Top of Westney Condominium Residences - Policy

Policy Name:	**Renovation and Improvement**			
Effective Date:	YYYY 2019	MM 11	DD 26	

Definitions

Board Members – persons elected by owners of a Condominium, for a term, to run the Condominium Corporation on behalf of owners.
Ceiling – is the non-fire rated drywall that forms the upper surface of the owners Unit.
Contractor – Includes but is not limited to a Professional or General Contractor overseeing work done, skilled or licenced tradespeople, skilled or general labourers.
Corporation – Shall mean Durham Condominium Corporation No. 102
Electrical Safety Authority - https://www.esasafe.com/
Emergency Situation – Event in *their* Unit or common elements that would likely cause distress to either the resident or another resident in the building or require ambulatory help to evacuate the building in the case of fire, smoke, flood, or total electrical failure.
Employees – person or persons directly employed by the Corporation.
Firewall – this is a ***fire rated wall*** that separates the owners Unit from any common element (Corridor, Hallway), and/or another Unit. It may not be removed or breached unless a Permit from the Town of Ajax has been obtained.
Licenced Electrical Contractor - https://www.esasafe.com/consumers/hiring-an-electrician/hiring-a-licensed-electrical-contractor
Licensed Electrician - A licensed electrician is one who has successfully obtained their trades qualification from a recognized post-secondary school offering apprenticeship electrical programs. Search https://www.collegeoftrades.ca/ to determine if a person is licensed.
Licensed Plumber - A licensed plumber is one who has successfully obtained their trades qualification from a recognized post-secondary school offering apprenticeship plumbing programs. Search https://www.collegeoftrades.ca/ to determine if a person is licensed.
Management – Shall mean the property management company appointed by the Board of Directors of Durham Condominium Corporation No. 102 and shall include persons employed by the property management company.
Non-resident Owner – An owner who does not reside in the Unit they own, but rents or leases, or permits the occupation of their Unit without remuneration, to a *tenant* on a long-term basis in accordance with the Condominium *Act*, Corporation Declaration, By-laws, Rules and Policies.
Resident Owner – An owner who resides in the Unit they own in accordance with the Condominium *Act*, Corporation Declaration, By-laws, Rules and Policies.
Tenant – A person or persons that rents, leases or is permitted to occupy a Unit without remuneration to the non-resident owner, on a long-term basis, in accordance with the Condominium *Act,* Corporation Declaration, By-laws, Rules and Policies.

Current Declaration, By-laws, and Rules regarding renovations

Declaration

UNITS (d) – No owner shall make any structural change or alteration in or to his Unit.....
MAINTANANCE AND REPAIRS (d) – THE CORPORATION shall make any repairs.....
SCHEDULE 'C'

By-laws

By-Law #6 – Installation and maintenance of washer hoses...

