as determined by the Board from time to time.

VOTES OF BOARD

16. At meetings of the Board all matters shall be determined by simple majority vote. A resolution of the Board in writing signed by all of the members shall have the same effect as a resolution passed at a meeting of the Board duly convened and held.

FURTHER POWERS OF BOARD

17. The Board MAY:

- (a) meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit, and it shall meet when any member of the Board gives to the other members of the Board not less than three (3) days' notice of a meeting proposed by him, specifying the reason for calling the meeting provided that the Board shall meet at the call of the President on such notice as he may specify without the necessity of the President giving reasons for the calling of the meeting;
- (b) appoint or employ for and on behalf of the Corporation such agents or servants as it thinks fit in connection with the control, management and administration of the common property and the exercise and performance of the powers and duties of the Corporation;
- (c) subject to any valid restriction imposed or direction given at a general meeting of owners, delegate to one or more members of the Board such of its powers and duties as it thinks fit, and at any time revoke such delegation;
- (d) obtain and retain by contract the services of a Manager or of any professional real property management firm or professional real property manager or agent for such purposes (including but not so as to limit the generality of the foregoing the supervision, management and performance of any or all of the duties of the Corporation) and upon such terms as the Board may from time to time decide SUBJECT ALWAYS to the control and direction of the Corporation and the Board, such Manager to be reasonably fit and suited to perform such duties. The

Manager employed by the Board need not devote its full time to the performance of duties of the Corporation so long as those duties are performed in a good and sufficient fashion. If under such contract the Manager holds funds for the Corporation, the contract shall require the Manager to arrange or maintain a fidelity bond owned by and in the name of the Corporation and for the benefit of the Corporation and such bond shall be in an amount required by the Corporation but in any event not less than:

- (i) the total amount of any replacement reserve funds in the hands of or controlled by the Manager; and
- (ii) one month's total condominium contributions of the Corporation or 1/12 of the total annual condominium contributions for all units in the Project (excluding any special contributions) whichever is greater; and
- (iii) a sum representing the average monthly amount of cash in the control of the Manager.

At all time when the Board consists only of nominees of the Developer no such contract shall provide for an initial term in excess of two (2) years and the termination provisions of section 14 of the Act shall apply thereto;

- (e) enter into an insurance trust agreement in form and on terms as required by any Insurance trustee;
- (f) set and charge for and on behalf of the Corporation reasonable fees to compensate the Corporation for expenses it incurs in producing and providing any documents or copies required to be issued by it under the Act or pursuant to these by-laws.

ADDITIONAL DUTIES OF THE BOARD

18. The Board SHALL:

- (a) subject to any valid restrictions imposed or directions given at a general meeting of the owners, carry on the day to day business and affairs of the Corporation;
- (b) keep minutes of its proceedings and, upon written request at the expense of the person requesting, provide copies thereof to owners and to mortgagees who have notified their interests to the Corporation;

- (c) cause minutes to be kept of general meetings of the owners and, upon written request at the expense of the person requesting, provide copies thereof to owners and to mortgagees who have notified their interests to the Corporation;
- (d) cause proper books of account to be kept in respect of all sums of money received and expended by it and the matters in respect of which receipt and expenditure shall take place;
- (e) prepare, or cause to be prepared, proper accounts relating to all monies of the Corporation, and the income and expenditure thereof, for each annual general meeting;
- (f) maintain financial records of all the assets, liabilities and equity of the Corporation;
- (g) on written application of an owner or mortgagee, or any person authorized in writing by him, make the books of account available for inspection at a time convenient to such Board member;
- (h) at least once a year, cause the books and accounts of the Corporation to be audited by an independent chartered accountant to be selected at each annual general meeting of the Corporation and cause to be prepared and distributed to each owner and to each mortgagee who has, in writing, notified its interest to the Corporation, a copy of the audited Financial Statements of the receipts of contributions of all owners towards the common expenses and disbursements made by the Corporation and a copy of the Auditor's Report within ninety (90) days of the end of the fiscal year of the Corporation. The report of the Auditor shall be submitted to each annual general meeting of the Corporation;
- (i) keep a register noting the names and addresses of all owners and any mortgagees who have given notice of their interests to the Corporation;
- (j) within fifteen (15) days of a person becoming or ceasing to be a member of the Board, file or cause to be filed at the Land Titles Office a notice in the prescribed form stating the name and address of that person and the day that the person became or ceased to be, as the case may be, a member of the Board;
- (k) file or cause to be filed at the Land Titles Office a notice in the prescribed form of any change in the address for service of the Corporation.

DEFECTS IN APPOINTMENT TO BOARD

19. All acts done in good faith by the Board are, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any member of the Board, as valid as if the member had been duly appointed or had duly continued in office.

VACATING OFFICE OF BOARD MEMBER

20. The office of a member of the Board shall be vacated if the member:

- (a) by notice in writing to the Corporation resigns his office; or
- (b) dies; or
- (c) is in arrears more than sixty (60) days of any contribution, levy or assessment required to be made by him as an owner; or
- (d) becomes bankrupt; or
- (e) is found lunatic or becomes of unsound mind, or is the subject of a certificate of Incapacity issued under the MENTAL HEALTH ACT; or
- (f) is convicted of an indictable offence for which he is liable to imprisonment; or
- (g) is absent from meetings of the Board for a continuous period of three (3) months or three (3) consecutive meetings without the consent of the remaining members of the Board and a majority of the remaining members of the Board resolve at the next subsequent meeting of the Board that his office be vacated; or
- (h) he ceases to qualify for membership pursuant to By-Law 7; or
- (i) in the case of a company which is a member of the Board, if the company shall become bankrupt or make an assignment for the benefit of creditors or if proceedings are commenced to wind up the company, otherwise than for the purpose of amalgamation or reconstruction; or
- (j) is refused bonding, at a reasonable premium, by a recognized bonding institution; or
- (k) commences any legal proceedings against the Board or the Corporation.

SIGNING AUTHORITIES

21. The Board shall determine, by resolution from time to time, the manner and which officer or officers shall sign cheques, drafts, notes and other instruments and documents, including banking forms and authorities not required to be under corporate seal and may authorize the Manager to sign the same with or without co-signing by any officer or officers.

CORPORATE SEAL

22. The Corporation shall have a common seal, which shall be adopted by resolution and which shall at no time be used or affixed to any instrument except in the presence of at least one member of the Board or by the persons as may be authorized from time to time by resolution of the Board, except that where there is only one member of the Corporation his signature shall be sufficient for the purposes of this by-law, and if the only member is a company the signature of its appointed representative on the Board shall be sufficient for the purpose of this by-law.

ANNUAL GENERAL MEETINGS

23. The first annual general meeting of the non-Developer owners shall be held within the time prescribed by the Act. Subsequent annual general meetings shall be held once in each calendar year, and not more than fifteen (15) months shall elapse between the date of one annual general meeting and that of the next.

EXTRAORDINARY GENERAL MEETINGS

24. All general meetings other than annual general meetings shall be called extraordinary general meetings.

CONVENING EXTRAORDINARY GENERAL MEETINGS

25. The Board may whenever it thinks fit and shall upon a requisition in writing by owners representing not less than 15% of the total unit factors for all the units or upon the request in writing from mortgagees holding registered mortgages (and who have notified their interests to the Corporation) against units in respect of which corresponding unit factors represent not less than 15% of the total unit factors or a combination of such owners or mortgagees entitled to vote with respect to 15% of the total unit factors convene an extraordinary general meeting, which meeting shall be held within thirty (30) days of the Board's receipt of the said requisition. The agenda for such meeting shall include any legally valid items specified by the requisitioners.

NOTICE OF GENERAL MEETINGS

26. A minimum of seven (7) days' notice of every general meeting specifying the place, the date and the hour of meeting (and in the case of special business the general nature of such business), shall be given to all owners and mortgagees who have notified their interests to the Corporation. Notice shall be given to the owner and to such mortgagees in the manner prescribed in these by-laws, but the accidental omission to give notice to an owner or mortgagee or non-receipt by an owner or mortgagee does not invalidate the meeting or any proceedings thereat. In computing the number of the days of notice of a general meeting required under these by-laws, the day on which the notice is deemed to have been received and the day of the meeting shall be counted. Notice of any meeting may be waived either at, before or after the meeting by persons entitled to vote at the meeting and such waiver shall be deemed the equivalent of receipt of due and proper notice of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

27. All business that is transacted at an annual general meeting, with the exception of the consideration of accounts and election of members to the Board, or at any extraordinary general meeting, shall be deemed special.

