
**TORONTO CONDOMINIUM CORPORATION No. 1525
IN-SUITE RENOVATIONS POLICY**

Suite No. _____ Name _____

I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

- 1) Unit Owners who desire to make any major alterations/renovations in or to the Unit may do so at their own expense subject to the following provisions:
 - a) that before undertaking any such alterations the Unit Owner shall submit to the Board of Directors full plans in reasonable detail showing the proposed alterations and shall obtain the approval and consent of the Board of Directors to the same and that such consent shall not be unreasonably withheld; and the Board of Directors may make such consent subject to reasonable terms, including, but without limiting the generality of the foregoing, the payment by the Unit Owner of any costs, charges or expenses incurred by the Board of Directors such as professional fees incurred in examining and considering such plans and inspecting the work, before, during and/or after construction.
 - b) that all such alterations shall conform to the condominium building declaration, all statutes, by-laws, rules, regulations or requirements including those relating to existing insurance coverage's, then in force affecting the Unit or Common Elements.
 - c) that such alterations shall not be of such kind or extent as to in any manner adversely affect the structure of the Building Complex or the operation of its mechanical or electrical systems or materially reduce the value of the Residential Premises. No changes to the plumbing risers are permitted.
 - d) copies of applicable plumbing, electrical and building permits shall be provided to management as soon as received.
 - e) that the Unit Owner shall indemnify the Corporation from and in respect of any liability, losses, costs, charges or damages incurred or arising out of the doing of the Unit Owner Alterations, including damage to adjoining or other parts of the Residential Premises and to the Building Complex; and shall cause any Construction Lien, Certificate of Action or other charge or lien under the Construction Lien Act or other similar statute to be vacated or discharged within 30 days after notice thereof to the Unit Owner.
 - f) Alterations will require proper sound insulation (e.g. hardwood floors, marble floors, etc.) where alterations may affect noise transmission levels. The owner will have to provide the sample of acoustic "under-lay" to meet or exceed the 1997 Ontario Building Code Minimum Sound Transmission Class Rating (STC) (Section 9.11.21.) with a minimum barrier class rating at least 60, either by use of a cork sub floor or installation of another separated layer of under-lay to provide the sound proof barrier. Additionally, underlay must be a least ~~73~~ IIC (Impact Insulation class) and resident's will have to provide a spec sheet along with a sample of the underlay which will be

- kept on file. At the time of installation the contractor or owner must contact the concierge desk to have property management inspect and approve the insulated/acoustic material that are proposed to be put on the concrete floor before any installation of wooden, carpet, marble or tile flooring. Despite full compliance with this provision, owners are advised that certain uses may cause nuisance noise transmission, and that further noise transmission abatement measures may be required.
- g) Alterations which require the relocation of a wall or door will require an inspection and approval by the corporation fire safety contractor to perform an audibility test to ensure the speaker location still meets fire code audibility levels. An additional speaker may be required and if so will be installed by the corporation fire safety contractor and connected to the fire safety system. All charges related will be back-charged to the unit owner.
- h) Alterations to in-suite plumbing must be performed by a licensed plumber. Relocation or removal of plumbing fixtures and pipes must be capped off flush with the floor or wall inside the suite. At the time the work has been performed the contractor or owner must contact the concierge desk to have property management inspect the plumbing line to ensure fire stop has been used, type "T" pipe has been used and access panels are installed where required. This inspection does not assume the role of the city plumbing inspector who must attend the unit to approve the work. A copy of the city inspector's report must be provided to the management office. In the unlikely event that as a result of the relocated plumbing line not being properly capped, then the sole responsibility for any resulting damage rests with the unit owner.
- 2) Unit Owners must carefully note the unit boundaries defined in Schedule 'C' of the Condominium Declaration. If the unit alterations include any material alteration to common elements adjoining the unit, before work commences the unit owner must apply for permission to alter the common elements accompanied by full plans in reasonable detail, obtain the consent of the board of directors which consent may be unreasonably withheld, and execute a Common Elements Modification Agreement pursuant to section 98 of the *Condominium Act* and have the same registered on title all at the expense of the unit owner.
- 3) A security deposit of \$2,000.00 must be submitted to the property manager in the form of a cheque for retainment against damage potential to the residential common areas during the renovation period. The cheque to be returned to the Unit Owner provided no damage attributable to the Unit Owner's contractors and/or workers has occurred during the renovation period. In the event damage has occurred to residential common areas, which can be shown to have been attributable to the Unit Owner's contractors and/or workers, the deposit will be used in the amount necessary up to the full deposit amount to pay for any repairs necessary to the affected common areas. The terms "damage" and "repairs" in this paragraph shall be deemed to include cleanup of dirt or construction debris and the proper handling and disposal of any asbestos material through the common elements.

