

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 552
GALLERY**

Held on Thursday, November 26, 2009 at 6:00 p.m.
Within the Meeting Room
1010 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Tammy Sharp	President
	Sara Ahadi	Treasurer
	Jason So	At large
	Christina Bains	At large
LICENSED STRATA AGENT:	Anca Ciobanu	Crosby Property Management Ltd.

The meeting was called to order at 6:08 p.m. by Anca Ciobanu, Licensed Strata Agent.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on September 10, 2009 as previously distributed. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the August, September and October 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

CARETAKER BUSINESS

The Resident Manager has been on vacation and has been missed around the property. Yeoman's staff has been picking up the daily duties except the issuing of key fobs, which will be done upon his return. There have been no incidents of note while he has been away. All vacation has not been taken to date.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Broken Curb in the parkade – The project is pending.**
2. **Telus facilities – Project in progress**
3. **New Parking Passes - They were mailed out to Owners**

The new yellow parking passes will become effective December 15, 2009.

Important notice!

After December 15, 2009 the old blue parking passes are not to be used anymore.

4. Leak in Stairwell 2 leading to residential floors

The leak reported by the resident manager has been reinvestigated by Ritehandyman. The source of the leak has been found and the repairs have been carried by Latham's. Project completed.

5. Electrical High Voltage Equipment Cleaning

The "hydro vault" (the electrical room) must be maintained and inspected every three years. To do this, the power must be shut down to the entire building. The first phase was completed. The second phase is scheduled on December 21st.

6. New Set of Rules – See attachment.

It was moved/ seconded to repeal the current Set the Rules and replace with the attached new set of rules. Carried

Owners are reminded that it is their responsibility to provide their tenants with the new set of rules.

CORRESPONDENCE

The Strata Council reviewed several items of correspondence sent out and/or received to the date of the meeting, in regards to Bylaw infractions and other miscellaneous requests. Correspondence again dealt with key fobs, moves, parking passes and noise. Appropriate letters have been sent.

NEW BUSINESS

- 1. Pressure Washing of the parkade : Completed.**
- 2. Window cleaning: Completed**
- 3. Annual Winterization of Dry Sprinkler System: Completed.**
- 4. Winterization of the irrigation system : Completed.**
- 5. Annual Fire Inspection – See attached Notice**

Each year the Strata Corporation arranges for the testing of the building's fire safety equipment. This includes the testing of in-suite fire safety devices and this is a yearly requirement of the City.

The annual fire inspection will be conducted on **February 1st to February 8, 2009.**

Any owner that does not provide access for in-suite testing may be held liable for negligence, should a fire start in their unit.

6. Insurance Renewal – Please see attached Summary of Coverages

Strata's insurance has been renewed.

The owners are kindly advised that the Strata Corporation's water loss insurance deductible is currently \$15,000.00 and that it is the owners' responsibility to cover any water losses below the deductible that they (or their tenants) were responsible for in regards to their strata lot, other owners' strata lots which were damaged, and including common area property.

INSURANCE COVERAGE

Obtaining individual insurance coverage is strongly recommended. It is the responsibility of individual owners to obtain their own content/liability insurance for their strata lots. Owners are also responsible for improvements made to their units and should also obtain "betterment" insurance in this regard.

Residents, owners and tenants are also strongly urged to ensure that they maintain a "secondary living expense fund" in the event that an incident within the building keeps them from living in their residences for an extended period of time. The Strata Corporation's insurance is not responsible for these costs.

Owners should also be aware that if, in the course of a fire, flood or some other unforeseen occurrence, a resident's possessions are damaged, that person must make a claim for compensation through their own insurance company as this is NOT covered under the building's insurance policy. Non-residents should also ensure that their tenants clearly understand this.

The Property Manager mentioned that BFL Canada, the building's insurers had a Regal Homeowner policy that provided additional private coverage in conjunction with the Strata Corporation's insurance which owners could enquire about by calling them at (604) 669-9600.

