

Maintenance and Unit Improvements Policy

The purpose of this policy is:

To set out the respective responsibilities of the members and the co-op regarding the maintenance, repair and improvement of co-op property.

To establish guidelines concerning what repairs and improvements members may undertake within their units.

The co-op may have a Maintenance Committee from time to time. If (when) there is not a functioning committee, the Board will assume the responsibilities of the committee.

Section I - General

1. *The co-op is responsible for:*

The routine maintenance, repair and improvement of the building's interior, exterior and the grounds and the replacement of items resulting from normal wear and tear, in order to:

- (a) ensure that the buildings are structurally sound, safe and secure (roofing, siding, masonry, etc)
- (b) keep mechanical and electrical systems in good working order
- (c) maintain the attractive appearance of the buildings

Interior:

- (i) maintaining, servicing, repairing or replacing electrical systems and equipment which is owned by the co-op
- (ii) regular testing and maintenance of safety systems

Exterior and Grounds:

- (i) repairs to steps and walkways
- (ii) repairs and resurfacing of pavement and asphalt surfaces due to normal wear and tear
- (iii) maintenance of drains which are located in parking lots and common areas
- (iv) regular maintenance, repair and replacement of common area lighting
- (v) repair to privacy fences needed due to normal wear
- (vi) repairs to retaining walls and perimeter fences due to normal wear and tear

2. *The member is responsible for:*

(a) The upkeep and cleaning of their units including:

- (i) carrying out minor repairs whenever possible
- (ii) replacing light bulbs in the unit
- (iii) replacing smoke detector batteries

(iv) grounds keeping and general maintenance of private yards and driveways

- (v) prompt removal of garbage from interior and exterior of unit
 - (vi) removal of snow and ice from individual walkways, driveways and/or parking spaces
- (b) Any costs resulting from damage in the unit or the surrounding property caused:
- (i) accidentally, wilfully or through negligence by the member, their family members, guests or pets
 - (ii) by undue wear and tear by the member, their family members, guests or pets
 - (iii) by the removal of co-op owned, or personal property or equipment, by the member, their family members, guests or pets
 - (iv) by oil or gas leaks from vehicles
- (c) Reporting promptly to the co-op, in writing:
- (i) any problems in their units which are beyond their capabilities to repair
(Examples: water leaks, plumbing or electrical problems)
 - (ii) any repairs they notice in the common areas of the co-op
(Examples: privacy fences, retaining walls)

Section II - Paint and Wallpaper

1. Upon move in, members will be allocated 10 gallons of paint per unit. After that, paint allotments are available every four (4) years. Each unit will be allowed a maximum of 10 gallons which will include primer and ceiling paint. Paint which has been allocated is for use in the member's unit only.
2. Paint quality has been negotiated with the co-op's paint supplier. Members who are picking up paint must confer with the co-op's supplier about paint quality and standards and purchase the paint as directed by the co-op's supplier.
3. Purchase orders for paint are issued through the co-op office. Members will not be reimbursed for paint which they have purchased themselves.
4. Members are responsible for painting their own units.
5. The co-op does not pay for brushes, rollers etc. or for wallpaper or for any labour costs associated with having the unit painted or wallpapered.
6. Members are expected to take due care when painting. Drop cloths or similar protective coverings must be used. Cover plates on outlets should be removed before painting. Hardware, controls and fixtures baseboards and trim should be covered with masking tape before painting.
7. Textured paint or spray or stucco may not be applied to any walls.

Section III - Floors

1. Flooring which needs to be replaced due to normal wear and tear will be done as required at the co-op's expense. Budgetary constraints will determine when flooring can be replaced.

