

## **RENOVATION REQUEST FORM.**

In accordance with the Bylaws of Condominium Corporation No. 0513297 the Board of Directors has passed the following rule:

Dear Owner / Resident:

The Board of Directors realize with the age of the building renovations and upgrades will be required, but prior to the start of any renovations you must receive written approval from the Board of Directors of 3111 Varsity Condominium Corporation No 0513297 or the Property Management Company. Please sign this Renovations Request and provide all drawings and specifications, as required, to 3111 Varsity Board of Directors. Upon Board approval a signed Renovation Agreement must be entered into prior to the commencing of any renovations.

### **Renovations are subject to the following requirements:**

1. The Property Manager must be advised of the names of all contractors. **An owner must ensure that the contractors have the proper licenses and permits in place, when required, prior to work being done and copies must be submitted to the Board of Directors.** All contractors carrying out work should provide proof of insurance coverage to the owner. In addition, all contractors **must** supply a certificate of clearance from the Worker's Compensation Board to the owner and Building Manager.  
**We suggest you provide your contractor with a copy of this agreement.**
2. **The Owner agrees to perform the installation in a manner that will minimize noise transmission to other units and the common elements, and the repairs must be done in a timely manner.**
3. During the renovations you must provide access to the Board or authorized agent throughout all phases of the work to inspect and ensure that all conditions are being met. Please advise the board at the commencement of work so that an inspection date can be arranged.
4. The hours of work for the contractors are from 9:00 am to 5:00 pm – Monday to Saturday. No work is to be conducted on Sunday, or Holidays. All heavy/noisy work will be carried out between 10:00 am and 4:00 pm. In the event of loud noises due to renovations, the owner must advise the Property Manager two days in advance so signs can be posted to advise residents of the noise.
5. You must submit the **Renovation Delivery Form** to reserve the padded elevator and loading dock for transport of all construction materials. Failure to book loading dock and padded elevator could result in denial of delivery. **See page #4.**
6. Your contractor must remove all debris from the site, or you must arrange to have all construction debris removed from the site at your expense. The city will not remove construction debris. The corporation garbage bins are for household garbage only. Should it be found that debris from your project has been put in the garbage bins, a charge will be levied against the unit for the removal of the garbage.
7. Where a hard surface floor finish such as ceramic tile, any wood such as hardwood, laminate, or vinyl is to be installed in a unit as a replacement for carpeting or any hard surface, an owner shall ensure it meets with the bylaws and flooring rule. To ensure the achievement of this sound isolation level, an owner must provide the Corporation with appropriate test documentation (manufacture's specifications) from the manufacturer confirming this fact along with a sample of the sound attenuation to be used. The test must be based on there not being a suspended ceiling below the flooring when the test is completed. Failure to install this type of material may result in a requirement to remove the flooring and re-install at a later date. A sample is required for official purposes. Please book this inspection with the Building Manager.

Where carpeting is being installed an Owner shall ensure that appropriate underlay is to be installed to achieve an acoustical soundproofing. Failure to install this type of material may result in a requirement to remove the carpeting and install at a later date. **An owner must seek approval of the padding from the Building Manager or Condo Board prior to installation of carpet.** A sample of the padding along with the manufacture's specification sheet is required for official purposes.

8. Electrical conduits, plumbing, telephone, and cable lines servicing other suites must not be altered in any method.
9. Care and attention must be exercised when replacing, installing or modifying any baseboard as cable TV or phone wires may be concealed behind. In the case of any damage caused, the owner of the suite will be responsible for any and all cost incurred for repairs.

