

SUITE RENOVATION PROCEDURES



A General Guide for Understanding your responsibilities when completing renovations in a strata corporation.

Prepared by AWM-Alliance Real Estate Group Ltd.

In order to provide owners with a better understanding of their responsibilities in regards to suite renovations, we have gathered some information together as a guideline. **BEFORE PROCEEDING WITH ANY ALTERATIONS TO A SUITE, OWNERS SHOULD READ THROUGH CAREFULLY THE SECTIONS OF THE STRATA CORPORATION'S BY-LAWS AND RULES WHICH WE HAVE HIGHLIGHTED HERE.**

AS NOTED IN THE BY-LAWS, A WRITTEN REQUEST FOR ALTERATIONS WITHIN A SUITE MUST BE SUBMITTED TO THE STRATA CORPORATION C/O AWM-ALLIANCE REAL ESTATE GROUP LTD. BEFORE PROCEEDING WITH THE ALTERATIONS . Upon receipt of a written request, the Strata Corporation will reply back to the owner noting whether the request has been approved or not. A sample approval letter has been included with this guide.

Rules related to renovations (per the property disclosure statement and the Strata Property Act)

- An owner must only permit licensed and qualified plumbers, electricians and other trades approved by the strata council to carry out electrical, plumbing or other work in a strata lot.
- An owner must ensure that any maintenance or alteration in a strata lot to the building security system or the fire sprinkler system will be carried out by the company retained by the strata corporation to maintain the security and/or fire system.
- An owner, tenant or occupant of a strata lot and any of their visitors, customers or clients must not:
 - (a) use a strata lot, the common property, any limited common property or any other common assets for any purpose which is illegal, injurious to the reputation of the building, causes a hazard to any other person, results in excessive or disproportionate use of the common property or the common facilities, is contrary to the uses permitted under applicable zoning bylaws and regulations or which is contrary to the purposes for which the strata lot, the common property or the limited common property are intended to be used as shown expressly or by necessary implication on or by the strata plan;
 - (b) make undue noise in or about, or use or permit the use of the strata lot, common property or limited common property in a manner which would create undue noise, emit odours, create a nuisance or offend the moral standards of the community within which the strata lot is located, or which would disrupt the owner, tenant or occupant of any of the strata lots, or any of their visitors, customers or clients;
 - (c) alter, supplement or remove the window coverings originally installed in the strata lot except, if necessary due to damage or wear, to replace them with substantially similar window coverings in the same colour and style;

- (d) place on the balcony of the strata lot laundry, clothing, rugs, towels, curtains or wall hangings;
 - (e) hang or drape on the balcony of the strata lot laundry, clothing, rugs, towels, curtains or wall hangings;
 - (f) install or place on the balcony of the strata lot satellite dishes, antennae, transmitters, transponders, receivers or other telecommunications equipment;
 - (g) enclose (partial or fully), modify or add to the balcony of the strata lot, and without limitation, not to install or place plastic, glass or other material on the balcony to block wind or sun or for any other purposes;
 - (n) use or allow the strata lot, the common property and the limited common property to be used in a any manner which is contrary to the rules of the strata corporation from time to time;
 - (o) deposit household refuse or garbage on or about the common property or limited common property except in places designated by the strata council from time to time; any materials other than ordinary household refuse and garbage, shall be disposed of either by or at the expense of the owner; and
 - (p) move or permit to be moved furniture or furnishings in or out of the building except in accordance with the rules passed by the strata council from time to time; under no circumstances will any owner, tenant or occupant of a strata lot use, or permit to be used, the lobby of the building for moving of furniture or furnishings, except during the hours, and on such conditions and subject to such fees as may be imposed by the strata council from time to time.
- An owner shall indemnify and save harmless the strata corporation from the expense, including insurance deductibles, of any maintenance, repair or replacement rendered necessary to the common property or to any strata lot resulting from an owner's willful act or negligence or that of any tenant or occupant of a strata lot or any visitors, customers, clients, employees or contractors of an owner, tenant or occupant, but only to the extent that such expense is not recovered from proceeds of insurance carried by the strata.
 - Obtain approval before altering a strata lot (per Strata Property Act and Amendments)
 - 5(1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;

- (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
 - (h) An owner wishing to install hardwood or floor tiles in a strata lot must obtain the prior consent of the strata corporation, which consent will be contingent on the proposed installation having been acoustically engineered to minimize any potential noise nuisance.
- (2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration. Notwithstanding the foregoing, and without limiting the strata corporation's right to withhold its approval for alterations to the strata lot or the common property, an owner wishing to conduct structural alterations or renovations to a strata lot must provide to the strata corporation, in connection with its application for approval, an engineering report which satisfies the strata corporation that any drilling into a concrete slab will not impair the structural integrity of the slab, and that no work will interfere with embedded cables, power or mechanical systems. An owner must not, under any circumstances, drill into the top or underside of any concrete slab by more than $\frac{3}{4}$ of an inch since the slab is designed as a post-tensioned structural slab and any such drilling will cause structural damage to the slab.
- Obtain approval before altering common property (per Strata Property Act)
- 6 (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- 6 (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Rules (Trade Rules and Regulations)

- Work Within a Strata Lot
- 1.0 Any owner who engages a contractor or tradesman to do any work on a or within their strata lot must comply, and ensure that their contractors and tradesmen, comply with these rules:
- 1.1 Notice of the work including its anticipated duration and its nature, must be given in writing at least 72 hours before commencement to the concierge on duty;

- 1.2 All workers must register with the site manager and obtain and display at all times their visitors passes;
- 1.3 All workers must only use the elevator to a minimum for going to and from their job site and for transporting materials, tools and equipment that may be easily transported via same without concern of size and load. Prior arrangements to use this elevator must be made with the manager on duty and any excessive loads of materials or tools will have to be transported by crane or other lift to the suite destination. Advance approval of a crane and or lift location must be obtained prior;
- 1.4 All workers must at all times protect the common property of the strata corporation from damage by taking appropriate precautions such as by laying drop clothes and the like;
- 1.5 All workers must keep the common property of the strata corporation clean at all times and in particular at the end of the work they must ensure that the common property affected by their work is thoroughly cleaned;
- 1.6 All owners and workers must comply at all times with the Bylaws and other rules of the strata corporation, including without limitation the provisions regulating noise emanating from a strata lot;
- 1.7 No work by a contractor or tradesman may occur on any strata lot on Sunday or any holiday and in any event before 8:00 a.m., or after 5:00 p.m. on any day;
- 1.8 All owners must ensure that copy of this rule is reviewed with their contractor or tradesman before work commences;
- 1.9 All owners are responsible to reimburse the strata corporation for the cost of any repairs and cleaning of the common property necessitated by the conduct of their contractors or tradesmen;
- 1.10 Any contractor or tradesman found in violation of any provisions in this rule, may be summarily required to leave the premises by the concierge on duty.

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