QUORUM FOR GENERAL MEETINGS

28. Save as in these by-laws otherwise provided, no business shall be transacted at any general meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business and one-quarter of the persons entitled to vote representing not less than 2500 of the unit factors present in person or by proxy shall constitute a quorum.

ADJOURNMENT FOR LACK OF QUORUM

29. If within one-half hour from the time appointed for a general meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same place and time and if at the adjourned meeting a quorum is not present within one-half hour from the time appointed for the meeting, the persons entitled to vote who are present shall be a quorum.

CHAIRMAN FOR GENERAL MEETINGS

30. The President of the Board shall be the Chairman of all general meetings or in his absence from the meeting or in case he shall vacate the chair, the Vice-President of the Board shall act as Chairman provided always that if the President and Vice-President be absent or shall vacate the chair or refuse to act, the meeting shall elect a Chairman.

ORDER OF BUSINESS FOR GENERAL MEETINGS

31. The Order of Business at general meetings, and as far as is appropriate at all extraordinary general meetings, shall be:

- (a) if the President or Vice-President of the Board shall be absent or elects to vacate the chair or refuses to act, the election of the Chairman of the meeting;
- (b) call to order by the Chairman and establish quorum;
- (c) proof of notice of meeting or waiver of notice;
- (d) reading and disposal of any unapproved minutes;
- (e) reports of officers;
- (f) reports of committees;
- (g) financial report;
- (h) appointment of auditors;
- (i) election of Board;
- (j) unfinished business;
- (k) new business;
- (l) adjournment.

VOTING BY SHOW OF HANDS

32. At any general meeting a resolution by the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by any owner or registered mortgagee present in person or by proxy. Unless a poll be so demanded, a declaration by the Chairman that a

resolution has, on the show of hands, been carried is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against the resolution. Except for matters requiring a special resolution or unanimous resolution, all matters shall be determined by ordinary resolution.

POLL VOTES

33. A poll, if demanded, shall be taken in whatever manner the Chairman thinks fit, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. In the case of equality in the votes, whether on a show of hands or on a poll, the Chairman of the meeting is entitled to a casting vote in addition to his original vote. A demand for a poll may be withdrawn.

VOTING CALCULATION

34. On a show of hands, each person entitled to vote for any unit shall have one vote for that Unit. On a poll, the votes of persons entitled to vote for such unit shall correspond with the number of unit factors for the respective units owned or mortgaged to them.

VOTES PERSONALLY OR BY PROXY

35. Votes at any general meeting may be given either personally or by proxy.

PROXIES

36. An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney, and may be either general or for a particular meeting. A proxy need not be an owner.

ELIGIBILITY TO VOTE

37. Except in cases where by or under the Act a unanimous resolution or special resolution is required, no owner is entitled to vote at any general meeting unless all assessments payable in respect of his unit have been duly paid to the date thirty (30) days prior to the date of such meeting but the presence of any such defaulting owner shall be included in the count for quorum constitution purposes pursuant to By-Law 28.

VOTE BY CO-OWNERS

38. (a) Co-owners may vote by proxy but only if the proxy is jointly appointed by them or by one of the co-owners appointed by the other or all others, as the case may be, and in the absence of such proxy, co-owners are not entitled to vote separately on a show of hands except when a unanimous resolution is required by the Act, but anyone co-owner may demand a poll;
- (b) On any poll, each co-owner is entitled to such part of the vote applicable to a unit as is proportionate to his interest in the unit. The joint proxy (if any) on a poll shall have a vote proportionate to the interests in the unit of the joint owners as do not vote personally or by individual proxy.

RESOLUTION OF THE OWNERS

39. A resolution of the owners in writing signed by each owner or his duly appointed proxy shall have the same effect as a resolution passed at a meeting of the owners duly convened and held.

SUCCESSIVE INTERESTS

40. Where owners are entitled to successive interests in a unit, the owner entitled to the first interest (or if his interest is mortgaged by registered first mortgage notified to the Corporation, the mortgagee under such mortgage) is alone entitled to vote, whether on a show of hands or a poll.

TRUSTEE VOTE

41. Where an owner is a trustee, he shall exercise the voting rights in respect of the unit to the exclusion of persons beneficially interested in the trust, and those persons shall not vote.

VOTING RIGHTS OF MORTGAGEE

42. Notwithstanding the provisions of these by-laws with respect to appointment of a proxy, where the owner's interest is subject to a registered mortgage and where the mortgage or these by-laws or any statute provides that the power of vote conferred on an owner may or shall be exercised by the mortgagee and where the mortgagee has given written notice of his mortgage to the Corporation, no instrument or proxy shall be necessary to give the mortgagee the said

power to vote and the mortgagee's power to vote shall not be limited or proscribed by the owner's failure to pay contributions.

VIOLATION OF BY-LAWS

- 43 (a) Any infraction or violation of or default under these by-laws or any rules and regulations established pursuant to these by-laws on the part of an owner, his servants, agents, licensees, invitees or tenants that has not been corrected, remedied or cured within ten (10) days of having received written notification from the Corporation to do so, may be corrected, remedied or cured by the Corporation and any costs or expenses incurred or expended by the Corporation including costs as between a solicitor and his own client, in correcting, remedying or curing such infraction, violation or default shall be charged to such owner and shall be added to and become part of the assessment of such owner for the month next following the date when such costs or expenses are expended or incurred (but not necessarily paid) by the Corporation and shall become due and payable on the date of payment of such monthly assessment and shall bear interest both before and after judgment at the Interest Rate until paid;
- (b) The Corporation may recover from an owner by an action for debt in any court of competent jurisdiction any sum of money which the Corporation is required to expend as a result of any act or omission by the owner, his servants, agents, licensees, invitees or tenants, which violates these by-laws or any rules or regulations established pursuant to these by-laws and for which ten (10) days prior written notice has been given by the Corporation and there shall be added to any judgment, all costs of such action including costs as between a solicitor and his own client. Nothing herein shall be deemed to limit any right of any owner to bring an action or proceeding for the enforcement and protection of his rights and the exercise of his remedies;
- (c) In addition, the Corporation may exercise the powers provided for in section 29 of the Act.

AMENDMENT OF BY-LAWS

44. These By-Laws, or any of them, may be added to, amended or repealed by special resolution of the Corporation and not otherwise. The Corporation shall cause to be prepared and distributed to each owner and mortgagee who has notified its interest to the Corporation, a notice or memorandum of any proposed amendments, additions or repeal thirty (30) days prior to the date of any such special resolution and thereafter provide each such mortgagee with a copy of any registered amendment, addition or repeal.

DAMAGE OR DESTRUCTION

45. (a) In the event of damage or destruction as a result of fire or other casualty, the Board shall determine within thirty (30) days of the occurrence whether there has been substantial damage. For the purpose of this paragraph, substantial damage shall mean damage to the extent of 25% or more of the replacement value of all Buildings on the units, EXCLUDING ANY MINI-RANCH UNITS, Managed Property and common property immediately prior to the occurrence. Prior to making any determination under this subparagraph the Board shall obtain the opinion of an independent insurance appraiser to the effect that substantial damage has or has not occurred. If there has been substantial damage the Board shall convene an extraordinary general meeting and give at least ten (10) days' notice by registered mail to all registered mortgagees:

Unless there has been substantial damage and the owners by special resolution resolve not to proceed with repair or restoration within 100 days after the damage or destruction, the Board shall arrange for prompt repair and restoration using proceeds of insurance for that purpose. The Board shall cause the proceeds of all insurance policies to be disbursed to the contractors engaged in such repair and restoration in appropriate progress payments. Any costs of such repairs and restoration in excess of the insurance proceeds shall constitute a common expense and the Board may assess all the unit owners for such deficiency as part of the common expenses:

Where there has been substantial damage and the owners resolve by special resolution within one hundred (100) days after the damage or destruction not to repair, the Board shall on behalf of the owners make application to terminate the condominium status of the parcel in accordance with the provisions of the Act, and each of the owners shall be deemed to consent to such application. Upon termination of the condominium status:

- (i) any liens or charges affecting any of the units shall be deemed to be transferred in accordance with their existing priorities to the interests of the respective owners in the parcel; and
- (ii) the proceeds of insurance shall be paid to the Insurance Trustee, if any, the owners and mortgagees, as their respective interests may appear, in proportion to their respective interests in the parcel in accordance with the terms of any insurance trust agreement in effect;

The Corporation is not responsible for any damage or loss whatsoever caused by or to any property or contents of any nature or kind in or upon any unit or Building or in or upon any part of the common property designated for the exclusive use of any unit owner;

- (b) No owner shall be entitled to claim any compensation from the Corporation for any loss or damage to the property or person of the owner arising from any defect or want of repair of the common property or any part thereof, unless such loss or damage is covered by the insurance held or required to be held by the Corporation pursuant to the Act or these by-laws, whichever is the greater;
- (c) Where the Corporation is required to enter a unit or a Building for the purpose of maintaining, repairing or renewing pipes, wires, cables and ducts for the time being existing in the unit or Building, and capable of being used in connection with the enjoyment of any other unit, Building or the common property, the Corporation and its servants, employees and agents shall in carrying out any work or repairs do so in a proper and workmanlike manner and shall make good any damage to the unit occasioned by such work and restore the unit or Building to its former condition, leaving the unit and Building clean and free from debris;
- (d) An owner shall indemnify and save harmless the Corporation from the expenses of any maintenance, repair or replacement rendered necessary to the common property or to any unit or Building by his act or omission or by that of any member of his family or his or their guests, servants, agents, invitees, licensees or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the Corporation.