2. Members are expected on a regular basis to clean and maintain hardwood, tiles, carpets and cushion floors within their units.
3. Members may not refinish hardwood (parquet) floors without prior written approval of the maintenance committee. Removal of hardwood flooring will not be permitted.
4. Area rugs and temporary carpets used by the members must not be installed in such a way as to cause damage to the floors beneath. Tack strip may not be used on temporary carpets. Rubber back carpeting and area rugs must have underlay to protect the floor beneath.
5. Members wishing to install permanent carpeting, tile, laminate or cushion flooring in their units, must receive prior written approval from the maintenance committee.

Section IV - Windows and Screens

1. The co-op will be responsible for co-ordinating repairs of broken windows. The member will be charged for the cost of repairs if the damage is determined to have been caused by the member, their family members, their guests or their pets.
2. The member will be responsible for the replacement of torn screens.

Section V - Locks and Keys

1. The co-op will be responsible for maintaining all locks on entrance doors to the units. Members will be financially liable for damage to their unit locks. The locking system on exterior doors may not be altered in anyway by the member.
2. The member will be given a key to each door of the unit upon move in which they will return to the co-op office upon move out. Any additional keys that the member has cut will be returned to the co-op office upon move out. One key will be kept in the co-op office for use in emergency situations only.

Section VI - Safety

1. The members shall at all times act in a way that exercises care and safety for themselves and for others.
2. Members are not permitted to store flammable substances (gasoline, oil, paint) within their units. Members shall not permit anything to be stored in their unit which will increase the risk of fire.
3. Smoke detectors installed by the co-op may not be painted, disconnected or removed. It is the member's responsibility to test smoke alarms and change the batteries regularly and report any malfunctions to the co-op immediately.
4. In order to comply with fire safety regulations, the streets, sidewalks, passages and emergency exits shall not be obstructed and shall be used only for the purpose of gaining access to and from the property.
5. Members must not cause electrical outlets to be overloaded. No additional permanent heating units may be installed in the member's unit.

6. Swimming pools must be in accordance with City of Peterborough By-laws.

Section VII - Pest Control

1. Members are required to report any pest infestation to the co-op so that required remedial measures can be taken.
2. In the event of serious pest control problem in a unit, the co-op will have the right to take pest control measures as it considers necessary to deal with the problem. When determining what measures to take, the co-op will have regard for the health of the members. Members must co-operate in the preparation of their unit for the determined extermination services.
3. In it can be determined that members or member's pets or member's guests, or member's guest's pets, are the cause of a pest infestation in the unit, the cost of pest control measures to rectify the situation will become the responsibility of the member.

Section VIII - Garbage

1. Members are responsible for putting out their garbage on the curbside for pick up on the correct day and in the correct containers and numbers as specified by the City of Peterborough.
2. Members are responsible for calling the Peterborough Utilities Commission (Salvation Army, St. Vincent de Paul) to arrange for special pick up to dispose of large items.
3. Cardboard boxes which are brought home from grocery, beer and liquor stores may contain cockroach eggs. Roaches could breed within three weeks. Members should dispose of cardboard boxes as soon as possible.

Section IX - Fences

1. Approval to install, repair or remove fences must be obtained from the Maintenance Committee.
2. Fences being installed around the perimeter of individual yards must be 4 feet (4') high, of chain link and include a top rail support. Such fences must include an access gate.
3. Applewood Court: Members may install fences up to 5 feet (5') from the property line fence. Fences in the same block of units must be uniform in length.

Chamberlain Place: Members may install fences to a distance of eighteen feet (18') beyond the existing privacy fence making the total length of the backyard twenty-six feet (26').

Section X - Antennas

1. No external tv antennas, CB antennas or satellite dishes will be permitted without the approval, in writing, of the Maintenance Committee.

Section XI - Signs

1. Approval to display any form of permanent advertisements on, or outside of the unit, must be obtained from the Board of Directors.