7. Latham's Mechanical Maintenance - Contract - Renewal

The Strata Council approved the renewal of the annual mechanical maintenance contract supplied by Latham's. It was noted that there is no increase in the annual cost of the service contract.

8. Miscellaneous

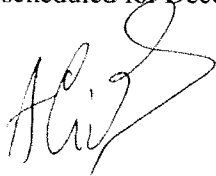
It was moved/seconded to provide the Resident Manager with a Christmas bonus. CARRIED

9. Holiday Social

The annual December function, open to all residents will be held in the billiards room. The function will be held on December 10th from 6:30 pm to 8:30 pm. Notices will be posted in advance and attendees are asked to bring a donation for the food bank.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 552
Held on November 26, 2009**

There being no further business, it was moved/seconded to adjourn the meeting at 7:42 p.m. The next meeting is tentatively scheduled for December 15, 2009, within the meeting room at 1010 Richards Street, Vancouver, B.C.



Anca Ciobanu
Licensed Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

Owners are reminded that minutes are available on the website: www.1010richards.ca

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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FIRE - PRO FIRE PROTECTION LTD.
FIRE PROTECTION SALES AND SERVICE

TO ALL RESIDENTS
PLEASE BE ADVISED THAT FIRE-PRO
WILL BE AT

**1010 RICHARDS STREET
ON FEBRUARY, 1, 4, 5, AND 8, 2010
BETWEEN 8:00AM & 4:00PM
AND FEBRUARY 2 & 3 BETWEEN 11:00AM & 7:00PM**

**INSUITE TESTING WILL BE
BETWEEN 3:00PM-7:00PM
JANUARY 6 – FLOORS 24TH TO 12TH
JANUARY 7 – FLOORS 11TH TO MAIN AND
TOWNHOUSES**

TO PROVIDE THE ANNUAL SERVICE AND TESTING OF
THE BUILDING'S FIRE ALARM SYSTEMS.
DURING THIS TIME,
BELLS WILL BE RINGING INTERMITTENTLY.

PLEASE MAKE SURE THAT ARRANGEMENTS ARE MADE
FOR OUR TECHNICIANS TO ACCESS YOUR PREMISES
AND TEST YOUR LIFE SAFETY EQUIPMENT. WE WILL
NOT ENTER ANY SUITES UNESCORTED.

**THIS IS A REQUIRED PART OF FIRE SYSTEM
MAINTENANCE.**

THANK YOU FOR YOUR COOPERATION.

"WE TAKE PRIDE IN OUR WORK AND BELIEVE LIFE SAFETY COMES FIRST"

#15 – 3871 N. Fraser Way, Burnaby, B.C. V5J 5G6 • Fax: (604) 299-6353 Phone: (604) 299-1030



International Risk and Insurance Services

SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan BC5552, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Project Name:	THE GALLERY	
Property Manager:	Crosby Property Management Ltd.	Policy Period November 21, 2009 to November 21, 2010
Coverage: From November 21, 2009 To November 21, 2010		
Policy Number:	Coverages	Subscribers
BFL04BCS0552	PROPERTY EXTERIOR GLASS CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY	Aviva Insurance Company of Canada AXA Pacific Insurance Company Zurich Insurance Company Ltd Aviva Insurance Company of Canada Aviva Insurance Company of Canada Aviva Insurance Company of Canada Great American Insurance Group Zurich Insurance Company Ltd XL Insurance Company, Ltd. (Minimum and Retained)
Insured Locations:	1010 Richards Street, Vancouver, BC V6B 1G2	
Perils Insured:	All risks as defined subject to \$1,000.00 Deductible Except; \$15,000.00 Deductible Sewer Backup Damage; \$15,000.00 Deductible Water Damage; 10.00% Deductible Earthquake Damage; \$10,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Limited Guaranteed Replacement Cost; Blanket By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion.	
PROPERTY	\$ 40,122,000 \$ 10,000	All Property Lock & Key. Subject to \$250 deductible.
CRIME	\$ 10,000 \$ 5,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY	\$ 10,000,000 \$ 10,000,000 \$ 10,000,000 \$ 1,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. General Aggregate Limit. Subject to \$500 deductible. Non-Owned Automobile Limited Pollution Liability. Subject to \$500 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	\$ 2,000,000	Claims Made Form (Including Property Manager)
EXTERIOR GLASS	Blanket	Residential. Subject to \$100 deductible. Commercial. Subject to \$250 deductible.
EQUIPMENT BREAKDOWN	\$ 40,122,000 \$ 250,000	Per Occurrence Maximum Limit of Loss. Subject to \$1,000 deductible. Extra Expenses - Rents, Indemnity Period (Months): 0
POLLUTION LIABILITY	\$ 1,000,000 \$ 2,000,000	Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense. Subject to \$25,000 deductible. Aggregate
Loss Payable:	To all Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.		



