

## Riverside Tower I

Condominium Corporation No. 8310505

### Renovation Policies and Guidelines

#### Update – November 2017.

The Board of the Condominium Corporation will, from time to time, approve policy items in order to provide all residents with a flexible set of guidelines intended to make life at Riverside go as smoothly as possible. These guidelines will serve to extend and clarify by-laws and, in general, will have the same weight and authority as the by-laws but their implementation and change would not require the 75%-of-owners approval process of a by-law.

#### Effective Immediately

**\*\*All Renovations regardless of which level of renovation they are require a \$1,500.00 Deposit. Once a final review has been conducted by building staff at the end of the renovation and there have been no damages or cleanup requirements from the renovation, the \$1,500.00 Deposit will be returned in full\*\***

**\*\*In the event that damages took place to common area or other unit owners suites or cleaning costs were incurred by the Condominium Corporation, as a result of the unit renovation, that unit owner will be advised in advance of costs associated for repairs or cleaning costs associated. If it is not determined how those costs will be covered, it will be taken from the \$1,500.00 deposit.\*\***

**The \$500 NON Refundable fee remains in effect for Level III and Level IV Renovations**

## Renovations

- The Riverside Tower I by-laws lay out basic rules for owners who wish to make renovations to their units (see Guidelines for Renovations section).
- Problems with installations of privately purchased items such as showers, appliances, electrical equipment etc. can have unacceptable, negative effects on other units. These procedures are drafted to provide guidance in renovation processes that are satisfactory to all concerned and will provide background to the provisions of the mandatory renovation application form.
- No work may begin prior to Riverside management's receipt of the duly signed renovation form (c.f. attached). Failure to follow the by-laws will not be tolerated and could result in an order to restore the unit to its previous condition and/or fines of up to \$1,000 per incident.
- Owners should recognize that revisions have the potential to increase the value of the unit and that insurance to cover contents and upgrades above the level of a Standard Suite are the responsibility of the owner (c.f. appendix C).

## Guideline For Renovations

### 1. Detailed Written Project Description

- A detailed, written description of the project, describing the materials to be used, must accompany the application form. Such materials must comply with the requirements of the City Building Department for multi-story, commercial buildings for renovations in the Tower.

### 2. Prior Communication with Neighbours

- A copy of the approved renovation form is to be posted on the lobby notice board two weeks prior to commencement of work.
- When renovations or repairs may affect other building residents either by noise, dust, duration or otherwise, the owner of the suite being renovated or his contractor may be requested by the Board or by the Building Management Company to advise all other residents who may be impacted by the renovation of the potential disruption and advise these owners that all steps will be taken to minimize the disruption as much as possible.

### 3. Time Periods

- Renovation work must be restricted to the period between 09:00 and 17:00, weekdays.
- Note that Building Permits expire after 90 days so they must be reinstated at that time and a copy deposited in the permit file at Reception for work to continue.
- All after-hours calls required to turn-off services for construction or renovations will be invoiced to the unit owner, or resident.

#### 4. Project Levels

- To minimize the complexity of the renovation process, four Levels of renovation projects, of increasing complexity, are identified and described below.
- All fees relevant to the requirements identified will be the owner's responsibility.
- Note that, even simple, level I projects such replacement of carpet may still carry the obligation for elevator booking.
- The Board intends to devolve responsibility for approval of projects from Level I through Level III upon the Building Management Company. Level IV projects, which may have an aesthetic component, will require approval of the full Board.

#### 5. City Permits

- Application for approval of a renovation that requires City of Calgary permits must include a copy of such permits posted with the file before work may commence. It is important to note that no "homeowner" Electrical permits will be accepted for work in the Tower and all plumbing work requires a Plumbing permit. Issuance of a Plumbing Permit by the City triggers the requirement to replace toilets with a low-flow variety. The condominium corporation requires that any replacement toilet be of the low flow variety.

#### 6. Building Codes

- All related work must conform to the most recent building codes for high rise buildings for work being done in the tower and to the most recent residential building codes for work being done in townhouses.

