



# OFFICERS ROW AND WEST VANCOUVER BARRACKS RESIDENTIAL LEASE COMMUNITY POLICY



## (Rules and Regulations)

### WHY THESE RULES AND REGULATIONS ARE IMPORTANT

Officers Row and West Vancouver Barracks, located within the Vancouver National Historic Reserve, is a showcase of the City of Vancouver's heritage. It is an official Historic District listed on the National Register of Historic Places. A significant investment has been made by the City and its Reserve partners in order to preserve this historic community asset. The Historic Reserve Trust and residents of Officers Row and West Vancouver Barracks are stewards of that heritage and investment.

Residents of Officers Row and West Vancouver Barracks are expected to support these efforts by observing the restrictions set forth in this policy document.

### DEFINITION OF COMMUNITY POLICY RULES AND REGULATIONS

As presently adopted, subsequently amended or modified, these Community Policy Rules & Regulations are incorporated into the rental agreement executed or renewed this date and apply to all residents, their family, temporary residents and/or guests. Each resident is responsible for ensuring that his/her family and guests know and follow the Community Rules & Regulations.

**A. The following regulations are necessary to preserve the historic exterior appearance of Officers Row and West Vancouver Barracks and enhance its value as part of the Historic Reserve. A tenant's desire to personalize their residence must be balanced with the fact that Officers Row and West Vancouver Barracks homes are historic structures and are intended to portray the look and feel of their historic era. Porches and the landscaping around the buildings are part of the common areas of Officers Row and West Vancouver Barracks and must conform to the same standards.**

1. Furniture of the type typically used outdoors and made of wicker, wrought iron or wood slat (e.g. Adirondack-style) are the only types that may be used on porches; colors should be white, black or subdued tones. Barbecue units may be stored on porches, but must be covered. Other furniture, tents, portable hammocks and awnings may temporarily be placed on porches, lawns and public areas during active use only (i.e. for less than one day).

Furniture intended for indoor use such as upholstered chairs, sofas, futons, coffee/lamp tables, and similar items is not acceptable for use on porches.

Lights, candles, lanterns, and similar items may not be placed on, attached to or hung from the buildings.

2. Standard window treatments are provided in the unit for uniformity of appearance. Other draw shades, curtains or drapes or any other window covering or ornament may be installed on windows only with our prior written approval.
3. Leave exterior window sills and ledges clear, free of bottles, food or any other items.
4. Do not shake, clean or leave dust mops, rugs, tablecloths or clothing in any of the public areas or any window, door, porch or landing of the building.
5. Recreational and barbecue equipment may be placed temporarily (i.e., for less than one day) on lawns or other public areas close to the building, when in active use, provided that the recreational equipment is moved indoors and the barbecue is moved to the porch or patio area when not in active use. The affected area must be returned to its original condition when the recreational or cooking activities are complete. In no event should such recreational equipment or barbecue remain outdoors in public areas overnight.
6. Living plants may be displayed outdoors, but only on porches or patios, and planted in pots. Pots may not be placed on general use walkways around the buildings. The number and size of plants displayed must be reasonable and in moderation. Use of plants that would have typically been displayed during the historic era is encouraged.

In order to avoid water rot damage, pots placed on wooden porches must have a non-metal drip pan and be placed on stands that will not trap water against the wood surface. Pots placed on steps that serve more than one unit must not unduly restrict access. Plants may not be placed on porch railings and banisters or window sills.

7. Landscape beds have been planted with historically appropriate materials and landscape workers must be able to work efficiently to maintain them. Beds may not be used for personal plantings, pots or other decorative objects.
8. Nothing is to be mounted or hung from the exterior surfaces of the buildings. Signs or placards are not to be posted in or about the building. No advertising, signs, theme decorations or soliciting is permitted.
9. Wires, aerials, antennas or dishes for radio or television, or wires or windsocks or banners or ropes for clothes drying or any other purpose may not be installed on the

roof, porches, lawns, or other parts of the building or grounds.

10. Pet enclosures, permanent or temporary fencing may not be installed in or around the exterior lawns/ grounds.
11. Bicycles, baby carriages, motorcycles, firewood or other personal belongings are to be stored in specially designed storage areas to avoid cluttering of halls, stairways, porches and other public areas. Porches may not be used for storage. Halls, stairways or other public areas in or around the building must not be obstructed with packages, boxes or other items.
12. Please wrap all wet garbage and crush all boxes before placement in the garbage container. Trash or garbage receptacles should be placed at the rear of a unit while awaiting disposal, and may not be placed on porches or steps or in the yard of the building.

