

## Condominium Renovation Regulations

**Prior to any renovations, written consent must be obtained from the Board of Directors if the renovation(s) involves plans for any structural, mechanical, electrical or other renovation related alteration to the unit.**

Each owner undertaking renovations shall book in advance with York West Asset Management or Grandin Manor Site Office usage of the elevator. The owner must obtain information regarding keys, building security, elevator usage, loading and unloading procedures for material, parking for contractors and other related matters from the site contact or condominium manager.

Renovation work within the building is only permitted to be carried out Monday through Saturday between the hours of 8:00 AM and 5:00 PM. No renovation work may be undertaken or performed on Sundays or Statutory Holidays.

### Vans, Trucks & Deliveries

Vehicles are to load and unload renovation materials, tools or equipment from the front or lobby entrance. At **NO** time may any vehicle, ramp or truck block foot traffic access to the front entrance, driveway or private stalls located on the north side of the building. The front entrance of our building is a high traffic zone and an exit in the event of a fire or emergency. Finally, drivers of vehicles parked in front to unload must turn off their vehicles' engines to prevent nasty exhaust fumes from filtering into the building.

### Elevators

The unit owner must contact the management representative or site contact to book a time to use the elevator. Moving pads to protect the elevator will be installed in the elevator. Note that only Elevator Two can be used for moving or transporting material, furniture and equipment. All heavy items must be lifted or moved by dolly, never dragged along the hallway carpets or elevator floor. Security cameras do monitor all activity through the front entrance, lobby areas and elevators.

The owner must pay a refundable deposit of \$150.00 dollars to be held in trust for release of the elevator key, any clean up costs, building damage or security concerns that develop. The onus is on the Owner or person moving to ensure that any trade, contractor or person working in their unit has the proper insurance coverage in the event that they accidental cause damage to the building elements or property; nevertheless Grandin Manor will hold the owner of the unit responsible for all damages or other activity that may result. If the elevator keys are returned and no concerns, damage or issues develop, the deposit will be refunded immediately to the person(s) who provided the deposit.

## Condominium Renovation Regulations *(continued.....)*

### Security

Owners are responsible, at all times, for maintaining the security of the building and monitoring trade or contractor activity. The security doors leading into the building should never be propped open and left unattended. A proper doorstop must be used to keep the front door open and any other method (jamming paper or wood in hinge, doorframe, etc.) will damage the door. If you cannot provide front door security, Grandin Manor can arrange security at your expense. For no reason should doors be left UNATTENDED or SECURITY of the building placed at risk; this is the owners' responsibility to maintain at all times. **If the doors are left open and unattended at any time, your deposit may be forfeit.**

### Cleanliness

No work of any kind, or at any time, is permitted on the common property, including the interior and exterior common property. During renovations, all condominium property, common areas (e.g. halls, elevators, garbage facilities, lobbies, etc.) are to be kept clean and free of debris. Owners and their contractors are responsible for cleaning up any dirt, debris or material. Storing supplies or materials in the hallway or common property is not acceptable. In the event an unsightly mess develops, the cost of cleaning will be charged back to the owner directly.

All waste materials are to be transported to an off-site location which must be organized by the owner and/or the contractor. Any waste receptacles (dumpsters, bins, etc.) of Grandin Manor are not to be used for renovation waste.

### Deposit

A conditional Refundable Deposit in the amount of \$150.00 is required, payable to Grandin Manor.