INSURANCE

- 46. (a) The Board, on behalf of the Corporation, shall obtain and maintain, subject always to the Act, and in particular, section 38 thereof, the following insurance:
 - (i) Fire insurance with extended coverage endorsement for such perils as the Board shall deem advisable insuring: (A) all of the insurable common property; (B) all insurable property of the Corporation, both real and personal of any nature whatsoever; (C) all of the Ranchette units, including all Buildings and improvements and betterments made to the Ranchette units and the Buildings by the owners of which the Board has knowledge (but excluding furnishings and other personal property of each owner whether or not installed in the Building or unit), for the full replacement cost thereof, without deduction for depreciation; and insuring the interests of and naming as insureds; (D) all Ranchette owners from time to time; (E) all Ranchette mortgagees who have given written notice of their interests to the Corporation; (F) the Corporation; and (G) the Board of Managers and any person referred to in By-Law 17 hereof (hereinafter collectively called the "Insureds") as their respective interests may appear;

- (ii) Boiler and vessel insurance if any boilers and vessels exist;
- (iii) Public liability insurance insuring the Insureds against any liability to the public and/or to the Owners and their invitees, licensees or tenants, incidental to the ownership and/or use of the common property and units and such insurance shall be limited to liability in an amount not less than \$2,000,000.00 inclusive for bodily injury and/or property damage per occurrence;
- (iv) Liability insurance, including errors and omissions coverage, in such amounts and with such deductibles as the Board may determine, insuring the Board and every member thereof from time to time and all employees of the Corporation from and against all loss, costs, and expenses, including counsel fees, reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a manager or officer of the Corporation, except as to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for fines or penalties imposed in a criminal suit or action or for unjustified profit or advantage or for any wrongful act done or attempted in bad faith or dishonesty;
- (v) Such other insurance and coverage for such other risks or causes as the Board may determine or as may be determined by special resolution;

THE MINI-RANCH OWNERS SHALL OBTAIN THEIR OWN FIRE AND LIABILITY INSURANCE FOR THEIR RESPECTIVE UNITS. UPON THE REQUEST OF THE BOARD, A MINI-RANCH OWNER SHALL PROVIDE TO THE BOARD EVIDENCE OF REQUIRED INSURANCE COVERAGE.

- (b) Each and every said policy of insurance shall name the Insureds and shall, as available and where applicable, provide:
 - (i) that the policy may not be cancelled or substantially modified without at least sixty (60) days' prior written notice to all Insureds;
 - (ii) that in no event shall insurance coverage be brought into contribution with insurance purchased by any owner or mortgagee and such insurance shall be deemed as primary insurance;
 - (iii) standard mortgage endorsements attached to each such policy;
 - (iv) a waiver by the insurer of its rights of subrogation against the Corporation, its Manager, agents, employees and servants, and the owners and any

member of the household or guests of any owner, except for arson, fraud and vehicle impact;

- (v) a waiver by the insurer of any defence based upon co-insurance (provided that policies of physical damage insurance may contain co-insurance on a stated amount basis so long as the appraisal provisions of this by-law are met) or of invalidity arising from the conduct of or any omission or act or breach of a statutory condition by any Insured;
 - (vi) that the Corporation or the Insurance Trustee (as the case may be) shall have the right, at its sole option, to obtain a cash settlement (without deduction for depreciation) in the event of substantial damage to the property insured and a waiver of the insurer's option to repair, rebuild or replace in the event, that after damage, the status condominium is terminated; and
 - (vii) a cross liability endorsement wherein the rights of any Insured shall not be prejudiced with respect to another Insured and the insurance indemnifies each insured as if a separate policy had been issued to each Insured;
- (c) Prior to obtaining any policy of insurance hereunder or any renewal thereof, and at least annually, the Board shall obtain an appraisal or appraisal update from a duly qualified appraiser setting out the full replacement cost of the common property, Ranchette units, Buildings and all of the property of the Corporation. A copy of such appraisal or appraisal update shall be delivered to each mortgagee who has given written notice of his mortgage to the Corporation. The Board shall forthwith obtain insurance coverage under any and all such policies of insurance in accordance with such appraisal or appraisal update to insure the full replacement value as set forth in such appraisal or appraisal update. In addition to such insurance coverage for the replacement value of the common property, Ranchette units, Buildings and any other property of the Corporation, the Board shall review and adjust the level of insurance coverage for other risks (including liability) to such amounts and levels required by and as would be maintained by an owner of similar property in the locality in which the condominium property is situate;
- (d) A certificate or memorandum of all insurance policies and endorsements thereto shall be issued by the Board, or by the Manager on its behalf, as soon as practicable to each of the Insureds immediately upon written request therefor, and a duplicate original or certified copy of each such policy shall be forwarded as aforesaid to each mortgagee who has in writing notified the Board of its interest. Further, a renewal certificate or memorandum of new insurance policies shall be furnished to each Insured. The original policies of all insurance coverage shall be retained by the Corporation in its offices, and shall be available for inspection by

any and all of the Insureds upon reasonable request;

- (e) Notwithstanding anything aforesaid, and subject to the terms of any Insurance Trust Agreement, all proceeds of insurance on loss or claim shall be paid to the Insurance Trustee (if any), and exclusive authority to adjust losses and settle proceeds under all insurance policies shall be vested in the Board or its authorized representative, and the Insurance Trustee (if any) and any expenses of the Insurance Trustee shall be treated as common expenses of the Corporation;
- (f) The owners may, and upon written request of any mortgagee shall, carry insurance on their own units as permitted by the Act provided that the liability of the insurers issuing insurance obtained by the Board hereunder shall not be affected or diminished by reason of insurance so carried by any unit owner AND PROVIDED FURTHER THAT neither the Corporation nor the Board shall be required or have any duty to insure the interests of any Mini-Ranch owners or tenants against liability or the interests of tenants or owners for their belongings, contents or other property. The insuring of any contents within a unit is the sole responsibility of the owner, tenant or occupier of the unit and they shall not require the Corporation or the Board to repair any damage to any contents or personal property within or to the unit however caused;
- (g) In the event an owner incurs or suffers damage or loss to the windows or Building access doors (which constitute part of the unit) or to any interior finishing or improvements of his unit and/or the common property adjacent thereto that is covered or insured under any insurance policy of the Corporation and such owner elects to pursue recovery of such loss or damage under any insurance policy of the Corporation, such owner shall be responsible for and pay the full amount of any deductible on such claim if, in the sole opinion of the Board, such damage or loss was caused by or arose out of any act or omission by such owner, his servants, agents, licensees, invitees or tenants and such amount shall be recoverable by the Corporation as a contribution against all costs, charges, and liabilities arising out of any loss that may be sustained or incurred by the Corporation.