**B. The following regulation is required to preserve the interior spaces of Officers Row and West Vancouver Barracks in accordance with historic preservation requirements:**

1. Use only approved picture hooks or picture rails to hang pictures, mirrors and decorative items on the walls. Tape or other adhesive products must not be used as a means of mounting such items.
2. Waterbeds or other heavy objects will be permitted only with our prior written approval and a copy of an acceptable insurance form.
3. Dishwashers, washing machines, dryers, air conditioning units or other major appliances or fixtures may be installed in the unit only with our prior written approval.

**C. The following regulations relate to the use of motor vehicles and trailers and the like, and are intended to preserve the external appearance of Officers Row and West Vancouver Barracks and to permit harmonious motor vehicular access by multiple parties in confined spaces.**

1. The speed limit on Officers Row and West Vancouver Barracks access roads and in parking areas is 10 miles per hour. For the safety of our tenants, employees and the general public, this limit must be observed.
2. Parking on the premises is limited to vehicles that have Officers Row and West Vancouver Barracks parking stickers and to temporary visitors (i.e., parked for less than 4 hours). Each residential unit will receive up to two Officers Row and West Vancouver Barracks parking stickers free of charge. Subject to availability, additional stickers may cost up to \$30.00 per month. Apply the parking sticker to the designated area of your vehicle(s) and return the parking sticker upon move-out with your units keys. There is a \$5.00 charge per parking sticker and/or key not returned.
3. Automobiles, trailers, boats, motorcycles, motor homes or campers must not be stored, washed or repaired on Officers Row and West Vancouver Barracks. The

parking area is for operable automobiles only. Automobiles may not be used for storage. Please make arrangements to park trailers, boats and campers, etc., at facilities other than Officers Row and West Vancouver Barracks. Unauthorized or inoperable vehicles, or vehicles without stickers, may be towed at the owner's expense.

**D. The following regulations relate to your safety:**

1. Please keep doors to the unit and building locked at all times. You will obtain all keys to the unit, building and storage areas from us. Please do not make copies of those keys. Please return all keys to us upon move-out. There is a \$5.00 charge per key not returned. There will be a \$75.00 charge for maintenance for any call due to a tenant locking themselves out of their unit after hours or weekends. Regular business hours are from 7:30am – 4:30pm.
2. Please do not climb on the roof except in case of emergency.
3. Please do not store or keep explosives, firearms or flammable or hazardous substances in the unit, the building, the parking or storage areas, or anywhere else in the vicinity of the building.
4. Please do not play or run on sidewalks or parking areas or other public areas in or around the building.

**E. The following regulations relate to smoking or use of tobacco on Officers Row and West Vancouver Barracks. Officers Row and West Vancouver Barracks buildings are historic treasures and are irreplaceable if lost due to fire. At the same time, interior damage and additional maintenance costs are incurred due to residual odor and soiling due to smoke. In order to reduce the risk of fire loss and to reduce the cost of maintenance, Officers Row and West Vancouver Barracks is established as a non-smoking property.**

1. Smoking or other use of tobacco products is prohibited within all residential units.
2. Tenants are responsible for informing guests of and assuring that they comply with this policy.

**F. The following regulations relate to the general maintenance, upkeep and serenity of residential units in Officers Row and West Vancouver Barracks:**

1. Officers Row and West Vancouver Barracks allows a pet on the Premises only under a pet agreement signed and approved by the Landlord, subject to the terms and conditions set forth in the Agreement. You agree that you will not maintain pets of any kind in or around your unit without such an agreement. Do not feed wild or domestic four-legged animals.
2. Report to us promptly all defects in or problems with faucets, toilets, windows and fireplaces and other defects or potential defects in the unit or appliances provided by us.

Notify us promptly in writing of any damage to the unit or building or any other condition requiring repair.

- 3. Premises are not to be occupied by any other persons for an extended period of time other than those listed on the application. Written permission is required if any guest remains longer than 14 days.
- 4. Please do not permit your activities, your family and your guests to disturb the peace, comfort and enjoyment of other tenants in the buildings. Musical instruments, radios, television sets, record players, etc., may be played during reasonable hours, normally from 7:00am to 10:00pm and at reasonable volume.
- 5. Toilets, sinks and bathtubs should be used for purposes for which they are designed. Please do not put dust, rubbish, coffee grounds, dyes or other items into these fixtures.
- 6. The laundry facilities are provided for washing and drying the usual personal and household articles. Please do not clean with flammable materials or dye clothes in washing machines.
- 7. You will furnish your own electric bulbs, including porch lights.

**BY SIGNING BELOW, I/WE ACKNOWLEDGE HAVING RECEIVED AND READ A COPY OF THIS POLICY AND WILL ABIDE BY ITS TERMS AND CONDITIONS, INCLUDING ANY FUTURE CHANGES OF WHICH I RECEIVE WRITTEN NOTICE.**

\_\_\_\_\_ Date

\_\_\_\_\_ Date