



RENOVATION POLICY + APPLICATION FORM

Owners or are required to complete **all** of this form and provide a copy to the property manager by email at redhaus@simcomgt.com

The following policy was passed by the Board of Directors as of November 26, 2016.

In accordance with bylaws, prior to undertaking any renovations, owners are first required to seek Board approval. An application for construction will be required for submission.

The By-laws are very clear in regard to the Powers of the Corporation and the Duties and Responsibilities of the owners when it comes the construction/renovation of the units. Please review the following sections of the Bylaws for CCN # 0514332.

Article 2 – Owners’ Duties and Obligations

2.1 (c –(v)(vi)(xi)) – Specific Obligations

Article 3 – The Corporation

1. 3.3 (h), (m) – Powers of the Corporation
2. 3.4 (a)(i)(ii) – Additional Power of Corporation

The following rules and regulations are in place for the renovation/construction in the units:

- Work can only be carried out between the hours of 8:00am and 6:00pm – Monday – Saturday. **Work on Sundays and statutory holidays are NOT permitted.**
- **All construction garbage is to be removed from the site daily. The building disposal containers must not be used. All cutting must be done in the unit.**
- The elevator must be booked through the site manager for the transportation of the materials to the unit.
- No construction materials or equipment may be stored in the common areas.



- Any damage to common property or other suites will be repaired by the Corporation at the Owner's cost.
- Contractors must carry their own insurance. **It is the owner's responsibility to ensure that their contractor of choice is insured.**
- Any breach of the rules and regulations or failure to submit the application for approval will be subject to a fine in the amount of \$500.00.
- You are responsible to notify **all** surrounding neighbors, above, beside and below, by under the door flyers about the reno being done and any noise that may happen.

Underlay and carpet with sound attenuation at or above 65 for Field Impact Insulation Class (FIIC) or 72 for Impact Insulation Class (IIC) ratings for hard surface floors is required.

*****NOTE: Specifications and proof of purchase for the materials being used must be provided with the application before approval will be given.***

Owner's Name: _____ Phone #: _____

Unit #: _____ Building #: _____ Date of Work: _____

Is this a rental tenant occupied unit? YES NO

Date Submitted: _____ Owners Signature: _____
(by signing this form I have read, understand and will abide by the Red Haus policy)



Detailed description of work (attach drawings if available or required):

FICC or IIC Rating (required for flooring): _____

(Please attach proof of product specifications and proof of purchase)

Name of contractor (if applicable): _____

Phone Number of contractor (if applicable): _____

The applicant understands that:



1. ***It may take up to 30 days to review this application*** depending on the scope of the work.
2. *A refundable deposit may be required depending on the scope of work.*
3. *This application may be approved, approved with conditions or denied.*

For Office Use Only

To be completed by the Board of Directors (or Agent for):

- Application approved as submitted
- Application approved subject to the following conditions:

- Application denied for the following reason:

Date of Approval/Denial: _____ **Signature:** _____