Rules

1.02, 2.16, 2.21, 2.23, 2.24, 3.01, 3.03, 3.04, 7.04, 8.07, 10.5, 12.04, 12.05

General

(1) Only owners may apply to the Corporation to renovate a Unit.
(2) Owners shall get written permission from the Corporation before starting any renovation or improvement in their Unit, unless otherwise specified. The form 'Unit Renovation Request Form' shall be completed and forwarded to the property manager. This is available on the Corporation website www.dcc102.ca, or from the management office. Failure to get written permission may result in the Corporation stopping the work.
(3) Owner shall provide copy of Renovation and Improvement Policy to Contractor.
(4) Contractor shall abide by Condominium Act, Declaration, By-Laws, Rules and Polices of Corporation.
(5) Owner shall forward to the Property Manager 'Unit Renovation and Improvement, Contractor Agreement Form' completed by Contractor prior to any work commencing. Available at www.dcc102.ca, or from the management office.
(6) All renovations/improvements shall be recorded in the 'Community Schedule', www.dcc102.ca
(7) Owner shall update the 'Community Schedule' at www.dcc102.ca. Resources>Community Schedule. If Owner does not have a computer Owner may request the property manager to update the Community Schedule
(8) Notwithstanding that the Corporation gives permission to conduct renovations or improvement, the owner, tenant and/or Contractor shall indemnify and save harmless the Corporation from and against all loss, cost, damage, injury or liability whatsoever caused by the renovation to the Unit.
(9) Owner shall book service elevator used during any renovation work to their Unit.
(10) The front entrance of the building is for personal entry and exit only. Owner, Tenant and/or Contractor shall use the rear entrance to bring in tools, materials, furniture, or any other goods.
(11) Manager and/or Superintendent shall make regular visits to the Unit to ensure compliance with this document. Manager and/or Superintendent may stop work if serious breaches are identified.
(12) No owner or Contractor shall do or permit anything to be done that would contravene the Fire Code, Building Code, Electrical Code, By-Laws of the Town of Ajax, or in any way affect the Corporations Insurance on the building.
(13) Owners, or Contractors shall inform the Units above, below and to the sides ahead of time to ask for their forbearance.
(14) Owners should be aware that renovations, improvements and other installations made to their Units by themselves, or former owner and/or tenants of the Unit are not covered under the Corporations insurance. Therefore, owners are responsible to obtain necessary coverage under their personal insurance to cover the replacement cost of any renovation or improvement above what the builder provided. Sample letter is available from the office or our website www.dcc102.ca, Resources>Media Library>Renovations
(15) Owners and Contractors shall store construction equipment and supplies only within the Unit and shall provide to the Corporation a list of any hazardous or flammable materials being stored.

(16) Owner and/or Contractor shall vacuum any debris arising from moving of material, dirty footwear and/or clothing on the hallway carpet, or elevator floor.

(17) Owner shall provide a copy of either;

a. Homeowners liability insurance of at least $1,000,000.00, or;

b. Each Contractors liability insurance that is working on the renovation of a least $2,000.000.00 to the Corporation before any work commences, or;

c. If using a General Contractor only their liability insurance of at least $2,000,000.00 is required, if it clearly states that it covers sub-contractors working for the General Contractor.

(18) Contractors shall introduce themselves to the property manager, and Superintendent before commencing any work.

(19) Owner, (and their Tenant, if applicable, shall have mutual knowledge of, and) shall inform the Property manager and/or Superintendent if providing keys or fob to a Contractor while they work on the Unit.

(20) Contractors shall park only in accordance with Parking Policy 2019 - 002

(21) Any physical damage to any common element caused by an owner, tenant, visitor, guest or contractor shall be repaired by arrangement and under the direction and sole discretion of the Property Manager but at the cost and expense of the owner.

Architectural

(22) Owner and/or Contractor;

a. ***Shall*** provide detailed drawings to the Corporation if altering the arrangement of non-load bearing interior walls.

b. ***Shall*** fill any voids around pipes and conduits, in the concrete floor with fire-rated material.

c. May ***not*** alter arrangement of any concrete wall or structure in the Unit.

d. May ***not*** trench or enlarge any opening in the concrete floor or ceiling of the Unit.

Painting

(23) Owners, Tenants and/or Contractors are ***not*** required to inform the Corporation, if painting the walls or ceilings of the Unit with low Volatile Organic Chemical (VOC) Paint.

(24) Owners, Tenant and/or Contractors shall inform the Corporation when NON-VOC or other high odour paints, stains or washes are going to be applied within the Unit. Owner, Tenant and/or Contractor are required to provide WHMIS sheets to Corporation. Written permission to use them is required from the Corporation.

(25) Painting of heat/smoke detectors or speaker enclosures is prohibited.

Building Permit

(26) A building permit from the Town of Ajax shall be obtained if any 'firewall' is going to be removed and replaced or breached and repaired. Breaching a firewall without a permit shall cause all work to stop in the Unit until a permit has been obtained.

(27) All work will be inspected by the building inspector.

Electrical

(28) Owners and/or Contractors shall obtain a permit from the Electrical Safety Authority if any electrical work in being undertaken in the Unit.
(29) Copy of electrical permit shall be provided to the Corporation before any work can commence.
(30) Owner shall use a licensed electrician, if they are not doing the work themselves.
(31) All work done shall meet current Electrical Code.
(32) Owners and/or Licensed Electricians (if applicable) shall inform the Manager and/or the Superintendent when work is being done in a Unit as such work may require turning off the circuit breaker outside of the Unit boundaries.

Fan/Coil Units (Heating and Air Conditioning)

(33) Owner shall notify Corporation if removal of drywall during a renovation exposes the fan/coil unit. Corporation shall have a Contractor assess the fan/coil unit. If the unit needs to be replaced, the Owner shall replace it before replacing the drywall.
(34) Owner shall use a licensed electrician if changing or moving a thermostat, if not doing it themselves.

Floors

(35) The installation of wood, tile or vinyl flooring is permitted subject to written permission from the Corporation.
(36) Any flooring, including but not limited to carpet, wood, tile or vinyl shall use a noise absorbing underlayment.
(37) Sound absorbing underlayment(s) for laminate, wood, tile or vinyl flooring shall meet the following minimum specifications;
   a. IIC = 69
   b. STC = 70
(38) Regardless of prior written approvals given under (35) above, if complaints about noise due to the installation of the hardwood/tile flooring are subsequently received, which the Board, in its sole discretion, may consider to constitute a disturbance to other residents, the Corporation may require the owner of the unit to carpet the areas of concern and/or to take such other remedial steps as may be reasonably necessary, all at such owner's sole expense.
(39) Product specifications shall be provided to the Corporation when requesting permission for renovation.
(40) Owner and/or Contractor shall inform property manager or superintendent at time of installation so that they may confirm specified materials are being used.
(41) Owner and/or Contractor are required to provide WHMIS sheets to Corporation if any adhesives have high Volatile Organic Compounds (VOC's), or strong odour. Written permission to use them is required from the Corporation.

Plumbing

(42) No Plumbing work shall start until the Owner has written permission from the Corporation.
(43) Owner is required to use a licensed plumber for any plumbing work behind drywall, or within a concrete floor.
(44) Corporation plumber shall replace the shut off valves and hot water pipe to riser whenever they are exposed during a renovation at Corporation expense.
(45) Licensed Plumber shall not commence any plumbing until shut off valves and hot water pipe to riser have been replaced by Corporation plumber.

(46) Owner and/or Licensed Plumber shall inform the Manager and/or the Superintendent when plumbing work is being done in a Unit as such work may require the shutoff valves to be turned off outside of the Unit boundaries. Also, so that property manager and/or superintendent may prepare riser shut off valve access in case of emergency.

(47) Under no circumstance may non-metallic pipes be used for water pipes.

(48) Non-metallic hoses for; faucet, toilet, dishwashers, washing machines and steam dryer connections may be used.

(49) All hoses shall be steel braid reinforced.

Doors and Windows

Interior Unit Doors

(50) Replacement, painting of interior doors, or replacement of door handles does not require notification by the Owner and/or Contractor to the Corporation, providing paint is in compliance with (23) above.

Suite Doors

(51) Painting of the interior of the Suite door does not require notification by the Owner and/or Contractor to the Corporation, providing paint is in compliance with (23) above.

Windows, Sliding Doors and sidelights

(52) Painting of window, sidelight, and sliding door frames is not permitted.

(53) Modifying, moving or changing in any way the windows, sidelight, sliding door frames or glass is not permitted

Waste Disposal

(54) Owner and/or Contractor are responsible to dispose of any waste or excess material.

(55) Under no circumstance shall any waste or excess material be placed in any of the Corporations waste disposal bins or be left anywhere on the property.

For the Board

Title: PRESIDENT	Name: DAVID BAXTER		
Signature: D. Baxter.		Date: NOV 26/2019.	
Title: V. President	Name: ALBA SAPTEL		
Signature: Saptel		Date: NOV 26/19	