STRATA PLAN BCS 552, GALLERY

AMENITY ROOM RULES

The Amenity room is here for your enjoyment. In order for this facility to continue to be enjoyed in its current state, it is important that each owner treat it as part of their own home.

Damage to the Amenity Room and its contents affect all owners, in that repairs and replacement of damaged or stolen articles comes out of maintenance fees. If it occurs too often, increased fees will result.

ALL REFERENCE TO OWNERS ALSO APPLIES TO RESIDENTS.

SMOKING IS NOT ALLOWED WITHIN THE AMENITY ROOM.

1. **Hours of use for the Amenity Room are as follows:**

**Everyday
10:00 am - 11:00 pm**

Private Rentals - For private rentals the Amenity Room closes at 11:30 pm.

2. A maximum of 4 guests per owner are permitted to use the lounge without pre-booking.
3. The owner or resident must be attendance in at all times if their guests are using the facilities and no children (18 and under) may be in attendance without an adult owner or resident present.
4. The owner is responsible for the conduct of his/her guests and their treatment of the facilities. All guests must comply with these rules.
5. When leaving the premises, turn off all lights, taps, heat and fireplace. Secure all doors and windows.
6. Report any breakages and/or missing articles to the caretaker.
7. Collect any bottles, cans, or other container for recycling, and dispose of any garbage. Vacuum the carpet and floors if required. Clean all spills and stains.
8. When finished with the pool table, return all cues, balls and chalk to their designated spot.
9. An owner that receives two or more written complaints (witnessed) will be barred from exclusive use of the Amenity Room for a six-month period.
10. No pets allowed in the Amenity Room at any time.

11. Use of the Amenity Room for private exclusive booking is limited to two (2) bookings per month for the whole strata, on a first come, first serve basis. All requests must be submitted to the Resident Manager.
12. Reservations for Amenity Room use is on a per strata lot basis. Each strata lot is entitled to a maximum three (3) events per year whether it be booked by owner or resident. Once a owner or resident has booked (3) events, they may request additional bookings if the room has not already been booked two weeks prior to the requested date to a maximum of (7) events per year. Only one event is to be booked at any one time per strata lot for time periods of Fridays at 6:00 pm. to Mondays at 7:00 am. From Monday at 7:00am to Friday at 4:00 pm the room may be booked with the resident manager.
13. It has been recommended that the Strata charge a non-refundable user fee for the booking of the Amenity Room for private parties. It was stated that when large parties are held in the common areas this creates the greatest wear and tear on the floors and furniture.

To help offset some of the expenses relating to having the floors refinished and the furniture professionally cleaned the strata council has approved a non-refundable charge of \$50.00 for a user fee for private bookings of the Amenity Room.

14. The Amenity Room will be inspected by the Resident Manager along with the Resident requesting the private booking on the date the function is to be held. The Resident Manager and the Resident will inspect the Amenity Room to review the condition of the room and identify any prior damage. On the morning following the function the Resident Manager and the Resident will again inspect the room for any new damage that may have occurred prior to the deposit being returned. The Resident will be responsible for any new damages.
15. The resident is responsible for the clean up of the Amenity Room by noon the following day, or alternative cleaning services should be arranged for.
16. The resident who arranges the booking must be in attendance at all times.
17. The maximum number allowed in the room is limited to 35 people. Exceeding this limit contravenes fire regulations.
18. The owner must supply and remove all dishes, appliances, garbage receptacles, etc. needed for their function.
19. Music is allowed, provided it does not cause disturbance to other residents.
20. Use plastic or paper cups and dishes only.
21. Booking permits the exclusive use of the Amenity Room.
22. The facilities are for the use of the owners, occupants and their visitors and their use will be governed by the provisions in the bylaws relating to the use of Common Property and by the rules prescribed by the Council from time to time.

23. Rules of etiquette and proper speech and conduct shall be observed at all times. Unnecessary noise, rowdy behavior, defacement or misuse of common property and incivility to residents or staff is forbidden.
24. The Council or Management reserves the right to deny use of the facility to anyone at anytime.
25. A maximum of 4 guests, plus the strata lot resident are permitted to use the lounge without pre booking.
Residents are reminded that the lounge is not to be used past the permitted times. Mis-use may cause access to the area to be denied and fines can be assessed.
26. “No liquor and/or alcohol or food are allowed in the Amenity Room at any time except during pre – booked events”.
27. The Amenity Room is not to be used for commercial purposes.

STRATA PLAN BCS 552, GALLERY
MEETING ROOM RULES

1. Daily use of the room will be permitted. It is first come, first serve.
2. The Meeting Room will be available for use by residents on a rental basis between the hours of 8:30 am. and 11:00 p.m. (See Rule 3).
3. Special use of the Meeting Room must be reserved in advance with the Resident Manager
4. The maximum number allowed in the room is limited to 25 people.
5. The Meeting Room will be inspected by the Resident Manager along with the Resident requesting the private booking on the date the function is to be held. The Resident Manager and the Resident will inspect the Meeting Room to review the condition of the room and identify any prior damage. On the morning following the function the Resident Manager and the Resident will again inspect the room for any new damage(s) that may have occurred. The Resident will be responsible for any new damages.
6. Refundable damage deposit of \$200 is required at the time of booking plus cost of cleaning (\$50) if the owner/resident does not clean the room. The damage deposit will be refunded next business day subject to inspection.
7. The resident is responsible for the clean up of the facility by noon the following day.
8. The resident who arranges the booking must be in attendance at all times.
9. Booking permits the exclusive use of the meeting room.
10. The facilities are for the use of the owners, occupants and their visitors and their use will be governed by the provisions in the bylaws relating to the use of Common Property and by the rules prescribed by the Council from time to time.
11. Rules of etiquette and proper speech and conduct shall be observed at all times. Unnecessary noise, rowdy behavior, defacement or misuse of common property and incivility to residents or staff is forbidden.
12. The Council or Management reserves the right to deny use of the facility to anyone at anytime.
13. The Meeting Room is not to be used for commercial purposes.

