

# Westmount Place Renovations Policy

## Conditions Precedent to the Implementation of Renovations

### 1. Condominium Bylaws and Regulations

No renovations or modifications shall be implemented without authorization of the Board of Directors.

All renovation activities and modifications shall conform to the By-Laws of Condominium Corporation No. 8310969 and such other rules and regulations as shall be determined from time to time. (For details refer to Condominium By-Laws “Duties of the Owners Item 3, Pg. 4.”)

### 2. Permits, Licenses and Jurisdictional Compliance

All renovations and modifications and persons carrying out the same, shall meet all the requirements of the public authorities that have jurisdiction over the work being performed. They must comply with all codes and regulations in force, including the obtaining of Licenses to Operate as well as Development and Building Permits as required.

### 3. Safety

The Owner of the property to which renovations and modifications are taking place shall be considered the Prime Contractor (The Prime Contractor is the entity that holds ultimate responsibility and liability for jobsite safety) in accordance with the Occupational Health and Safety Act, or shall specifically assign this responsibility to a contractor by way of a written contract or a mutually signed Letter of Agreement. The Prime Contractor shall be responsible to insure the work is carried out in a safe manner and in accordance with all applicable regulations, safety codes and good working practices.

### 4. Insurance

- a. All persons, individuals, Companies or Firms, whether they be Owners or Contractors, shall be responsible for all property damages which may result from their renovation or modification activities. Owners or Contractors undertaking renovations shall obtain Liability Insurance appropriate to the work being performed, but in no case with limits of not less than two million dollars or as requested by the Board of Directors from time to time
- b. All vehicles entering onto the Property must carry Liability Insurance with limits of not less than two million dollars or as requested by the Board of Directors from time to time.

### 5. Accounts with Westmount Place

# Westmount Place Renovations Policy

No renovations or modifications shall be implemented unless all accounts between the Owner and the Condominium Corp. are current and up to date.

## 6. Design and Work Description

Prior to implementation of Renovations or Modifications the Owner shall receive authorization, in writing, to proceed from the Board of Directors. An application to renovate shall be made which shall consist of a detailed description of the work to take place and materials furnished, which may, at the discretion of the Board, be required to include:

- i. A description of the intended Occupancy and, if other than a residential occupancy, description of the activities to take place within the suite that will indicate:
  1. Conformance to the Condominium Bylaws
  2. Conformance to the City of Calgary Planning Bylaws (Development Permit)
- ii. Drawings and Specifications
- iii. Load calculations including power, lighting, HVAC, plumbing and structural loads.
- iv. Material Samples if appropriate and requested.
- v. Presence of any Hazardous Materials and abatement specifications.
- vi. Architects or Engineers Seals
- vii. Descriptions of any unusual operating activities or procedures requiring coordination with the building operations. (security systems, unusual deliveries, waste management etc.)

The design shall be subject to review, at the discretion of the Board, by Professional design consultants to insure that the work will not impose a threat to, or devalue the property of, the Condominium Corporation or of the other Condominium Owners. The cost of such reviews shall be born by the Owner undertaking the renovations.

# Westmount Place Renovations Policy

## 7. Construction Logistics Plan

Prior to commencement of construction the Owner shall receive authorization, in writing, to proceed from the Building Manager. An application to commence construction shall be made which shall consist of a Construction Logistics Plan which shall detail:

- a. The work Schedule including hours of Operation and the anticipated durations, start dates and completion dates of the major activities.
- b. Unusual activities which will require extended loading dock or elevator or common area resources.
- c. Waste disposal and management protocols.
- d. Noise producing activities and when they are anticipated to occur as well as noise mitigation procedures proposed
- e. Activities which pose a risk to indoor air quality (production of dust, exhausts, odors, gasses, excessive humidity or airborne biological contaminants) and how they will be mitigated.
- f. Identification of any Hazardous Materials or Hazardous Activities which will take place or be located within the confines of the building.
- g. A comprehensive MSDS manual to be kept at the front desk for reference by emergency respondents (or contractors). **Only MSDS sheets for materials which are used in prosecution of the work and on site shall be included in the book.** The book shall be updated through out the implementation of the work.
- h. Protocols for tie-ins or modifications to Base Building systems (water, heat, HVAC and HVAC controls, power, Telecom, flues, exhaust systems, Fire Alarm and Sprinkler Systems) and verification of same.
- i. Intentions to alter, cut, drill or core structural elements and how this work will proceed.
- j. Lists of site contractors and contact information.
- k. Emergency, Risk, Life Safety and Evacuation protocols
- l. A detailed photographic record of all existing damage to the building which might be potentially blamed on the contractors after the work is complete. This should include the loading dock (exterior and interior) public lobbies, hallways and elevators through which personnel and materials will be conveyed and any other common condominium property.

