

Noons Creek CO-OP Policies	Date Issued	
Alterations	Date Reviewed	17 April 1994
	Policy #	15

Approved at General Meeting April 21, 1993

**Purpose**

To monitor and control all major structural, electrical, or plumbing alterations and additions to units within the co-op.

**General Statements**

1. This policy is to be viewed and interpreted in conjunction with section 1 of the Occupancy Agreement entitled Unit Alterations. Both documents will comprise the policy.
2. All proposals for alteration or additions will be reviewed and considered on an individual basis upon submission to the Property Committee.
3. Approval in writing for the alteration must be given by the Board of Directors based on the recommendations of the Property Committee.
4. Alteration work may only be done between the hours of 9:00 am and 9:00pm.
5. All alteration or additions either stated or completed prior to the formation of this policy hold no exemptions from this policy and must be inspected to ensure they meet all standards outlined in the policy.
6. Unapproved alterations or additions are in violation of the Occupancy Agreement. Any alteration or addition that does not have Board of Directors approval in writing both on commencement and completion will be considered an unapproved alteration subject to the statutes of the Occupancy Agreement. Those members with unapproved alteration or additions assume all liability for possible damages incurred by the Co-op as a result of these alterations or additions until an inspection has been completed and Board of Directors approval in writing has been given.
7. Approved alterations eligible for reimbursement shall be verified as to their intactness on departure of the occupant from the unit. This verification will be conducted by whatever committee, sub-committee or agent the Co-op employs in conducting a final move-out inspection. Materials being claimed for remuneration must remain on the premise for any remuneration to occur.
8. Reimbursable alterations and additions are only those that Co-op has deemed to have increased the value of a given unit (to the Co-op). This will be indicated on the Alteration/Renovation application form. Final decision of this is made by the Board of Directors based upon the recommendation of the Property Committee.
9. Remuneration for accepted materials only will be administered by the following formula established by the Finance committee: LABOUR COSTS ARE NON-REIMBURSABLE

Maximum reimbursable..... \$500  
 Depreciation applied.....10 % per year to a maximum of 5 years from date of final Board approval  
 Maximum depreciation..... 50% of materials, calculated over 5 years

**Structural Alterations or Additions**

1. All alteration or additions are subject to inspection at various stages of construction.
2. All alterations or additions must comply with all current building code requirements.
3. No weight bearing walls or supports are to be disturbed structurally.

Noons Creek CO-OP Policies	Date Issued	
Alterations	Date Reviewed	17 April 1994
	Policy #	15

4. Any alteration in and around the furnace area must comply with all applicable fire safety standards.
5. All alterations to the unit must meet and obtain permits as per the Port Moody City by-laws before commencing any work. Permits must be submitted to the Property Committee prior to any work.

#### **Electrical Alterations or Additions**

1. All electrical work must be done by a qualified electrician, and is subject to inspection prior to continuing with the project.
2. All electrical work must comply with all current electrical code requirements.

#### **Plumbing Alterations or Additions**

1. All plumbing work must be done by a qualified plumber, and is subject to inspection prior to continuing with the Project.
2. All plumbing alterations or additions must comply with all current plumbing code requirements.

#### **Exterior Alterations or Additions**

1. Please refer to Alterations/Renovations application form for step by step procedures.
2. A floor plan indicating the existing space with the proposed addition or alteration clearly marked must be submitted to the Property Committee. All measurements should be included as well as the locations of (if applicable) the furnace, hot water tank, washer/dryer hook up, stairs, doorways, and windows.
3. An estimated completion time must be included with the proposal.
4. The general purpose for the alteration or addition must be included (i.e. / bedroom, storage, bathroom, workshop etc.)
5. The member shall present the proposal to the Property Committee. The proposal shall be reviewed by the Alterations Sub-committee appointed by the Property Committee to recommend or reject proposals after analysis. All proposals either accepted or rejected by the Property committee must go through the Board of Directors for final approval or disapproval in writing. This will be shown on the Alterations Renovations application form. Permits where required will be included in this form.
6. Copies of all receipts, clearly itemized for materials only, excluding superficial items such as wallpaper, etc. shall be submitted to the Property committee upon completion of the work. They shall be reviewed and submitted to the Board of Directors for approval in writing. This approval will be shown on the Alteration/Renovation application form. This form will indicate which items are acceptable for reimbursement. Photocopies of all receipts for materials will be kept by the Co-op in the unit file. Original receipts will be retained by the member and submitted as a claim for monetary reimbursement upon leaving the Co-op. No refunds shall be issued without original receipts.