#### 7. Contractors

- Regulations for contractors will be strictly enforced. Repeated violations of Riverside Corporation regulations will result in permanent expulsion from the site. Prior to signing a contract, the owner should verify that the chosen contractor is acceptable to the Corporation. Owners must make their own arrangements with contractors for exchange of access keys to their units.
- The names and emergency contact numbers for all contractors must be filled in on the application form.
- See Appendix B – Guidelines for Contractors.

#### 8. Elevator Booking.

- Renovations that require the use of an elevator to transport materials will require an elevator booking to be made at least 1 (one) week in advance, to avoid elevator booking conflicts.
- Transport of materials and equipment will be restricted to elevator #2 and will require the prior installation of, and subsequent removal of, protective blankets.

#### 9. Front Door Key – Emergency Access

- The by-laws state that owners are responsible for alterations of all doors, frames and locks, subject to approval by the Board. Nevertheless, the Corporation retains ownership of all keys. Therefore, owners who change a front door key to a type not within the Tower master key system may be considered to be in violation of the access provisions of the by-laws. In the event of an emergency, locksmith costs for opening the door or in extreme cases, costs for breaking the door open and costs for its subsequent replacement will be the responsibility of the owner.

#### 10. Impacting Concrete Structure

- All floors (hence ceilings) in the tower units incorporate post tensioned cables, critical to the structural integrity of the building. No holes or penetrations of any kind may be made in the floors/ceilings of suites without drawings stamped and signed by a civil engineer (registered in the province of Alberta), accompanying the application.
- Interior walls must be of steel stud construction and top and bottom plates must be fastened in place using construction adhesive rather than being drilled and screwed or fastened with explosive actuated fasteners.

## 11. Flooring Renovations: special notes

- When replacing flooring in any unit, the preparation of the sub-floor (concrete) is the responsibility of the suite owner. (e.g. self levelling agents)
- When installing laminate flooring, click interlocking floating floors are the only acceptable applications
- Laminate floors must be either plastic laminate or engineered wood products.
- Flooring is not permitted to be fastened to the concrete sub floor. Gluing or nailing is not permitted.
- Quiet Care Acoustical Underlayment with a minimum of 50 decibels sound reduction and a minimum of .090 inches of thickness is the only underlay approved for use unless the performance of an alternative can be proven, to the Board, in its sole discretion, to be equivalent to or superior to that of the specified product.

## 12. Window renovations: special provisions

- The minimum specification permitted for the installation or replacement of any outside window is dual pane, low-E, argon filled, R 4.2 or greater in order to reduce the Corporation's utility load.
- Windows must adhere to the same exterior appearance; colour and layout or have Board approval for revisions to those specifications.

## 13. Waste Disposal

- No materials from renovation projects may be disposed of in Corporation bins and, most certainly, not down garbage chutes. Provision must be made in advance for hauling such materials to approved waste disposal.

## 14. Liabilities

- The Condominium Corporation assumes no responsibility for any construction defect or resultant damage sustained from the construction. The Corporation will be indemnified and held harmless in any legal proceedings resulting from the work.
- Remedial costs of damage resulting from this work will be the responsibility of the owner. Should such damage not be satisfactorily repaired within 10 days from receipt

of notice, the condominium will order the repairs to be undertaken and all costs will be charged to the owner's account.

- Owners will be charged costs if building cleaners are required to do clean up.

**\*\*\* Contractors are responsible and expected to clean up after themselves and their work on a daily basis, if the common areas are not cleaned up daily a fee will be imposed on the unit owner of \$170.00(Carpet Cleaning) per incident.**

**\*\*\* Unit owners who have recently purchased or have not completed previous renovations within a suite should note that you are taking responsibility of any previous renovation that has taken place in that suite. Therefore the Board of Directors may hold that suite owner responsible for any damages or inappropriate or non code conforming work that has previously taken place in that suite.**

## **15. Oil Based/Solvents/Lacquer**

**\*\* No Oil Based paints, Lacquers or other oil based solvents are to be used while or during the renovation. The Building Air Circulation System is not intended for products of this nature and can cause harm to neighbouring units, residents, staff members.**