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- 4) Work must be properly scheduled and the concierge advised in advance of trade entries. particular attention to be paid to elevators being put on service so as not to inconvenience residents. Residential common areas in the path of materials being carried up to the Owner's unit must be guarded or protected against damage. This includes entrance doors, glass, marble steps and marble floors in the lobby area, walls, ceilings, elevator frames, corridor walls, ceilings and carpets.
 - 5) When using the elevators to carry up supplies and materials, elevator pads available from the concierge must be hung on the elevator walls to protect them from scratches and further damage. Once the transport of these materials is completed the elevator pads are to be returned for the concierge to store.
 - 6) When heavy materials are carried on floor dollies, roll out carpets or mats must be used to protect any steps and floors (including the marble steps and floors of the lobby area). Carpets in the residential corridors must be covered and protected from soiling due to continuous traffic from workers and/or contractors.
 - 7) Discarded materials, supplies, oily tools, or any refuse resulting from the renovation process must not be stored in the residential corridors. It is the Unit Owner's contractor's responsibility to remove all scrap materials or refuse resulting from the renovation process from the building at its own expense. Residential and/or commercial bins in the lower garbage rooms must not be used for this purpose. The residential bins are meant to contain only that refuse resulting from the consumption process of daily residential living and which is dropped down the residential garbage chutes normally in garbage and/or grocery bags.
 - 8) Work within the unit shall only take place during normal working hours (9:00 a.m. to 5:00 p.m.) Monday to Friday and (10 a.m. to 4 p.m.) on Saturday. Work is not permitted on Sundays or Statutory holidays so as not to disturb the quiet peace and enjoyment otherwise of other unit owners. No work involving hammering, drilling or any work related noise should ever be heard outside these designated periods and should this be necessary during normal working hours every effort should be made to minimize the frequency, intensity and duration of such noises.
 - 9) Units subject to painting and/or chemical bonding (carpeting) etc., should be well ventilated to the outside and smells should not, as much as possible, be allowed to permeate into common corridor areas.

10) The Unit Owner's contractor is responsible for assuring his own workers clean up daily after their work shifts and restore any covered common area corridor carpets to the level of presentation prior to the start of each work day and the start of the renovation process. This clean up requirement is applicable also to workers leaving the unit for the weekend.

11) The Unit Owner is to provide a complete list of all contractors and their workers working on the site including their contact information and copies of their Insurance and WSIB Certificates. All workers will be required to provide photo identification prior to entry to suite. All workers must sign in and out at concierge desk daily

12) Unit Owners will be held responsible for any security breaches by trades (e.g. doors left or propped open), including any loss or damage resulting there from.

13) An Elevator Reservation Agreement is to be executed at least one week prior to work commencing and all the terms and conditions therein shall also apply to this Renovation Policy.

14) The owner shall communicate to management in writing the expected start date of the alterations and the length of time required to complete such alterations. The maximum time frame permitted for alterations **20** days.

Expected start date: _____

Expected completion date: _____

I HEREBY ACKNOWLEDGE that I have read this Agreement as presented above and I accept all of the conditions contained therein.

