

Birchwood Country Condo

Condominium Corporation 882 0814

Building Usage Policy

The Owners' Birchwood Center (office, meeting muster station, storage building) was designed to replace as much as possible a valuable lost amenity that previously provided operating space for official Condominium Corporation Board of Directors and resident social meetings and functions; a corporate working office; and, storage facilities for owners' files. The Birchwood Center was constructed during the summer of 2010 by volunteers of the Birchwood Community, who provided valuable expertise, time, and dedication to the project.

All owners/residents and their guests are welcome to attend any Board sanctioned function held at any of the common areas; or, at Birchwood Center, limited by the building capacity. No private, closed functions will be allowed.

All meetings and functions must be booked and approved by the Board of Directors. An "Application for the Use of Birchwood Center," is to be completed in detail and presented to the Board for approval at least two weeks in advance of the function. The application details the type of function, date and time of function; expected number attending, etc. The guidelines and general rules covering the use of the Center are attached. A user fee of \$25.00 will be charged to cover supplies; and, a damage deposit of \$200.00 cash is required at the time the application is submitted for approval.

The Board of Directors is responsible for the control, management and administration of the common property, and will assess the use and access of the Building on an ongoing basis.

September 21, 2010
Update: October 7, 2015

Use of Birchwood Center

GUIDELINES AND GENERAL RULES

- All meetings and functions are to be approved by the Board of Directors upon completion of an "Application for the Use of Birchwood Center."
- The Applicant must be a Birchwood Condominium Corporation Lot Owner, and must not be in arrears of payment of condominium fees.
- All Condominium Corporation Bylaws, and Rules and Regulations must be adhered to.
- The function will be posted on the Notice Board at the main gate, and all Birchwood Owners may attend any Board sanctioned function. The building capacity is limited to 80 individuals. No private or closed functions will be allowed.
- The corner Office is **OUT OF BOUNDS**. Absolutely no access is permitted in this area.
- The Center is to be booked by adult persons only. The applicant must be in attendance for the duration of the function.
- The Applicant is responsible to ensure the Center is locked and secure when leaving the building at the completion of the function: i.e., front door and patio door locked and secure; exit door closed; all lights and taps turned off; and, toilets not running.
- The applicant will be responsible for setting up and arranging tables and chairs and providing all dishes, glasses, dispensers, utensils, as well as coffee, tea, etc.
- Decorations must be fireproof; no burning candles are allowed. Decorations must not be taped, nailed or pinned to any wall, or ceiling.
- Exit doors must remain unblocked at all times.
- The applicant will clean the Center at the conclusion of the function, and the building must be left in the condition that it was found.
- A building security/cleaning checklist will be completed prior to and following the function.
- A user fee of \$25.00 is required to cover supplies.
- A security/cleaning deposit of \$200.00 cash is required upon approval of the application; to be refunded upon inspection and completion of the building checklist.
- The Applicant is responsible for the cost of any damage to the Center and/or contents.

October 7, 2015