CONTRIBUTIONS FOR COMMON EXPENSES AND BUDGETS

- 47. (a) The common expenses of the Corporation shall be paid by the unit owners and, without limiting the generality hereof, shall include the following:
 - (i) All levies or charges on account of garbage removal, electricity, water, sewer, gas and fuel services and television antenna or cable services (if any) supplied to the Corporation for the Project and for the benefit of all owners and not charged directly to anyone owner either by meter or otherwise;

- (ii) Management fees and Insurance Trustee fees, if any, wages, salaries, taxes and other expenses payable to or on account of employees or independent contractors of the Corporation;
- (iii) All the charges on account of cleaning or sweeping of parking areas, Managed Property, lawn maintenance and landscaping and for ice, snow and debris removal from the Managed Property or common property;
- (iv) All charges on account of lighting fixtures situated on the Managed Property or common property except the balcony or patio light fixture(s) on every Ranchette Building;
- (v) All charges on account of maintenance or levies or assessments for any unit owned by the Corporation, or those portions of a unit, Buildings, Managed Property, or common property for which the Corporation is responsible under these by-laws;
- (vi) All costs of furnishings, tools and equipment for use in and about the project facilities or amenities including the repair, maintenance or replacement thereof;
- (vii) All insurance costs in respect of the insurance for which the Corporation is responsible under these by-laws and/or the Act;
- (viii) All costs of and charges for all manner of consultation, professional and servicing assistance required by the Corporation including without limiting the generality of the foregoing all legal, accounting, auditing and engineering (including replacement reserve funds studies) fees and disbursements;
- (ix) All reserves for repairs and replacement of common property and portions of units or Buildings the repair or replacement of which is the responsibility of the Corporation;
- (x) Maintenance of the exterior walls and other structural costs of the Buildings;
- (xi) The cost of maintaining fidelity bonds as provided in these By-Laws;
- (xii) The cost of borrowing money for the purpose of carrying out the duties and objects of the Corporation;
- (xiii) The allocatable or pro rata portion of the cost of any electricity taken from

any exterior plug which is billed directly to an owner by the provider of such electricity and which is used by the Corporation for purposes of operating or maintaining common property;

- (b) The common expenses of the Corporation shall be paid by the unit owners in proportion to unit factors for their respective units except that any expenses which, in the sole discretion of the Board, relate directly and solely to the maintenance or operation of the Ranchette units (units 31 to 42 inclusive) shall be borne and paid solely by the Ranchette units and any expenses, which in the sole discretion of the Board relate directly and solely to the Mini-Ranch units (units 1 to 26 inclusive) shall be borne and paid solely by the Mini-Ranch units;
- (c) At least fifteen (15) days prior to the end of each fiscal year the Corporation shall deliver or mail to each owner at the municipal address of his unit:
 - (i) a copy of the budget for the ensuing fiscal year; and
 - (ii) a notice of the assessment for his contribution towards the common expenses for said ensuing fiscal year. Said assessment shall be made to the owners as set forth herein;
- (d) The budget shall set out by categories an estimate of the common expenses of the Corporation for the next fiscal year. The budget shall include a reasonable provision for contingencies and replacements ("replacement reserve fund");
- (e) The replacement reserve fund may be used for the repair or replacement of any real and personal property owned by the Corporation, the Buildings, the Managed Property and the common property but is not intended to be used to cover annually recurring maintenance and repair costs which are to be set out and provided for in the annual budget. The Corporation may by resolution determine the maximum amount that may be paid from the replacement reserve fund in respect of a single expenditure;
- (f) The common expenses set forth in each contribution shall be payable to the Corporation, or to any other person, firm or Corporation to whom the Corporation shall direct payment to be made from time to time, in twelve (12) equal consecutive monthly instalments payable, in advance on the first day of each month, the first instalment to be made on the 1st day of the month immediately following receipt of such notice of assessment, or such other time as may be prescribed by the Corporation;
- (g) All payments of whatsoever nature required to be made by each owner and not paid within ten (10) days from the due date for payment shall bear interest at the Interest Rate from the date when due until paid. All payments on account shall

first be applied to interest and then to the contribution payment first due:

(h) The Corporation shall, on the application of an owner or any person authorized in writing by him, certify within twenty (20) days:

- (i) the amount of any contribution determined as the contribution of the owner;
- (ii) the manner payable in which contribution is payable;
- (iii) the extent to which the contribution has been paid by the owner; and
- (iv) the interest owing, if any, on any unpaid balance of a contribution;

and, in favour of any person dealing with that owner the certificate is conclusive proof of the matters certified therein:

(i) Upon the written request of an owner, purchaser or mortgagee of a unit the Corporation shall, within twenty (20) days of receiving that request, provide to the person making the request one or more of the following as requested by that person:

- (i) a statement setting forth the amount of any contributions due and payable in respect of a unit;
- (ii) the particulars of
 - A. any action commenced against the Corporation and served upon the Corporation;
 - B. any unsatisfied judgment or order for which the Corporation is liable; and
 - C. any written demand made upon the Corporation for an amount in excess of \$5,000.00 that, if not met, may result in an action being brought against the Corporation;
- (iii) the particulars of or a copy of any subsisting management agreement;
- (iv) the particulars of or a copy of any subsisting recreational agreement;
- (v) a copy of the current budget of the Corporation;

- (vi) a copy of the most recent financial statement of the Corporation;
- (vii) a copy of the by-laws of the Corporation;
- (viii) a copy of any minutes of proceedings of a general meeting of the Corporation or of the Board;
- (ix) the particulars of or a copy of any subsisting lease of any of the common property;
- (j) The omission by the Board to fix the contributions hereunder for the next ensuing fiscal year or other period provided for herein, shall not be deemed a waiver or modification in any respect of the provisions of these by-laws or release of the owner or owners from their obligation to pay the contributions or special assessments, or any instalments thereof for any year or period, but the contributions fixed from time to time shall continue until new contributions are fixed. No owner can exempt himself from liability for his contributions toward the common expenses by waiver of the use or enjoyment of any of the common property or by vacating or abandoning his unit;
- (k) The Board or the Manager supplying any documents required to be provided in these By-Laws or under section 36 of the Act, shall be entitled to charge a reasonable fee for the production thereof.

SPECIAL ASSESSMENTS

48. If at any time it appears that the annual contributions towards the common expenses will be insufficient to meet the common expenses, the Corporation may assess and collect a special contribution or assessment against each unit in an amount sufficient to cover the additional anticipated common expenses. The Corporation shall give notice of such further assessment to all owners which shall include a written statement setting out the reasons for the assessment and each assessment shall be due and payable by each owner in the manner and on the date or dates specified in the notice. Each such special assessment shall be determined and assessed against the owners in proportion to their unit factors or as otherwise specified by the Board acting reasonably. All such special assessments shall be payable within ten (10) days of the due date for payment as specified in the notice and if not paid shall bear interest at the Interest Rate from the due date until paid.

DEFAULT IN PAYMENT OF ASSESSMENTS

49. Default in payment of assessments and lien for unpaid assessments, instalments and payments:

- (a) The Corporation shall and does hereby have a lien on and a charge against the estate or interest of any owner for any unpaid contribution, assessment, instalment or payment due to the Corporation, which lien shall be a lien against such estate or interest subject only to any municipal or local authority in respect of unpaid realty taxes, assessments or charges of any kind against the unit title or interest of such owner. The Corporation shall have the right to file a caveat or encumbrance against the unit title or interest of such owner in respect of the lien or charge for the amount of such unpaid contribution, assessment, instalment or payment as hereinbefore mentioned, and for so long as such unpaid contribution assessment, instalment or payment remains unpaid, provided that each such caveat or encumbrance shall not be registered until after the expiration of thirty (30) days following the due date for the first payment in arrears. As further and better security, each owner responsible for any such unpaid contribution, assessment, instalment or payment which is in arrears for more than thirty (30) days, shall give to the Corporation a mortgage or encumbrance for the full amount thereof and all contributions, assessments, instalments and/or payments, and interest thereon at the Interest Rate from the due date or dates for payment of the same, and the Corporation shall be entitled to enforce its lien, charge and security and pursue such remedies as may be available to it at law or in equity, from time to time including the recovery by the Corporation of its legal fees and disbursements on a solicitor and his own client basis from such defaulting owner;
- (b) Any other owner or person, firm, or Corporation whatsoever may pay any unpaid contribution, assessment, instalment or payment after the expiration of thirty (30) days following the due date for payment by the owner in default, with respect to a unit, and upon such payment, such party, person, firm or Corporation shall have a lien, subject to the estates or interests hereinbefore mentioned and shall be entitled to file a caveat or encumbrance in respect of the amount so paid on behalf of the owner in default, and shall be entitled to enforce his lien, thereby created, in accordance with the other terms and conditions of this By-Law;
- (c) Notwithstanding and in addition to any other term, condition or provision herein contained or implied, each unpaid contribution, assessment, instalment or payment shall be deemed a separate, distinct and personal debt and obligation of the owner against whom the same is assessed and collectible as such. Any action, suit or proceeding to recover such debt or to realize on any judgment therefore shall be maintainable as a separate action, suit or proceeding without foreclosing or waiving the lien, charge or security, securing the same;

- (d) In the event of any contribution, assessment against or instalment or payment due from an owner remaining due and unpaid for a period of ninety (90) days, the Board shall give notice of such default to all mortgagees having an interest in such owner's unit who have notified their interests to the Corporation;
- (e) In the event of any contribution, assessment against or instalment or payment due from an owner remaining due and unpaid for a period of thirty (30) days, the Board, at its election, may accelerate the remaining monthly contributions, assessments, instalments and payments for the fiscal year then current upon notice to the owner in arrears, and thereupon all such unpaid and accelerated monthly contributions, assessments, instalments and payments shall become payable on and as of the date of the said notice, PROVIDED THAT no such acceleration shall affect the interests of or be binding upon any registered mortgagee;
- (f) All reasonable costs of the Manager and legal costs and disbursements incurred by the Corporation (including costs on a solicitor and his own client basis) in registering and discharging a Caveat which either the Manager or the Corporation expends as a result of any act or omission of an owner, his servants, agents, licensees, invitees or tenants which violates these By-Laws or any rules or regulations established pursuant thereto or incurred or in any way for securing or enforcing its interests hereunder or the taking of any remedies to cure any default hereunder shall constitute a payment due the Corporation.