# Westmount Place Renovations Policy

## Construction Requirements

1. The Building Permit (or facsimile) must be posted on the exterior of the suite entrance door with a non marring method of attachment.
2. All work must take place within normal business hours (8:00 AM to 6:00 PM, Monday through Saturday) to the greatest extent possible. Any exception must have the prior approval of the Building Manager. Absolutely **no disruptive noise will be permitted on week-ends, statutory holidays and after 6:00 PM Monday to Friday.**
3. All personnel seeking access to the building must sign in and sign out at the security desk, on a daily basis.
4. The Condominium Corporation reserves the right to deny access to the building to any contractor who does not conduct themselves in a professional manner and in accordance with procedures outlined.
5. There shall be no smoking in the common areas of the building or within private Commercial spaces in the building.
6. Access to the worksite by emergency personnel shall not be prevented. The locks to the suite shall not be changed without permission of the Building Manager and shall be changed in accordance with the building key system.
7. All deliveries requiring loading dock, public corridor or elevator resources shall be arranged in advance and may be denied for reasons of unavailability, high traffic times (rush hour) or emergency.
8. The Owner is responsible for ensuring that all common areas are maintained in a clean and presentable condition throughout the renovation process.
9. No waste shall be allowed to accumulate in the suite or the common areas. The Owner/Contractor shall remove waste from the building on a daily basis. **The garbage chute is not to be used for the disposal of renovation materials.**
10. No materials shall be stored on common property at any time.
11. In the event that there is damage to the building common areas the Owner shall compensate the Corporation for all such damages. Prior to commencement of the work the Owner/Contractor shall complete a detailed audit of damage to all public areas and shall file photographic evidence of any existing damage with the building manager as proof of innocence in case of dispute.
12. An updated MSDS manual shall be kept at the security desk for reference by emergency response personnel and any contractors working on the site. The manual shall only contain MSDS sheets for those hazardous materials which are currently on site.
13. The Owner/Contractor shall provide and maintain general liability insurance subject to limits of no less than **two million dollars** inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof. The insurance shall be in the name of the Owner/Contractor and anyone employed directly or indirectly to perform any part of the work. The following must be listed as additional insureds: **Westmount Place Condominium Corporation No. 8310969.**
14. If for any reason access is required to neighboring properties to execute the work, such access will have to be arranged at the permission of the owner of that property.

# Westmount Place Renovations Policy

If the neighboring owner requires, a security guard shall be retained by the Corporation to witness the work and the costs of the Security Guard shall be born by the Owner.

15. If, at any time, the renovation process should reveal the presence of mold, vermin, hazardous materials, damage or deterioration to Condominium Common property or any conditions which are unsafe or may imperil the value of the property, the Building Manager shall be informed immediately.

If the condition is the responsibility of the Owner it shall be immediately rectified. If the condition is the responsibility of the Corporation, the Owner/Contractor shall fully cooperate in its rectification.

16. **Non compliance of any of these regulations may result in fines of up to \$500 being levied against the owner.**

## Design and Specifications

1. The renovation work shall include any access panels requested by the Corporation.
2. Isolation shutoffs to the Corporation's specification shall be installed on all water lines as they enter the suite (location to be coordinated with the Corporation and maybe located within the suite or in a common property location). Additional isolations valves shall be installed on all water consuming appliances and fixtures.
3. Water consuming fixtures and appliances shall be low consumption or conform to the request of the Corporation.
4. Lighting, Electrical, HVAC, Fire Suppression and Structural loads shall not imperil the capacity or function of the base building systems and structure.
5. Fire rating of all penetrations to common walls and fire separations shall be upgraded to meet current codes at the expense of the Owner. An inspection of the fire rating shall be conducted to the satisfaction of the Corporation prior to covering of the work.
6. All penetrations through the slab shall be waterproofed and caulked to resist water incursion.
7. Coring and cutting or alteration of structural members shall only be completed upon permission of the Corporation and only after reinforcing members have been located. If, at the discretion of the Corporation, a structural engineers review is required the Owner shall be responsible for the costs of the review.
8. All tie-ins to the base building systems shall be completed in accordance with the instructions and specifications of the Corporation including replacement of isolation valves, pipe, ducts and equipment which may show deterioration or have exceeded 50% of their life expectancy.
9. The Corporation reserves the right to require replacement of any privately owned building components which may affect common property or neighboring property that show deterioration or are beyond 50% of their life expectancy (eg. water pipes). Such replacement shall be at the cost of the Owner.
10. The Corporation reserves the right to affect the repair or replacement of any common property within the suite during the course of the renovation and shall

## Westmount Place Renovations Policy

coordinate the work and be subject to the conditions of the Prime Contractor during the execution of the work.

11. The Corporation Maintenance, Security, and Emergency response personnel must be capable of accessing all areas within the suite. All door locksets shall be keyed in accordance with the building master key and keyway system.
12. All IT, telecom and electrical subpanels and equipment must be located within the suite.
13. In residential suites hard surface flooring must incorporate acoustical underlayment or engineering to the satisfaction of the Corporation. In commercial suites, through floor sound abatement is intended to be addressed by way of suspended acoustical ceiling systems and are the responsibility of the suite Owner in which they are located.
14. The Corporation may require Lighting Systems which minimize energy consumption and Heat Loads.
15. The Corporation may require enhancement of the existing HVAC controls to provide reductions in energy consumption. (Heating and Cooling)
16. Any signage visible to the exterior of the suite (indoors and outdoors), or on Common Property, shall be subject to the approval of the Corporation.
17. Upon completion of the work the Owner shall supply, to the Corporation, a complete set of Record Drawings reflecting the asbuilt conditions. One hardcopy and one PDF version on disk, shall be submitted with the preferred drawing format being 11"x17".

# Westmount Place Renovations Policy

## WESTMOUNT PLACE CONDOMINIUM RENOVATION CHECKLIST

1. Design submission
2. Board of Directors Approval (in writing)
3. Certificate of Insurance
4. Assignment of Prime Contractorship
5. Construction Logistics Plan:
  - a. Schedule
  - b. Loading Dock/Elevator Requirements
  - c. Waste Management
  - d. Noise Management
  - e. Indoor Air Quality Management
  - f. Hazardous Materials Management
  - g. MSDS manual
  - h. Base Building Systems Tie-in Requirements
  - i. Structural Alterations
  - j. List of Contractors and contact information (including after hours contact info) for parties responsible for the work
  - k. Emergency Response and Evacuation Protocols.
  - l. Existing Damage Audit
6. Development and Building Permits
7. Accounts are current with the Corporation
8. Authorization to commence construction (Building Manager)
9. Ongoing inspections as required
10. Common Property Damage Inspection
11. Review and sign off on work as required.