## 15. Townhouses – Special provisions

- Townhouses will have the same guidelines applied where applicable.
- An exception includes flooring selection which would have no impact on neighbours – application for renovation is still required.
- Window and patio door upgrades
  - o Exterior colour must be the same
  - o Appearance must be the same or have Board approval. Must submit drawings of appearance before installing.
  - o Precedent of alternate door options has been set but these shall not be construed as acceptable unless approval has been given to your request
- Admin fees would not apply, however failure to submit an application for renovation may result in a fine. Any request for engineering specifications will be charged \$250.

- As the risk of impact to neighbours is substantially less than the towers, guidelines for contractors may be relaxed and many points are not applicable.

## 16. Renovation Levels

### LEVEL I – Cosmetic

- Requires no Board approval may require an Admin fee for elevator usage
- Projects strictly confined to the interior of the unit such as painting walls, changing carpet colour or type, etc.

### LEVEL II – Suite upgrades

- Requires one month's lead time for approval on behalf of the Board, elevator booking
- Projects involving replacement of any of: exterior windows or doors, light fixtures (where substantial wiring changes would be required), air conditioning equipment or replacement of carpet with hard surface flooring or any change that could affect the heating system. The latter could include drapes that could divert heat out the windows instead of allowing it into the unit.
- All exterior work must conform in material and colour to that of the complex. Replacement, exterior windows must meet R-5, Low E, argon filled standards as a minimum.

### LEVEL III – Small Renovations

- Requires one month's lead time for approval on behalf of the Board c/w construction drawings. City permit copies to be on file before work commences. Elevator booking.
- Projects involving any of: modifications to electrical wiring, plumbing such as replacement of bathtubs, showers, toilets, etc. Replacement toilets must be of the low-flow type.

### LEVEL IV – Major Renovation

- Requires minimum two month's lead time for Board approval, engineer's stamp on drawings, architect's sketch. City permit copies to be on file before work commences. Elevator booking.
- Projects involving any of the following: relocating interior walls, changing structural components such as pushing out living and/or bedroom room walls onto the balcony or relocating appliances, in general, anything making an aesthetic change to the suite and, in particular, to the exterior.

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## MISCELLANEOUS GUIDELINES

### 1. Building

- The external appearance must match that of the existing windows and doors.
- To preserve a consistent appearance for the exterior of the building, all window coverings must be white, or some other light colour from the outside. On the inside they may be any colour.
- The only items allowed on balconies are patio furniture, plants and barbeques. Balconies shall not be treated as storage areas.
- Large items are not to be left in the garbage room on your floor. These items should be taken down to the dumpsters at the rear of the building.

## 2. Insurance

- The new Condominium Act and the by-laws show the condominium corporation insurance covering the common property and the suites but not the betterments and clearly not the contents.
- Examples of betterments might be living room extensions over part of the balcony, replacement of a kitchen internal wall with a lunch counter/drawer/cabinet assembly, installation of expensive ceramic tile or expensive carpet, replacement of kitchen cabinets with a top-of-the-line model, upgraded appliances, etc.
- It is the suite owner's responsibility to insure any flooring upgrades under their personal insurance policy. Flooring upgrades are considered improvements and betterments to the suite.
- The by-laws require that each owner insures betterments, in addition to the usual contents insurance.

This document supersedes all previously published policy documents.

Approved By Resolution of the Board of Directors

Date:

## Appendix A : APPLICATION FOR UNIT RENOVATION AND GUARANTEE OF COMPLIANCE

Riverside Tower I : Condominium Corporation 8310505

I hereby request permission of the Board of Directors of Riverside Tower I, to undertake the following renovations to suite # \_\_\_\_\_. Pursuant to the Guidelines for Renovations of the Corporation, I claim this to be a Level \_\_\_\_ renovation and I attach the required description of and documentation for this application.

I hereby agree:

- To make the proposed renovation at my expense and risk.
- To pay increased insurance costs if any are charged to the Corporation as a result of the renovation.