ESTOPPEL CERTIFICATE

50. Any certificate as to an owner's position with regard to contributions, expense assessments or otherwise, issued by an officer of the Corporation or the Manager shall be deemed to be an estoppel certificate and the Corporation and all of the owners shall be estopped from denying the accuracy of such certificate against any mortgagee, purchaser or other person dealing with the unit owner but this shall not prevent the enforcement against the unit owner incurring the said expense of all obligations of the said unit owner whether improperly stated in such estoppel certificate or not.

LEASING OF UNITS

51. (a) In the event that any owner desires to lease or rent his unit or Building he shall furnish to the Corporation an undertaking, in form satisfactory to the Corporation, signed by the proposed lessee or occupant, that the proposed lessee or occupant of the unit will comply with the provisions of the Act and of the by-laws of the Corporation. The owner shall not be released of any of his obligations and shall be jointly and severally liable with the proposed lessee or occupant with respect to such obligations;

- (b) The Corporation is authorized to:
 - (i) impose and collect deposits under Section 44 of the Act. If any deposit is used in accordance with the Act or these by-laws, the owner shall replace that portion of the deposit used within ten (10) days of being notified, in writing, by the Board of its use;
 - (ii) give notices to give up possession of residential units under Section 45 of the Act; and
 - (iii) make applications to the Court under sections 46 and 47 of the Act;
- (c) No tenant shall be liable for the payment of contributions or assessments or common expenses under these By-Laws unless notified by the Corporation that the owner from whom he rents the unit is in default of payment of contributions, in which case the tenant shall deduct from the rent payable to the owner, such default contributions and shall pay the same to the Corporation. Any such payment by the tenant shall be deemed to be a rental payment made to the owner.

SEVERABILITY

52. The provisions hereof shall be deemed independent and severable and the invalidity in whole or in part of any by-law does not affect the validity of the remaining by-laws, which shall continue in full force and effect as if such invalid portion had never been included herein.

NOTICES

53. Unless otherwise expressly provided in these by-laws, service of any notice required to be given under the Act or under these by-laws shall be well and sufficiently given if sent by prepaid registered mail to the owner at the address of his unit or other known address or if left with him or some adult person at the said address or to the Corporation at its address for service shown on the condominium plan, or to a mortgagee at its address supplied to the Corporation. Any notice given by post shall be deemed to have been sent and received forty eight (48) hours after it is posted. An owner or a mortgagee may at any time in writing advise the Corporation of any change of address at which notices shall be served or given and thereafter the address specified therein shall be deemed to be the address of such owner or a mortgagee, as the case may be, for the giving of notices. The word "notice" shall include any request, statement or other writing required or permitted to be given hereunder or pursuant to the Act or these by-laws.

NOTICE OF DEFAULT TO MORTGAGEES

54. Where a mortgagee has notified the Corporation of its interest, any notice of default sent to an owner shall also be sent to the mortgagee.

DEBT RETIREMENT ON TERMINATION

55. Subject to the provisions of the Act, upon termination of the condominium status for any purpose, all debts of the Corporation shall first be paid out of the assets, and the balance of the assets, if any, shall be distributed to the owners in proportion to their unit factors subject to the interests of any mortgagees.

COMPANY WHICH IS MEMBER OF BOARD

56. A company which is a member of the Board may by proxy, power of attorney or resolution of its directors appoint such person as it thinks fit to act as its representative on the Board and to attend meetings thereof and vote at such meetings on behalf of the company and such representative shall be entitled to so act provided notice in writing thereof shall have been given to the Board. Where a company is the only member of the Board a minute or resolution signed by its representative or by the alternate of its representative duly appointed pursuant to the By-Law next following shall be deemed to be a resolution of the Board.

ALTERNATE BOARD REPRESENTATIVE

57. A representative of a company on the Board may appoint any person whether another owner or not and whether a member of the Board or not to serve as his alternate representative on the Board and as such to attend and vote in his stead at meetings of the Board and to do anything specifically provided for in these bylaws. Such alternate shall, if present, be included in the count for quorum and if he be a member of the Board he shall be entitled to two votes, one as a member of the Board and the other as an alternate representative of a member of the Board. If the representative so directs, notice of meetings of the Board shall be sent to the alternate representative of a member of the Board. If and when the appointing representative vacates the office of a representative of a member of the Board or removes the alternate representative from office as alternate representative, any appointment or removal under this by-law shall be made in writing under the hand of the representative making the same.

PRIVACY AREAS AND PARKING AREAS

58. (a) The Board may, in addition to other restrictions set out in these by-laws, specify and limit the nature and extent of the use or uses of any privacy area assigned or

designated by it hereunder;

- (b) While any such privacy area is not included in the condominium plan as part of a condominium unit, and shall not be deemed to be an area leased pursuant to Section 41 of the Act, any such privacy area shall be maintained at the sole expense of the owner to whom it has been assigned PROVIDED THAT the Board shall be responsible for removing ice, slush and snow from the roadway and visually inspecting each Mini-Ranch unit on a daily basis:
- (c) If the owner shall fail to properly maintain any such privacy area assigned to him after ten (10) days' notice to him to correct any maintenance problem set forth in said notice from the Board, then the Board or its representative may order the maintenance corrected and the owner affected shall reimburse the Board for all monies expended and all costs incurred in order to rectify said maintenance problem and pay interest thereon at the Interest Rate after demand for payment;
- (d) The term privacy area does not include any fence, rail or similar structure bordering any designated exclusive use area:
- (e) The Corporation and its servants and agents shall, notwithstanding the grant of any right, licence or privilege of exclusive use of any area to any owner, have and enjoy free and uninterrupted right at any and all times and from time to time to enter upon, pass and repass over, and occupy any and all parts of such privacy area for the purpose of carrying out any of the duties or functions of the Corporation.

REALTY TAXES

59. The realty taxes and other municipal and governmental levies or assessments against land, including Buildings and improvements, comprising all or any part of the units and the common property comprising the condominium project shall be assessed and imposed in accordance with provisions of the Act, but until such time as the assessing authority assesses each unit and the share in the common property appurtenant thereto pursuant to the Act such realty taxes and other municipal and governmental levies or assessments shall be apportioned and adjusted amongst all the owners according to their respective unit factors.

INDEMNIFICATION OF OFFICERS AND MANAGERS

60. The Corporation shall indemnify every member of the Board, manager, officer or employee and his or her heirs, executors and administrators against all loss, costs and expense, including counsel fees, reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a Board member, manager or officer of the Corporation, except as to matters as to which he shall be

finally adjudged in such action, suit or proceeding to be liable for fines or penalties imposed in a criminal suit or action or for unjustified profit or advantage or for any illegal act done or attempted in bad faith or dishonesty. All liability, loss, damage, costs and expenses incurred or suffered by the Corporation by reason or arising out of or in connection with the foregoing indemnification provisions shall be treated and handled by the Corporation as common expenses. The Corporation may by ordinary resolution, require that all members of the Board be bonded by a recognized bonding institution in an amount not less than Ten Thousand (\$10,000.00) Dollars, the cost of such bonding to constitute a common expense of the Corporation.

NON-PROFIT CORPORATION

61. The Corporation is not organized for profit. No owner, member of the Board or person from whom the Corporation may receive any property or funds or shall receive or shall be lawfully entitled to receive any pecuniary profit from the operations thereof. The foregoing, however, shall neither prevent nor restrict the following:

- (a) reasonable compensation may be paid to any member of the Board or owner while acting as an agent or employee of the Corporation for services rendered in effecting one or more of the purposes of the Corporation; and
- (b) any member of the Board or owner may, from time to time, be reimbursed for his actual and reasonable expenses incurred in connection with the administration of the affairs of the Corporation;
- (c) members of the Board may receive an annual honorarium, stipend or salary established pursuant to By-Law 5(1).