10. A licensed electrician must do all electrical work. Electrical conduits, plumbing, telephone and cable TV lines servicing other suites must not be altered. All electrical work must comply with the Alberta Inspection Authorities and Canadian Electrical Code. In the event you are relocating, adding new or additional electrical outlets or changing the design of the electrical wiring in your suite, you are required to file with the Corporation your signed electrical permit from the Electrical Inspection Safety Authority.
11. No alteration to any part of the fire alarm system, including sprinkler heads, enunciator speakers within each suite will be permitted (painting of sprinkler heads, enunciator speakers is not allowed).
12. A licensed plumber must do all plumbing work. All drain work for new plumbing fixtures must be installed above the concrete slab surface. Under no circumstances is the concrete to be cut or chipped for new drainage systems. All plumbing work must comply with the Alberta Plumbing Code. We strongly recommend that the plumbing work be performed by one of the plumbing companies recommended by the Corporation, due to risks associated with plumbing work in a multi-family building.
13. **Garburators may not** be installed due to overloading of the stack lines and drain backups.
14. No Jet **Flush/High pressure toilets are permitted.**

**NOTES:**

- a) The Owner acknowledges and agrees that the approval of the Renovation Request Form does not extend to the making of any further alterations or installations in the unit, or upon the common property if the work cannot be carried out as planned. After approval changes, which may be needed as a result of conditions differing from original and/or unknown **conditions/renovations** to the suite, will be the sole responsibility of the suite owner and **shall not** be made without the prior and further written consent of the corporation.
- b) Any common property affected by the renovation shall be restored to its original condition as soon as practical and to the satisfaction of the Corporation.
- c) A copy of the attached In-Suite Trade Work Rule should be given to your contractor to ensure that the rules of the Corporation are adhered to.

**CONDITIONS:**

- *I/We shall not commence the attached renovations prior to entering into a Renovation agreement with 3111 Varsity Condo. Corp.#0513297.*
- *I/We shall indemnify and save harmless 3111 Varsity Condo Corp. #0513297 from and against any consequential loss, cost, damage, injury, or liability whatsoever caused by the renovations to my suite.*
- *I/We also verify that we have the required building permits and insurance certificates in place to cover the work directly or through the contractor and agree to all conditions listed.*

**If you are in agreement with the terms and conditions detailed above, please sign in the space provided in page below and return the signed copy of this letter to the Building Manager.**

**Approval is not considered final until the Renovation Request Form below has been submitted to the Building Manager and the Board of Directors and has been signed and returned to you for your records.**

**I HEREBY SUBMIT THIS RENOVATION REQUEST FORM FOR APPROVAL BY THE BUILDING MANAGER AND/OR THE 3111 VARSITY BOARD OF DIRECTORS.**

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.**

**SUITE NO: \_\_\_\_\_ PHONE #: \_\_\_\_\_**

\_\_\_\_\_  
Signature of Unit Owner

\_\_\_\_\_  
Please Print Name

*Please provide a detailed description of the renovation area of work to be completed, including area drawings, all specification information of products being used and affix all data sheets to this Renovation Request Form as a Schedule A.*

**START DATE FOR RENOVATIONS: \_\_\_\_\_**

**COMPELETION DATE OF RENOVATIONS: \_\_\_\_\_**

**Please see Corporation Rules for In-Suite Trade Work for further information regarding renovations.**

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**FOR OFFICE USE ONLY:**

**APPROVED BY:** \_\_\_\_\_  
Signature Of Building Manager Date

\_\_\_\_\_  
Signature of Board of Director Date

\_\_\_\_\_  
Signature of Board of Director Date

**RENOVATION DELIVERY FORM.**

The following information is to be provided:  
E-mail to [3111bldg.mngr@gmail.com](mailto:3111bldg.mngr@gmail.com) and [condo.varsity@gmail.com](mailto:condo.varsity@gmail.com)

**OWNER / TENANT CONTACT INFORMATION**

OWNER / TENANT: \_\_\_\_\_ UNIT No: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**DELIVERY INFORMATION**

DATE OF REQUEST: \_\_\_\_\_

CONTACT PHONE#: \_\_\_\_\_ TIME OF REQUEST: \_\_\_\_\_

Applicant's e-mail address: \_\_\_\_\_  
(Your Delivery conformation e-mail will be sent to this address.)**Delivery Rules/Procedures:**

1. There is a **\$100.00 non-refundable fee** to be paid in advance of the Renovation Delivery to the Condominium Corporation or the Building Manager. Please make cheques payable to **3111 Varsity Condo Corp.** E-transfers can be made to [condo.varsity@gmail.com](mailto:condo.varsity@gmail.com)
2. All Renovation Deliveries must be ***scheduled and supervised*** (first come, first served), through the Building Manager or the Condominium Board, any and all deliveries ***unscheduled or unsupervised*** or conducted through the ***front lobby doors or exit stairwells*** will not be allowed, and a fine will be levied against the unit owner for each infraction. Please notify Condo Board or Building Manager of any unsupervised moves or deliveries.
3. All deliveries must be carried out through the padded elevator, loading corridor and loading dock located on the northeast corner of building.
4. The doors on the loading dock ***must not*** be left open or unattended at any time.
5. The lobby and corridors must be kept clear of moving equipment, furniture and boxes at all times.
6. No furniture, boxes or delivery materials are to be leaned against any walls or corridors while moving.
7. Owners shall notify the Condo Board and Building Manager ***7 working days*** in advance of Renovation Delivery so elevator pads and supervision can be arranged for their delivery.
8. ***Owners*** will be held responsible for, and are liable for the costs of, any damage caused during the delivery process to any common area (interior and exterior) or to any other unit owner's personal property. All damages recorded will be repaired by the Corporation and invoiced to the unit owner.
9. Hours for deliveries are 7 days per week, ***9am to 5pm, excluding*** Sundays and statutory holidays.
10. Deliveries can only be conducted for ***3 hours*** at a time; any longer and there will be an extra service charge of ***\$35.00*** per hour to unit owner.
11. All excess construction material must be removed from Condo building site.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE VARSITY CORPORATION DELIVERY RULES AND PROCEDURES.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## IN SUITE TRADE WORK RULES.

This rule is to provide a guideline for those owners/residents having construction, renovations, alterations, or contracted work performed within the unit and may be revised as necessary from time to time.

**A copy should be given to your contractor prior to any work commencing.**

1. Work will be scheduled in the building between the hours of 9:00am and 5:00 pm, Monday to Saturday. No work may be contracted on Sunday or holidays. All heavy noisy work will be carried out between 10:00 am and 4:00 pm.
2. Work will be carried out in a manner so as to prevent disturbance to all other residents of the building.
3. Contractors/trades will abide by the rules set by the building with regard to use of the loading dock, hours of work and protection of common property and housekeeping requirements.
4. The Building Manager must be notified with a list of trades associated with the work schedule in the suite.
5. The padded elevator must be booked 7 days in advance with the Building Manager and Condo Board so as no moves are compromised. Only the padded elevator may be used to move large tools, large equipment and construction materials brought into the building or for removal of construction debris.
6. Contractors will be expected to provide, and use drop sheets and take all protective measures to guard against damage and dirt escaping from the balconies and unto other common property.
7. When loading or unloading the padded elevator, all materials are to be placed directly into the elevator or suite and not placed in any hallways or lobby areas. Materials, tools are not to be leaned against any common area walls or left in any common area hallways, corridors, or stairways.
8. No building materials, supplies or equipment of any type will be left in the corridor hallway, nor will any operation of the scheduled work be carried out in the corridor hallway areas, stairwells, loading dock or on the common property at any time.
9. **Only the loading dock area** may be used for delivery, removal or picking up materials; **no deliveries are permitted through the main lobby entrance** there is a fine for non-compliance.
10. All debris (i.e.) sinks, toilets etc. and renovation garbage is to be removed off property by owner or sub trade and not disposed of in Garbage Room bins or left in loading dock area.
11. When wood surface flooring is to be installed, the Laminate and Hardwood Flooring Specification Rule must be adhered to and a minimum of 3/8 inch clearance from all walls must be maintained and a sound attenuation barrier, approved by the Board of Directors, must be used beneath the finished flooring so that neighboring units beneath or beside are not disturbed by sound transference.
12. When removing floors with carpet and underlay and reinstalling new underlay and carpet, the underlay manufactures FIIC or FSTS specifications must be submitted to Board of Directors for approval.
13. Contractor/Sub Trade parking will be discussed with the Building Manager or Board of Directors. A Contractor/Sub Trade may use no more than one service vehicle-parking stall during renovations, if available, without the permission of the Corporation.
14. The Contractor/Sub Trade is to supply copies of updated operating business license, a copy of their most updated WCB clearance certificate or a letter from WCB stating they do not require WCB and their most recent copy of their liability insurance.