Section XII - Unit Improvements Done by the Member

1. Members who wish to make changes, and / or improvements to their units must first receive written approval from the Maintenance Committee. Requests must be submitted to the Maintenance Committee on the "**Unit Improvement Request Form**" (Schedule A as attached) and must include full details of the proposed changes including: repairs, removals, installations and replacement of any existing structures, gardens or trees.
2. A "**Unit Improvement Request Form**" must be submitted to the Maintenance Committee, and their written approval must be received BEFORE making any improvements to units which:
 - (a) involves structural changes (removing walls, etc.)
 - (b) requires a building, electrical or other permit
 - (c) is to be left in place permanently (built in book case, etc.)
 - (d) will affect the external appearance of the property (storage shed, fence, etc.)
 - (e) involves changes in the co-op's equipment (range hood, etc.)
 - (f) alters the division of space within the unit

Built-in dishwashers are not permitted.

3. Improvements done by the member are for his own enjoyment and must be left in the unit upon move out. Under no circumstances may the vacating member charge an incoming member for improvements made in or outside the unit.
4. The Maintenance Committee will review all requests and reply, in writing to the member. Members must wait for the Committee's reply before commencing work. The Committee may attach conditions to the approved request as it considers appropriate. Such conditions, may include, but are not limited to:
 - (a) Employing the services of a building consultant in order to determine if an improvement request should be approved. The costs of this would be the responsibility of the member.
 - (b) Requiring the member to pay a deposit to the co-op prior to the undertaking of any work. The deposit would be held by the co-op until the work had been satisfactorily completed.

Members who feel such conditions are inappropriate may appeal the Committee's decision to the Board of Directors.

5. The Maintenance Committee will establish guidelines (the Unit Improvements Request Form) to use when reviewing all requests. These guidelines will be designed to ensure that any alteration undertaken is safe, meets all applicable codes and regulations, and will be of an acceptable quality to the co-op.
6. Members will be responsible for obtaining, and paying for, the costs of any permits required by the local municipality. The appropriate permits require must be provided to the Maintenance Committee prior to the work beginning.
7. Members must arrange for, obtain, pay for, and provide a copy to the Maintenance Committee of an Ontario Hydro Inspection Certificate for any electrical work completed.

- 8. The Maintenance Committee, may from time to time, set standards of design, materials and quality of work. Members must meet these standards when completing approved improvements to their units.
- 9. Members will not be financially compensated for improvements to their units.
- 10. All completed improvements will be inspected by a member of the Maintenance Committee. If at the time of inspection, the work is judged to be unsatisfactory, the member may be required to restore the unit to it's previous state at their own expense.
- 11. Fixtures are the property of the co-op. Members may, on a temporary basis, use their own fixtures. The co-op's fixtures must be properly stored within the member's unit and returned, in good condition to their original spot upon move out.

Approved by the Maintenance Committee: September 3, 1997

Approved by the Board of Directors: January 14, 1998

Approved by the General Members: February 18, 1998

changes made to the 'paint' section by the members May 24, 2000

Changes Approved by the Members : March 23, 2011

Unit Improvement Request Form
Schedule A

Name: _____ Unit # _____ Phone # _____

Date of Request: _____

I would like to make the following changes to my unit or yard:

This is a sketch of what I think the completed project will look like:
(attach another sheet if you need more room)

The materials I will be using include:

There will be electrical work in my project _____ yes _____ no

There will be plumbing work in my project _____ yes _____ no

I will be doing the work _____ myself - _____ a friend - _____ a contractor

(Please provide the names if a friend or a contractor is being used)

This side is to be completed by the Maintenance Committee

Date request received: _____ Date discussed by Committee

Work to be done outside the unit such as gardens, trees etc. Refer to Landscaping Committee _____

Summary of discussion regarding the request:

Motion regarding the request:

Permits required: _____ building _____ electrical _____ plumbing _____ consultant

Permit provided and attached: _____ building _____ electrical _____ plumbing _____ consultant

Ontario Hydro Inspection Certificate, provided and attached: _____

Final inspection of completed work by Maintenance Committee representative:
