

Alterations and Improvements Policy

1. Members must receive the prior written approval of the Property Management Committee before undertaking any alterations to their units which:
 - a) will be permanently left in place or affect a permanent change to a wall, floor or ceiling surface (e.g. tiles, built-in shelving); or
 - b) involve installation, removal or replacement of equipment (e.g. stove, air-conditioning); or
 - c) alter spatial layout; or
 - d) require government inspection or permits (e.g. building, plumbing, electrical).
2. Application, accompanied by complete information concerning the alteration must be made to the Property Management Committee, which shall reply within two (2) weeks.
3. Approval by the Property Management Committee will be based on these criteria. The alteration must be:
 - a) safe; and
 - b) within all applicable codes and regulations; and
 - c) of an acceptable quality of workmanship; and
 - d) in the interests generally or the Co-op; and
 - e) not creating limitations to the future use of the unit.
4. The Property Management Committee has the right to give or withhold permission, and the member has the right of appeal to the Board.
5. If a consultant is required to help the Co-op to make a decision concerning an improvement, the member concerned will be advised of the cost and asked

whether to proceed. The member will be required to bear this cost.

6. The member concerned will be required to obtain and pay all costs of permits and permissions as well as improvement costs.
7. The member concerned will be required to deposit a personal cheque for \$100. to the Co-op, prior to work commencing; the deposit to be returned upon inspection by the Property Management Committee and approval of the completed work.
8. Unless the Co-op initiates changes to a unit, the Co-op will not pay any costs involved.
9. Fixtures installed by the Co-op are the property of the Co-op. Members may, on a temporary basis, replace Co-op owned fixtures with their own, but are responsible for storage of the original fixtures and replacing them in good working order before vacating the unit.
10. The following policies will apply with respect to locks:
 - a) The Co-op will maintain all locks on entrance doors to the building and individual units; and
 - b) members may not alter the locking system of their unit without the prior permission of the Property Management Committee; and
 - c) if a lock is changed or added, a copy of the key must be delivered to the Co-op office; and
 - d) deadbolt type locks only may be used as replacement locks in apartment building units.
11. If changes herein discussed are made without approval, in writing, by the Co-op, the member involved may be required to restore the unit to its original condition, and bear all costs involved.

Approved by the Board of Directors: January 18, 1987

Approved by the General Membership: March 1, 1987