USE AND OCCUPANCY RESTRICTIONS

62. (a) An owner SHALL NOT:
- (i) use his unit or Building or any part thereof for any commercial, professional or other business purposes or for any purpose which may be illegal or injurious to the reputation of the condominium project or for a purpose involving the attendance of the public at such Building or unit;
 - (ii) make or permit noise within or about any Building or unit or the common property or allow any odour to emanate or escape from his unit which in the opinion of the Board constitutes a nuisance or unreasonably interferes with the use and enjoyment of a unit or the common property by any other

owner or occupant. No instrument or other device shall be used within a Building or unit which in the opinion of the Board causes a disturbance or interferes with the comfort of other owners. No workman or contractor shall be permitted to do any work in any unit that would disturb any other residents between the hours of 6:00 p.m. and 8:30 a.m. on weekdays or on Saturdays, Sundays or legal holidays without the prior consent of the Board;

- (iii) keep or allow any animal, snake, reptile, livestock, fowl or pet of any kind at any time to be within his unit or on the common property without the specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn anytime on seven (7) days notice to that effect. All dogs approved must be hand leashed and kept under control and in the custody of a responsible person at all times who shall not allow the animal to befoul or defecate on any landscaped area of the project or to run at large at any time. Any Municipal By-Law in effect with regard to pets at any point in time shall have effect within the common property and municipal officers are hereby authorized and are permitted to enforce Municipal By-Laws on the common property;
- (iv) use or permit the use of his Building or unit other than as a single family dwelling or for a purpose other than for residential purposes;
- (v) permit his Building or unit to be occupied as a place of residence by more than seven (7) persons (whether adult or minor) at any given time without the consent in writing of the Board;
- (vi) do any act or permit any act to be done, or alter or permit to be altered his Building or unit in any manner, which will alter the exterior appearance of the structure comprising his or any other Buildings or units without the prior written approval of the Board;
- (vii) permit laundry to be hung other than inside the Building on his unit;
- (viii) erect or place any building, structure, tent, or trailer, (either with or without living, sleeping or eating accommodation) on the unit, the common property or on any privacy area assigned to him without the prior written consent of the Board;
- (ix) permit, erect or hang over or cause to be erected or to remain outside any window or door or any other part of the Building, the unit or on the common property or on the real property of the Corporation, clothes lines, garbage disposal equipment, recreational or athletic equipment, fences, hedges, barriers, dog houses, dog runs, partitions, awnings, shades or

screens or any other matter or thing without the consent in writing of the Board first had and obtained. No television or mobile telephone or radio antenna, tower or similar structure or appurtenances thereto or satellite dish shall be erected on or fastened to any unit or on the common property except as authorized by the Board;

- (x) overload existing electrical circuits or store any combustible, inflammable or offensive goods, provisions or materials on his unit or on the common property, normal cleaning products and related household goods excepted;
- (xi) do anything or permit anything to be done within his unit, Building or upon the common property or the real or personal property of the Corporation or fail to do any act or thing which will or would tend to increase the risk of fire or the rate of fire insurance premiums with respect thereto or which would render invalid any insurance maintained by the Corporation;
- (xii) do anything or permit anything to be done by any occupier of his unit within his Building or unit, or the common property that is contrary to any statute, ordinance, by-law or regulation of any government authority whether Federal, Provincial, Municipal or otherwise;
- (xiii) do or permit anything to be done that may cause damage to trees, plants, bushes, flowers or lawns or to prevent growth or to interfere with the cutting of grass or the maintenance of the grounds generally;
- (xiv) deposit customary household refuse and garbage outside the Building of his unit other than in proper secure garbage bags placed in the garbage containers or enclosures provided by the Corporation. All bulk waste items, such as discarded household furnishings, shall be removed from the Project by the owner at his sole cost and expense;
- (xv) erect, place, allow, keep or display signs, billboards, advertising matter, realtor lock boxes or other notices or displays of any kind on the common property or in or about any Building on the unit in any manner which may make the same visible from the outside of the unit or the Building without the prior written approval of the Board;
- (xvi) permit any member of his household, guests or visitors to trespass on the part of the parcel to which another owner is entitled to exclusive occupation;
- (xvii) A. use the common driveway or roadway or any part of the common property or Managed Property for the parking of any motor

vehicles except in accordance with permission in writing from the Board;

- B. wash motor vehicles other than on his unit in such a manner as will not cause nuisance or annoyance to other owners;
 - C. carry out any repairs or adjustments to motor vehicles on the project;
 - D. bring onto the project any vehicles other than private passenger automobiles, up to 1 ton trucks or 4 X 4 vehicles without the written consent of the Board or the Manager or duly authorized nominee thereof except in the course of delivery to or removal from the respective premises;
 - E. allow trailers, campers, boats, snowmobiles, trail bikes, all terrain vehicles, or any type of motor home or recreational vehicle or equipment to be parked or stored on or outside his unit other than as designated by and with the permission of the Board;
 - F. use motorcycles, snowmobiles, trail bikes or all terrain vehicles on the Project except to access approved public all terrain vehicle trails or public roadways;
 - G. keep on the parcel any private passenger automobile which is not currently licensed, in operating condition and being used from day to day without the prior written consent of the Board;
 - H. drive any motor vehicle on the parcel at a speed in excess of 15 kilometres per hour or in any manner that the Board, in its sole discretion, deems hazardous or dangerous;
- (xviii) obstruct or permit any passage or driveways or parking areas to be obstructed by any occupant, his family, guests or visitors or their vehicles;
- (xix) allow his Building, unit, or any privacy area assigned to him to become unsanitary or unsightly in appearance;
- (xx) make or cause to be made any structural, mechanical, plumbing, drainage, gas system or electrical changes, alterations or additions to the Building or any structural alterations to be made to the outer boundary of a Building including any load bearing wall or any ceiling or floor without first having the design and specifications of such alteration or addition approved in writing by the Board. The owner requesting such approval agrees to pay

the cost of any engineer or architect engaged by the Board to review the design and specifications. Any alteration or addition made by an owner without such approval may be restored or removed by the Board or its duly authorized representative or representatives and any costs incurred by the Corporation as a result thereof shall forthwith be paid by such owner to the Corporation and shall bear interest at the Interest Rate from the time such costs are incurred until paid;

- (xxi) use a toilet, sink, tub, drain or other plumbing fixture for a purpose other than that for which it is constructed;
- (xxii) allow the area around his Building to become untidy. The Board shall be at liberty to remove any rubbish or clean up a unit or the common property in close proximity to an owner's premises to its satisfaction and charge the expense to the owner;
- (xxiii) be responsible for ice and snow removal other than from his own decks, balconies, driveways or walkways;
- (xxiv) use his balcony or patio or other areas outside of his Building for the storage of personal belongings or other goods or chattels or allow or cause any household or personal effects or articles belonging to him to be kept anywhere except inside the Building of his unit when not in actual use, and each owner will comply with all requests of the Board or its representatives that all household or personal effects or articles, including bicycles, toys and like things belonging to an owner's household be put away inside such Building when not in actual use;
- (xxv) without the prior written consent of the Board, have any right of access to those portions of the Managed Property or common property used from time to time for mechanical systems, utilities areas, building maintenance, storage areas, operating machinery or any other parts of the Managed Property or common property used for the care, maintenance or operation of the project generally;
- (xxvi) use any part of a unit for an open fire or fire pit without the approval of the Board;
- (xxvii) use or permit any of his household, guests or visitors to use, any of the recreational facilities or amenities or any portion of the common property except in strict accordance with any rules and regulations therefor which may be established by the Board from time to time and upon publication of a rule or regulation so made by the Board, the same shall be binding upon each occupier of a unit, his visitors and guests and any violation of

such rules and regulations may result in the loss of use of the recreational amenities for a period as decided by the Board.

- (c) An owner shall ensure that his occupants comply with those requirements that the owner must comply with under Subsection (b) hereof.

MANAGED PROPERTY

63.1 Restricted Development, Architectural Standards and Restrictive Covenant

- (a) No Owner shall improve, develop, construct upon or otherwise modify his Building or unit unless such development or improvement strictly complies with any and all development restrictions imposed upon the unit by the Municipal Authority (whether disclosed on title to the unit or not), the Restrictive Covenant (the terms of which are hereby incorporated into this By-Law) and the Architectural Standards;
- (b) The Corporation is hereby empowered, and the Board is authorized on behalf of the Corporation, to take whatever procedures are reasonably necessary, in the Board's opinion, to ensure compliance with By-Law 63.1(a) hereof and enforce the Restrictive Covenant and the Architectural Standards (enforcement to be limited to the extent it is limited by law);

63.2 Elements of Managed property

Managed Property shall be comprised of units 27, 28 and 30 and those portions of the Ranchette units constituted by lawns, walkways, driveways, decks and patios together with the exterior of any and all Buildings on the Ranchette units (excluding doors and windows), including roofs, foundations and structural elements built in accordance and compliance with the Restrictive Covenant, this By-Law and all municipal and provincial requirements, codes and standards. without restricting the generality of the foregoing, Managed property shall be all parts of the Ranchette unit to, but not including, the interior finishing of the floors, walls and ceilings in all Buildings on the unit.

THERE SHALL BE NO MANAGED PROPERTY ON A MINI-RANCH UNIT.

63.3 Duties and Restrictions on Owners regarding Managed Property

Each owner shall, in respect to the Managed Property on or in his Ranchette unit:

- (a) permit the Corporation (and anyone who is agent for or authorized or directed by the Corporation) to enter his unit for any and all purposes of inspection,

maintenance, repair, upkeep, cleaning and control (generally) of the Managed Property as if same were common property;

- (b) adhere to, comply with and strictly observe this By-Law and all rules, regulations, by-laws, resolutions and other requirements of the Corporation and its insurers as same relate to the Managed Property; provided that in the absence of anything expressly to the contrary, the rules, regulations, by-laws, resolutions and other requirements as shall apply to the common property shall apply to the Managed Property;
- (c) shall not, in any manner whatsoever, interfere with, prohibit or hinder the Corporation in carrying out its duties, powers, obligations and responsibilities arising hereunder or in connection with any of the Corporation's inspection, maintenance, repair, upkeep, cleaning or control of the Managed Property; and
- (d) shall, not in any manner whatsoever without first obtaining the consent of the Board, change, improve, alter, adjust, remove, disfigure or otherwise disturb the Managed Property or any part or component thereof.

63.4 Powers, Duties and Restrictions of the Corporation

The Corporation:

- (a) shall, in addition to and without limiting its powers relating to the management and control of common property, be empowered to:
 - (i) enact rules and regulations relating to the management and control of the Managed Property;
 - (ii) employ and contract for services for repair, maintenance, replacement, cleaning and other similar services (including painting, gardening, lawn mowing and ice and snow removal) necessary to properly maintain the Managed Property;
 - (iii) as part of and in accordance with its general power of levying assessments, assess the owners for their respective shares in the costs of the Corporation carrying out of its duties hereunder; and
 - (iv) generally manage, operate and control the Managed Property in accordance with such election as if and to same extent as if the Managed Property was common property.
- (b) shall, in addition to and without limiting its obligations generally relating to

the maintenance, management, repair and control of common property, control, manage, maintain, repair and administer the Managed Property unless otherwise directed by ordinary resolution of the Corporation, provided that such duties and obligations may, from time to time, be amended and adjusted (including without limitation, by increasing or reducing same) by ordinary resolution of the Corporation. If, pursuant to ordinary resolution, it is resolved that the Corporation shall be relieved and is not, from the effective date thereof, to be responsible for the management, repair, maintenance, upkeep, replacement and control of the Managed Property, all such duties and responsibilities shall there forth be performed by the unit owners and these by-laws shall be interpreted accordingly PROVIDED NEVERTHELESS THAT the Corporation shall continue to be responsible for and perform its insurance and replacement reserve fund obligations under these by-laws and its duties to maintain, repair, replace and manage Units 27, 28 and 30;

- (c) to the extent that the Board shall determine practicable, insure the Managed Property (or such part or parts thereof as the Board determines is reasonable, feasible and economic) as the Board is otherwise required by these By-Laws.

CHANGE OF LEGISLATION

64.1 Should the Act be amended and changed in the future, then these by-laws shall be deemed to have been amended accordingly to adopt any and all such changes to the Act which are required to be adopted to enable the Corporation to operate at all time with the full powers of the Act and to use all remedies available to it under the Act.

DEVELOPER'S RIGHTS

65.1 During such time as the Developer, its successors or assigns, is the owner of one or more units, it shall have the right to maintain a reasonable number of units, whether owned or leased by it, as display units and to carry on all sales and leasing functions it considers necessary from such units. The Developer, its agents, employees and mortgage inspectors shall have the right to enter onto any unit and access to the common property in order to complete any incomplete items, repair deficiencies, inspect the unit and make any modifications or repairs to the utilities.

SCHEDULE "A"

SQUARE BUTTE RANCHES

Architectural Guidelines & Construction Approval Process

for Mini - Ranch Units

Square Butte Ranch is a private recreational ranch, set in the magnificent ranchland foothills of Alberta's southwestern Rocky Mountains. It provides a rustic western way of life, yet with all the "creature comforts" of contemporary life. The Ranch is a unique mix of hitching rails, boardwalks and western townscape, with fully serviced and appropriately appointed, log, "Old West", ranch style or wood post & beam constructed homes. In order to create this distinctive environment, with its sensitive relationships of old and new, architectural guidelines and procedures have been established to assist the purchasers ("ranchowners") through the design and construction process. The purpose of these guidelines is to ensure that all ranchowners gain long term benefit from a set of architectural rules sensitive to views, privacy, building types, materials and colors, appropriate construction and safety, as well as environmental stewardship. These guidelines are for the benefit of each resident and will help ensure the lifestyle they intend to have at Square Butte will be achieved. It is hoped that these guidelines will also establish amongst the residents an increased community awareness and an ever growing respect for the ranch environment.

Architectural Guidelines

Ranch House Site

- X Principal building siting has been established for each internal lot; alternate siting requires conceptual siting approval by the Ranch developer, Square Butte Ranches Ltd., or the Condominium Corporation ("the Ranch"). All building construction must be setback from the internal roadside lot line by a minimum of 50 feet, from MD roads (middle of road) by a minimum of 125 feet and from the side lot lines by a minimum of 50 feet. Respecting the privacy and views of adjacent ranchowners is of prime importance with respect to building siting and window locations. These issues will be addressed on a site by site basis during the approval process.

Ranch House Size

- X As reflected in the Condominium Corporation By-Laws, the principal building is to be used as a single family residence. The principal architectural theme is *"Single family, maximum two storeys, designed to enhance the ranch setting"*. Building size & height restrictions will eliminate the possibility of the construction of a Monster House which

would be out of character for the ranch and aesthetically displeasing and will reduce the possibility of a house standing out against the horizon.

- X Maximum Height is limited to 28 feet from ground floor level or the height of the backdrop trees, whichever is lower.
- X Building footprint is limited to 2,000 square feet.
- X Two Storey homes shall not include basements.
- X Bungalows or ranch style homes may include a loft (in the roof space) in addition to the main floor and a walk out basement may be incorporated.
- X Total Square footage for main floor plus second floor (or basement where permitted) shall not exceed 3,000 square feet. Lofts are not included in the 3,000 square foot calculation. Undulations in the facade to give the visual effect of a smaller structure are encouraged. Lofts with minimal window gables are not considered a storey.
- X A maximum of 1 kitchen, plus 2-1/2 bathrooms (the 1/2 bath can have a shower) can be incorporated.

Environmental Conservation

- X Environmentally friendly toilets (i.e., low water usage) and other plumbing and electrical fixtures must be utilized.
- X Every Ranchhouse is to have its own water meter.
- X Every Ranchhouse is to contain one cistern which will hold at least 1000 gallons of water.

Outbuildings

- X One storage shed sized up to 16 feet square and if there is no attached garage then one non-attached garage sized up to 24 feet square, constructed of the same exterior materials as the home are permitted. Outbuildings should be to the rear or side of the ranch house so as not to distract. These buildings are to be one storey in height and shall not contain a loft. Siting is to be approved by the Ranch.
- X Dog houses & dog runs must be hidden from sight and approved by the Ranch. Preference will be given to the use

of underground electronic training devices.

Driveways

- X A single 12 foot wide, unpaved driveway from road to garage area.

Parking

- X Automobile parking must be limited to garage/carport area, private driveways and designated parking areas in the townsite. {Motorhome storage is not allowed on the Ranch}.

Utilities

- X Electricity, natural gas, water and telephone are provided to each lot line. The ranchowner is responsible for extending these services to the home, underground. A sewage system of either field, mound or pump-out type is to be constructed by the ranchowner on the lot. The location of the sewage system must be approved by the Ranch so that ground water quality does not suffer. All septic collection systems must be sealed for odor control.

Garbage

- X Garbage containers, animal proof and centrally located, are provided by the Ranch.

Tree Cutting

- X Tree cutting is only allowed to make way for buildings, access and utilities. Selective cutting will be allowed for view improvement or for safety of persons or property. All tree cutting requires Ranch approval; wood may be used for firewood; replanting is encouraged, but requires Ranch approval.

