

Marquis Condominium – RENOVATION GUIDELINES

1. PLANNING FOR YOUR RENOVATION PROJECT

Select a licensed and bonded renovation contractor and/or designer-architect.

The contractor must:

- have a minimum of \$2 million liability insurance
- verify that all workers on the project are covered by WCB
- use only licensed journeymen workers.

Renovation work in a multi-unit condominium requires special planning and knowledge.

Renovations **MUST NOT HAVE ANY NEGATIVE EFFECT** on any other residents of the Marquis or on areas designed as exclusive common property (ie. balconies, decks or patios)

2. PREPARE A DETAILED DRAWING (S)

Have your contractor/designer prepare a complete set of drawings and plans showing all changes to your unit:

- wiring & electrical
- plumbing & sprinkler system
- additional and or/re- configured walls or partitions (**NO CHANGES TO LOAD BEARING WALLS**)
- flooring (must be approved by the BOARD)
- Any changes that affect the exterior of the building are subject to BOARD APPROVAL.

Hardwood or Laminate flooring must be floating with an IIC and STC rating of 70 or BETTER.

All materials used must meet Alberta Building Code standards for a Class _____ building. **It is the owner's responsibility to ensure that the contractor is familiar with the code level for this Class of building. A written clause to this effect should be included in the contract with your renovation contractor.**

3. SUBMIT DRAWINGS & SPECIFICATIONS FOR BOARD APPROVAL

Once you have completed the design and specification documents, submit the document package to the Property Manager – **Parterre Property Services Inc.** for review and presentation to the Board.

- Include a proposed timeline for renovations (start and end).

Parterre Property Services and the Board will make every attempt to respond quickly to your submission. Please ensure that your RENOVATION PROPOSAL is complete. Incomplete proposals will be returned for further documentation.

4. OBTAIN WRITTEN APPROVAL

Written approval of your Renovation Proposal is required before you proceed with any demolition or construction.

- Once approval is granted - have your contractor obtain **ALL NECESSARY PERMITS** for the work.

5. COORDINATE YOUR PROJECT WITH THE BUILDING OPERATOR

The **Building Operator** will receive a copy of your **Written Approval** to proceed with the renovation. You must:

- *Arrange for elevator access for moving materials in/out of the building. (*Book the elevator for up to 4 hours*)– **security will be provided – the cost is charged back to the owner.**)
- **The contractor may only enter** the building after such arrangements have been made.

REMEMBER: We have just 2 elevators. The beginning and end of the month are typically move-in and move-out times so elevators are often booked well in advance. You must book the elevator at least 3 days in advance.

Book your elevator times (or have your contractor speak directly with the Building Operator on your behalf). The Building Operator will arrange for SECURITY to be in the lobby during the moving in and out of construction materials and tools.

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6. CARE OF COMMON PROPERTY & CONSIDERATION OF OTHER RESIDENTS

YOU (THE OWNER) ARE RESPONSIBLE:

MAKE YOUR CONTRACTOR AWARE

Breach of any of the requirements outlined below and/or failure to comply with proper care and/or clean up of common property will result in fines and cost recovery for any cleaning or damages.

- Renovations may be carried out between **9:00 AM and 5:00 PM - MONDAY TO FRIDAY ONLY.**
- **3 days in advance** – request the Building Operator post appropriate notices for days when **renovation noise may affect other residents.**
- No work or assembly may be carried out **in the Parkade.**
- Any **damages to the elevator or corridors or any other common property** as a result of renovations will be charged back to the owner of the unit being renovated.
- **Clean up and haul away of any garbage or materials used** in the renovation. **NO DUMPIN IN MARQUIS BINS. Cleanup MUST BE DONE DAILY.** If not cleaned up at the end of the day – Marquis cleaners will automatically do any clean up **which will be charged back to the owner at \$50/hr.**

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