Applicant's Signature Suite No _____ DATE: _____

Consent to proceed with work hereby given by Management on behalf of the Board of Directors of TSCC 1525 DATE: _____

* Please make cheque payable to: TSCC 1525



TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1525

8 PARK ROAD TORONTO ONTARIO M4W 3S5

Telephone 416.944.8908 Fax 416.944.9435

Date: _____

RENOVATION REQUEST FORM

All requests must be approved by the Property Manager and the Board of Directors. However, such approval is conditional upon meeting, understanding, agreeing and acknowledging the following requirements:

NAME: _____
Unit Number: _____

What is the renovation: _____
How long will the renovations take: _____
When is the renovation to start: _____

Contractors name and details: _____

Applicable licenses / permits: _____
(Electrical – if applicable)

All renovations can only be done: Monday to Friday 9am to 5pm and Saturday 10am to 4pm. Noisy work must commence no earlier than 10am. No renovations are allowed on statutory holidays, Sunday's and outside the hours listed above. At all times, your contractors must do everything to ensure the quiet enjoyment of other residents.

(a) Installation of hardwood flooring or carpeting - A sound barrier type material must be incorporated to aid in the reduction of noise transfer. The IIC (Impact Insulation Class) rating should be a minimum of 73 for both hardwood and carpeting. Both a Sample of the carpeting or hardwood flooring and, a patch of the insulation barrier, must be supplied to the office for the Property Manager and the Board of Directors approval. The samples will be kept in the suite files;

(b) A letter on the contractor's letterhead and/or literature shall be provided to our office prior to conducting the work, from the contractor who will be performing the work; outlining the method of installation, the thickness of the sound buffer material which will be installed and an approximate length of time required to complete this task;

(c) It is understood that installation of this flooring is a betterment/improvement to the subject unit;

(d) Structural integrity shall not be disturbed – breaking/cutting/puncturing of concrete slabs is strictly prohibited;

(e) If the sub-floor noise barrier is deemed to be inadequate (subsequent to the installation), based on complaints filed with our office, you will agree to restore the broadloom carpeting to





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the unit promptly at your own expense. T.S.C.C. 1525 will be the arbiter of whether there is an unreasonable level of noise emanating from your unit, and if concluded by the board, you and any subsequent owner(s) of your unit would be required to reinstall broadloom carpeting to your unit to cover 60% of the floor areas of the living room, dining room and hallways, and fully carpet the bedrooms to be in compliance with Section 19(d) of the Declaration;

(f) If and when the subject unit is sold you shall convey these obligations/requirements to the new owners and a copy of this correspondence shall be attached to the agreement of purchase and sale and shall form part of the agreement.

(g) Your contractor agrees to remove any and all left over materials, equipment and garbage resulting from their work, off site, at their expense.

(h) The resident agrees to book the elevator a minimum of 48 hours prior to the commencement of the work which includes pay the deposit, both for bringing the materials into the building at the beginning of the job and for the removal of debris at the conclusion of the job.

(i) The owner agrees to pay for any damages caused by their contractors that are incurred to the common elements.

(j) The Corporation will be save harmless and assumes no responsibility for injury to your contractors, loss or damage to their equipment and materials;

(h) It is highly recommended that pads be put under the legs of all furniture so the moving of any furniture does not disturb your neighbors below.

(i) For any work requiring moving of electrical fixtures, a current copy of the contractors license must be provided for review by the Board of Directors.

(j) At no time are any of the common elements within the suite such as plumbing, exterior doors and windows to be touched.

(k) A copy of the written consent from the Board will be given to Concierge to attach to the elevator reservation form reserving your work. Without that consent attached to the elevator reservation form, the Corporation has the right to turn away your contractor. The Corporation will not be responsible for any costs incurred as a result.

Signed by:

I have reviewed the samples and applicable information as requested above relating to the renovation.

Property Manager

Board Member

Date

Date