- To hold the Corporation harmless from any claim or damage which may be given or caused others by reason of this renovation, or by reason of the Corporation incurring costs, which may be required, for maintenance or removal or the installation.
- To hold the Corporation harmless for future maintenance costs for the installation and that these costs will henceforth be borne by me. I further agree to maintain this installation to the standards which are set by the Board.
- To conduct the renovations as described in the application and to incorporate any revisions required by the Board.
- That this is an indemnity which is both real and personal, and as such, is binding on me and my estate, and on any future owner of this suite. To that end, the Board may register an instrument against title of the suite.
- I have reviewed, understood and agree to comply and have my contractors comply, with all provisions of the Guidelines for Renovations and any revisions required by the Board to my submission. By my signature below, I attest to this.
- That no work will commence prior to a copy of the Board approved application for renovation having been posted on the lobby notice board for a minimum of two (2) weeks.

Owner(s) \_\_\_\_\_ Unit number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Permission is hereby granted, subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

For Condominium Corporation 8310505

\_\_\_\_\_ Date \_\_\_\_\_

Agreement to comply with above conditions:

\_\_\_\_\_ owner unit # \_\_\_\_\_

Contractor's names, phone numbers and emergency contract numbers

NAME	PHONE	EMERGENCY
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR OFFICE USE ONLY

Assigned project number \_\_\_\_\_

Description of any mess left:

Description of damage:

Inspected by \_\_\_\_\_

Date: \_\_\_\_\_

Last revised by \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B : GUIDELINES FOR CONTRACTORS

### General

For the owner's protection, it is vital that the contractors demonstrate that they have adequate insurance in effect and are in good standing with the Workers' Compensation Board. All plumbing and electrical work must be performed by, or under the supervision of, tradesmen certified, in the Province of Alberta.

### Detailed Regulations

Contractors must:

- Book an elevator one week in advance, restrict their elevator use to elevator #2, as they will be fitted with protective blankets, and limit their use of the elevator to the minimum time possible.
- Check with the Reception desk before and after each day's work so that common area passageways may be inspected for cleanliness/damage, etc.
- Limit their hours of work to 09:00 – 17:00, weekdays.
- Provide their own "dollies" etc. for transport of tools, materials, etc.
- Dispose of all materials off site
- use of Corporation bins and disposal chutes will not be tolerated.
- Park at the rear and transport all materials and/or equipment through back doors only. In cold weather, it is not permissible to simultaneously block open both inner and outer rear access doors.
- Conduct work in such a way as to minimize dust and debris from spreading by tracking, by air or by movement of materials.

- Lay down protective sheeting in common areas where there is danger of tracking dust etc. and scrupulously clean-up common areas after each days work.
- Report any damage to common property to Reception immediately and make arrangements for repairs.
- Comply strictly with the most recent building codes for high rise buildings while working in the tower and with the most recent residential building codes for work in townhouses.
- When working in areas where residents or guests pass through, maintain a safe and clean passage way. No materials or equipment may be left to encumber the site over night.
- Agree to comply with all regulations of the Condominium Corporation and to recognize that failure to comply may result in the imposition of fines upon the unit owner and/or in the contractor being banned from the site.

#### Appendix C: Standard Unit Definition

##### The Tower

- A “standard unit” in Riverside Tower I was of the configuration and dimensions shown in the condominium plan for the respective unit number. All units were fully equipped rental apartments before they were sold to individual owners.
- The 1½ bathrooms (where relevant) were equipped with an acrylic/fibreglass built-in tub/shower. The cabinet/sink assemblies, toilets and fittings were of mid-range quality.
- The kitchen was fitted with mid-range quality cabinets and appliances including refrigerator, range, dishwasher, sink and tap with a clothes washer and dryer in an adjacent alcove. The counter top was moulded laminate construction.
- The kitchen, bathrooms and intervening hall were fitted with linoleum while the remainder of the floor was covered with mid range quality underlay/carpet. All outside windows were fitted with opaque blinds.
- All lighting fixtures were mid range quality.