STRATA PLAN BCS 552, GALLERY
JACUZZI/SPA RULES

Hours of use for the Spa are as follows:
Monday to Sunday: 8:00 am - 11:00 pm

1. All persons using the Jacuzzi do so at their own risk. The Strata Corporation or Management is not liable for accidents or injuries however caused.
2. **No person under the age of 14 years is permitted in the Jacuzzi. Persons between 14 and 18 years of age must be accompanied by an adult. An adult is a person 19 years or older.**
3. The facilities are for the use of the owners, occupants and their visitors and their use will be governed by the provisions in the bylaws relating to the use of Common Property and by the rules prescribed by the Council from time to time.
4. The resident must accompany guests at all times.
5. All persons using the Jacuzzi **must take a shower** before entering.
6. Swimwear must be worn at all times.
7. Bathing attire must be worn with a cover-up when in common areas.
8. Persons with long hair must tie it up, or wear a bathing cap.
9. No drinks (except bottled water), food, soap or shampoo are allowed in this area.
10. Splashing, running, submerging or unnecessary noise is not permitted at anytime. This is a therapeutic pool not a swimming pool.
11. After using the Jacuzzi, please dry off before leaving the area.
13. Ensure all doors are closed securely.
14. Music is not permitted in the Jacuzzi Area.
15. No pets allowed in the Jacuzzi/Spa area at any time.
16. No smoking permitted.
17. Rules of etiquette and proper speech and conduct shall be observed at all times. Unnecessary noise, rowdy behavior, defacement or misuse of common property and incivility to residents or staff is forbidden.
18. The Council or Management reserves the right to deny use of the facility to anyone at anytime.

STRATA PLAN BCS 552, GALLERY
FITNESS ROOM RULES

Fitness Room Hours
5:00 a.m. to 12:00 p.m.

1. Equipment available for use on a first come/first serve basis.
2. Be courteous to others waiting to use the fitness equipment. Maximum 1/2 hour usage per person for the convenience of everyone.
3. No smoking permitted.
4. No food or drinks are allowed except bottled water.
5. The resident must accompany guests at all times.
6. Music is allowed only if earphones are worn.
7. Personal belongings must be removed after each use.
8. Appropriate clothing must be worn, including rubber soled shoes appropriate for a fitness facility.
9. No persons under the age of 14 are permitted in the fitness room unless accompanied by an adult 19 years or older.
10. Use of equipment is at your own risk.
11. No pets allowed in the Fitness Room area at any time.
12. The facilities are for the use of the owners, occupants and their visitors and their use will be governed by the provisions in the bylaws relating to the use of Common Property and by the rules prescribed by the Council from time to time.
13. Rules of etiquette and proper speech and conduct shall be observed at all times. Unnecessary noise, rowdy behavior, defacement or misuse of common property and incivility to residents or staff is forbidden.
14. The Council or Management reserves the right to deny use of the facility to anyone at anytime.
15. Fitness equipment must not be removed from the fitness room.
16. The Fitness Room is not be used for commercial purposes.

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

STRATA PLAN BCS 552, GALLERY
VISITOR PARKING RULES

1. Visitor parking shall be on a first come, first served basis.
2. Visitor parking is permitted only in designated stalls and is for the exclusive use of visitors only. Under NO circumstances are residents allowed to park in visitor parking.
3. Visitor parking is limited to a maximum duration of 24 hours.
4. Any guest who visits must acquire and display a visitor's permit with the visitor parking number of the resident or owner.
5. No parking in disabled parking spot without a proper disabled person's sign clearly displayed in the window.
6. Extended visitor permits are available through special arrangements with the caretaker up to a maximum of 7 days. There will be a maximum of two (2) extended passes available for the whole strata.
7. Any vehicles in violation of the rules will be subject to towing at the owners sole risk and expense.

STRATA PLAN BCS 552, GALLERY
GENERAL RULES

The duties of the Strata Corporation (Council) are to control, manage, and administer common properties, common facilities, or other assets of the Corporation for the benefit of all owners.

Any references in the Rules to owners also apply to residents.

The philosophy used in these Rules is to protect your investment.

1. LANDSCAPING

- a) Do not plant foliage of any type in the common areas, without prior written approval from the Strata Council.
- b) Pets are not permitted in and around the landscaped areas.

2. BALCONIES & PATIOS

- a) Do not store any items on balconies and patios except gas barbecues, patio furniture, plants and planters. If resident wishes to store any other items, they require written approval from the Strata Council.
- b) In order to maintain the cleanliness of the building and to reduce disturbance, residents are asked to refrain from feeding birds.
- c) An owner shall be required to remove from his/her balcony or patio any object which, in the opinion of the Strata Council, detracts from the exterior appearance of the building. (e.g. articles draped over railings and walls).
- d) All owners are responsible for keeping their balconies and patios clean and tidy.
- e) All owners are responsible for keeping their drains clear of debris to prevent collection of water and flooding problems.
- f) Indoor/outdoor carpeting (wall to wall) is not allowed on balconies or patios as moisture will be trapped underneath the carpet damaging the surface membrane or concrete.
- g) Owners on the upper balconies must be considerate at all times of their neighbours below them when watering their plants.