Signage

- X Signage is limited to 1 small sign indicating the owner of the lot (or similar nomenclature) and made of natural materials such as wood, rock, clay, etc., and sized no larger than 10" x 24". All signage must be approved by the Ranch.

Lighting

- X Site lighting is limited to fixtures attached to buildings and low-scale ground-type fixtures. Exterior incandescent fixtures and low pressure sodium fixtures must not exceed 200 watt output. Other light source types are inappropriate for the Ranch. Higher output fixtures to 150 watts are allowed only on the road side of the house and lot and must be a fixture that directs light downward, with a maximum wood pole height of 12 feet. A maximum of 3 directed fixtures and 10 groundtype fixtures can be incorporated.

Other

- X Only miniature satellite dishes of 18" or less are permitted, they must be of a dark non-reflective color and appropriately sited out of public view. Usage must be in accordance with Condominium Corporation By-Laws.
- X Flagpoles are not permitted.
- X Firepits and barbeques must be appropriately located and adequately constructed to prevent uncontrolled fires. Usage must be in accordance with Condominium Corporation By-Laws.

Exterior Building Materials

- X Exterior building materials must enhance the appearance of the Ranch and therefore appropriately reflect the 19th century ranch theme. Natural materials and rustic colors are expected to be used, with log or timber post and beam construction predominating. Newer exterior building materials may be specified for their superior performance to the elements but must be in keeping with the ranch theme and the historic era.

Walls

- X Exterior wall material is to be limited to log, timber or wood with an appropriate preserving finish (see also Color Guidelines). Where wood siding is used it is to be of a quality similar to or superior to the "Classic Coat" prefinished cedar siding system, manufactured by MacMillan Bloedel. Stained cedar wall shingles or shakes may be used, as may other wood material if approved by the Ranch. Metal, vinyl, and other man made siding are not approved materials.

Roofing

- X Roofing is to be heavy grade cedar or pine shakes or an excellent facsimile thereof. Appropriately finished metal roofing materials may be used, if approved by the Ranch.

Windows

- X Windows are to be sealed glass units in wood or metal clad wood frames of a natural or historic color. Energy efficient coatings to the glass are acceptable, while mirror-like reflective glass is not acceptable. Skylights are to be located away from public view unless approved by the Ranch.

Doors

- Exterior doors (man-doors) are to be wood or wood grain metal

of a natural or historic color.

X Exterior garage doors are to be of wood construction with a maximum 10 foot width and 8 foot height (single-type). Larger garage doors are appropriate only if painted or disguised as a western town building.

Fencing

X Fencing & Corrals are to be environmentally friendly and be either the wood rail fence type or of the wood snake fence type. All fencing must be approved by the Ranch.

Colors

X Exterior colors are to be natural or reminiscent of the era and are to be approved by the Ranch at the construction approval stage. The ranchowner is to provide color samples on a labeled board or page, to the Ranch for review.

Construction

X All construction must conform to the current Alberta Building Code. All log construction must conform to the Canadian Log Building Standards, 1996. Work must follow good construction practices; non-respect for the natural environment or Ranch property will not be tolerated.

Foundations & Excavations

X The ranchowner is required to properly engineer foundations. All foundation subsoil conditions must be reviewed by a qualified engineer engaged by the ranchowner. Slope stability investigation must be undertaken by the ranchowner, where required. The findings and recommendations from the above must be submitted along with the full building plans during the approval process.

X Localized blasting of bedrock may also be required for proper foundation placement at some sites. The ranchowner/contractor is to notify the Ranch of their intentions in this regard, so that appropriate precautions can be observed and notification given to neighbors.

Lot Drainage

X Natural drainage patterns must not be essentially altered.

Construction Waste

X Each ranchowner is responsible for the collection and disposal of construction waste material.

- X Each ranchowner will provide a construction waste bin for construction and toxic type materials, i.e., paint thinner, glues, etc. so that garbage isn't just thrown in the bushes.

Insurance

- X Insurance of an All-Risk Builders construction insurance type is required of all ranchowners and/or general contractors during construction. The policy is to be valued at \$2,000,000, naming the Ranch and their representatives as also insured. The Ranch can recommend an insurer to the ranch owner if so desired.

Security for Performance

- X Ranchowners will be required to provide the Ranch with a Letter of Credit in the amount of \$10,000. The Letter of Credit is to be held as security during construction, against damage to Ranch property and/or completion of incomplete construction and/or failure to adhere to these guidelines. The Letter of Credit is to be held by the Ranch's solicitors, in trust.

Safety

- X Construction safety and site cleanliness are very important concerns of the Ranch and should go hand in hand on a well managed construction site. The site should be kept in an orderly manner at all times during construction, with debris, etc., collected each day. Open excavations should be fenced, drops from framed floors, etc., should be guarded, etc.
- X Every construction site must have a new or recently inspected fire extinguisher on hand at all times. Torch applied materials and similar constructions will not be allowed without proper supervision, installation practice and a fire extinguisher present.

Excavated Materials

- X The ranchowner's contractor is to provide a plan for disposal or re-use of excess excavated materials to the Ranch.

Supervision

- X Construction monitoring and oversight of a general nature will be done on a continuing basis by the Ranch. The intent of this is for protection of Ranch property and guideline adherence. The ranchowner and contractor(s) retain full responsibility for the correctness and completeness of all the work. The Ranch, (the Developer and/or the Condominium Corporation) is in no way liable for the correctness and

completeness of any such work.

The Ranch has the right, at any time, to stop construction for contravention of guidelines, unsafe conditions or unnecessary destruction of land or resources. Compliance with approved plans and details shall be checked during construction. Any deviations from the approved plans shall be cause for remedies as specified in the Purchase Agreement.

Approval Process

A design and construction approval process has been created to facilitate the prompt review and approval of building plans which are in accordance with the guidelines. With the Ranch's topographical and vegetation variety, home development sites have been established with a mix of lot characteristics in mind. In order to protect the uniqueness of each lot and the privacy and views of adjacent lots, all building siting, use and materials, as well as landscaping and other site treatments must be approved by the Ranch prior to constructions.

Conceptual Siting Approval

X Conceptual approval involves a walk-through of the ranchowner's site and an agreement, in general, of the best location for the future home. Although each home has been generally located by the Ranch, the ranchowner may request some modifications to this siting, taking into account his/her building requirements. On a lot plan, provided by the Ranch, the owner is to submit a sketch plan for the proposed home (and outbuildings) along with a brief statement of the building(s)' use and basic exterior materials to be used. The simple one to two page document if approved will be signed by the Ranch for the ranchowner to proceed with design.

Design Approval

X This stage requires Ranch approval of the conceptual home design, the location of all buildings, landscaping, excavation and slope stability conditions and other site treatments. The ranchowner is to provide a duplicate set of preliminary drawings which include a site plan, floor plan(s) and elevations of the proposed home. Information on the drawings is to include building and room uses, setbacks from lot lines, building height(s), basic exterior materials and finish, private drive location, septic location, general proposed re-landscaping as well as building grades adjacent the building foundations, which relate to all floor and roof elevations. If approved, an approved set of drawings will be returned to the ranchowner within five working days in order to proceed to construction approval.

Construction Approval

X Approval for construction involves matching what was conceptually agreed upon with what is actually built, final approval of exterior materials and colors, and approval of construction/contractor related issues. This I stage involves a review of a duplicate set of drawings and specifications,

provided to the Ranch by the ranchowner, which incorporate the architectural guidelines, as well as prior approvals and comments. As before, if approved the Ranch will sign and return one copy of the drawings and specifications to the ranchowner within five working days.

Building Permit

- X The ranchowner will require a building permit from the M.D. of Foothills No. 31.

Completion Approval

- X Once construction of the building(s) is complete and prior to occupancy a final construction inspection will be carried out by the Ranch. This stage involves a comparison of what was actually built to the previously approved drawings and specifications. If approved the Ranch will sign the construction drawings indicating its approval of the building(s) as constructed and the Letter of Credit which was posted by the ranch owner will be returned, net of any amounts required to correct damage to the ranch property

Monitoring & Approval Fee

- X To cover the Ranch's costs of monitoring, inspection and approval a fee of \$1,500 is to be paid upon application for a building permit from the M.D. of Foothills No. 31.

The Ranch and its consultants assume absolutely no responsibility to ensure any building complies with the foregoing. Approval by the Vendor or its consultants shall not in any way be a representation as to proper engineering requirements or compliance with any legal requirements of any governmental agency or body, all of which is the sole responsibility of the individual ranchowners.