Note: Heavy objects left on the balcony will damage the surface membrane over time, that is, large planters, heavy furniture etc. Once the membrane separates from the wall or becomes damaged, the owner is responsible for the repairs.

STRATA PLAN BCS 552, GALLERY
GENERAL RULES

3. **EXTERIOR APPEARANCE**

- a) No coloured window coverings may be visible from the outside of any window. All owners must maintain blinds in the same design and colour as initially installed by the developer.
- b) Do not make any alterations to the common area (grounds), or exterior of the building's structure without Strata Council's written approval.

4. **PARKING**

- a) An owner shall only use the parking space(s) which have been specifically assigned to his/her Strata Lot.
- b) 20 minute limits in loading/unloading zone in front of the building.
- c) Replacement of parking passes will be at a cost of \$25.00 each.

DO NOT PARK in any designated visitor parking areas, or you will be subject to towing at your expense.

- c) Do not park vehicle(s) in a manner that reduces the width of driveways, neighbour's parking space, or walkways.
- d) No parking spaces shall be occupied by a vehicle that is not properly licensed, unless they have provided to the Strata Council within 30 days, a copy of their fire/theft and liability insurance.
- e) Owners are responsible for damages to all areas caused by oil or other fluids from their vehicle(s). Failure to clean the affected area(s) within seven days of a written notice from the Strata Council will result in cleaning expenses charged to the owner.
- f) Do not use parking spaces for storage other than a vehicle, boat or trailer as this contravenes fire regulations.

STRATA PLAN BCS 552, GALLERY
GENERAL RULES

5. **MISCELLANEOUS**

BICYCLE USE RULES

- a) No bikes in lobby or common area hallways. Violation of this rule will result in a \$75 fine.
- b) Bicycle lockers are to be used to store bicycles only.
- c) Racks intended for two or more bicycles cannot be used by residents to store only one bicycle.
- d) Residents who have storage units with bicycle racks are not permitted to store bicycles in the bike room.

MOVING RULES

A \$200 moving fee, applicable at the time of move in, for any change in occupant is payable in advance to the Resident Manager.

Moving dates and time must be arranged one week prior to moving with the Resident Manager.

Residents must ensure that the following rules are adhered to when moving.

- a) Must arrange for elevator coverings through the Resident Manager.
- b) Moving only going through lobby level through fire lane access
- c) No moving in or out from P1, P2 or P3 levels.
- d) Moves shall be restricted to the hours of 9:00 am to noon and 1:00 pm to 4:00 pm – 7 days per week.

SECOND FLOOR COURTYARD

- a) No barbeques are allowed in rear courtyard.
- b) All landscaping rules apply.

FINES

All rules are subject to fining as allowed in the Strata Corporation's Bylaws.

DOGS

No Dogs allowed in the rear courtyard area.

Pets are not allowed to urinate or defecate on the common property, limited common property or assets of the common property.

STRATA PLAN BCS 552, GALLERY
GALLERY LIBRARY / LOUNGE RULES

This room is for the quiet enjoyment of residents for the purpose of reading or using the Internet. Please observe the following:

1. Keep the volume of conversation at a respectable level when there are other residents present.
2. All children must be accompanied by an adult.
3. Leave only relevant or current reading material which includes magazines with issue dates within the past 6 months, fiction and non-fiction. This list does not include: magazines older than 6 months, school text books, flyers, free newspapers, garbage.
4. Turn off lights when leaving the room and ensure the door is securely closed behind you.
5. Put garbage in the receptacles provided.
6. The use of this room is not intended for commercial purposes.