

5.8.9 Unit Alterations

Tenants occasionally wish to effect changes to the interior and/or exterior of their units for various reasons. They may wish to alter their unit to better reflect their style, taste or preference or to accommodate physical limitations. Per each tenant's lease agreement, tenants wishing to make alterations to their units must submit a written request to the Corporation specifying the proposed alteration. Alterations cannot be undertaken without the written permission of the Corporation.

The Corporation's lease agreement states that:

"The Tenant acknowledges having viewed the Premises and agrees to accept the unit in its present condition. No promise exists or is binding upon the Landlord with respect to any alteration, remodelling or decorating of the Premises or installation of equipment or fixtures in the Premises except as expressly set out in this Lease or as agreed upon in writing by the Landlord."

All approved alterations must conform to Corporation standards and are subject to final inspection and approval of the Corporation.

5.8.9.1 Interior Alterations

a) Painting of Units

Tenants must obtain the written permission of the Corporation prior to altering the painted surfaces within the unit. Units are not painted at each turnover. The Property Manager will inspect the premises and, at his/her own discretion, will determine whether painting is to be completed.

Painting is completed either through outside contractors, Superintendent staff or by providing the tenant with sufficient paint. Such decisions are based on unit conditions, timing issues, budget restrictions, etc. In all cases, units are painted Bone White in colour and semi-gloss in finish. Only latex paints are to be used unless otherwise indicated.

Ceilings must be painted flat white.

Tenants must supply painting equipment (ie. brushes, rollers, thinner) at their own expense.

Tenants are expected to take due care when painting. Drop cloths or similar protective coverings must be used to protect flooring, carpeting, counters, etc. Switch and cover plates must be removed and all non-removable hardware, controls, fixtures, ceiling areas and other surfaces masked before painting.

Only previously painted surfaces may be painted. Existing unpainted fixtures such as kitchen cupboards, heaters, closet doors, smoke detectors, fire bells, and carbon monoxide detectors are not to be painted.

The following decorative treatments/finishes are not permitted;

- stucco finishes
- textured paint
- paint techniques (e.g. sponge painting) and special paint finishes that require preparation, such as sanding, to cover
- dark paint (colours that require more than one coat to cover)

In all cases, tenants are responsible for restoring the unit as per their lease agreement and will be charged back if they do not comply.

b) Other Wall/Ceiling Coverings

Tenants must obtain the written permission of the Corporation prior to applying wall coverings.

The following wall/ceiling coverings are not permitted;

- wallpaper and border that is not dry strippable
- wallboard, panelling and wood trims
- mirror and cork tiles
- cloth wall/ceiling coverings

Adhesive used to apply wall/ceiling coverings must be that which has been recommended by the product manufacturer. Alternate adhesives, glues, etc. must not be used.

It will be the responsibility of the tenant to remove wall/ceiling coverings prior to vacating the premises and to restore any damage to the wall/ceiling surface as a result of the alteration.

c) Floors

Tenants may not remove floor coverings (e.g. carpet, tiles, vinyl) without the written approval of the Corporation. Area rugs or wall to wall broadloom may be placed over existing carpeting but carpet may not be glued, stapled nor nailed over the existing carpet or flooring. Any damage caused to the floor will be the responsibility of the Tenant.

At times, the Corporation receives requests from residents wanting to upgrade and install at their own cost, tiles or carpet. Only standard Corporation flooring and/or

carpet products and colours will be approved in these instances. These fixtures will become permanent and the property of the Corporation. Such an arrangement will be documented in writing with the tenant.

The following flooring products are not permitted;

- peel and stick floor tiles
- hardwood or laminate flooring

5.8.9.2 Exterior Alterations

a) Fences, Gates, Partitions

Tenants are not permitted to install or erect any fences, gates or partitions without the written approval of the Corporation. Tenants must forward a written request to the Corporation of their desired alteration/addition. The Corporation will respond and advise of the approved Corporation standards or specifications.

The following guidelines must be adhered to;

- i must conform to municipal bylaws where applicable;
- ii must be aesthetically pleasing and not detract from the appearance of the site;
- iii must be temporary in design;
- iv must be consistent throughout the site in type of materials (i.e. chain link or pressure treated wood) and consistent in colour;
- v remain in a well maintained condition by the tenant;
- vi not interfere with lawn and grounds maintenance;
- vii not be affixed to existing Corporation structure, i.e. building or privacy screens; and
- viii must be completely removed and reparations made to the lawn area prior to vacating the premises.

b) Changes to Landscaping

Prior to any alterations being made, a written request detailing the changes must be forwarded to the Corporation. The written approval of the Corporation is required.

The Corporation will not permit the following;

- i the removal of existing vegetation;
- ii the planting of trees;
- iii the planting of bushes or shrubs that exceed 4 feet in height and/or width.

Such vegetation must be pruned regularly to maintain size within the guideline;

- iv the installation of any type of pond;
- v the installation of a composting bin or structure;
- vi the installation of wired garden lighting; and
- vii the installation of any object, e.g. flower baskets and bird feeders, to the existing fencing or privacy screens.

Alterations to existing bed size or the addition of beds is subject to the written approval of the Corporation. Such alterations must be removed and/or restored prior to vacating the premises. The installation of new or additional pavers or patio stones is subject to the same conditions.

The Corporation will inspect all alteration and additions to ensure they meet specifications. The Corporation retains the right to remove structures or restore areas that are not in compliance with the guidelines or become a health and safety hazard. Costs to complete same will be the responsibility of the tenant.

5.8.9.3 Structural Alterations

Requests for structural alterations are considered on a case by case basis. Requests of this nature are reviewed by the General Manager and the Manager of Housing Operations.

a) Structural Alterations for Accessibility

Prior to signing a lease agreement with the Corporation, a tenant views a unit and determines if the location will meet their needs. Occasionally a tenant's needs change over the course of their tenancy. The Corporation will work with tenants requiring such alterations by exploring all possible and appropriate resolutions to accommodate their changing needs. There should not be an expectation that customization of a unit will occur automatically upon request. Such alterations must not create hardships for the Corporation, financial or otherwise, nor negatively impact other tenants' premises.

Requests for structural alterations due to accessibility issues must include detailed drawings or plans in order to assess the extent of alterations required and the possible impact on other components of the building. This information will assist in determining if a structural engineer is required and also the type of contractor required. Documentation supporting the need for such alterations must also be submitted.

The source of funding or funding availability will be considered along with any alternate accommodation the Corporation is able to undertake, such as a transfer to a more suitable unit. Sensitivity to the dignity and rights of the tenant will be the utmost consideration when determining whether or not to approve such

requests.

b) Other Structural Alterations

The Corporation does not permit requests for structural alterations that include the removal of existing walls, finishing of the basement area or installation of additional bathroom facilities.

5.8.9.4 Other Alterations

Written requests for permission to install portable air conditioning units, security alarms, grab bars, to change light fixtures, to install garage door openers and to install satellite dishes must be submitted to the Corporation prior to undertaking such alterations.

The Corporation does not permit the installation of built-in dishwashers, central air conditioning systems, additional plumbing fixtures (e.g. taps, toilets, hot water tanks) nor additional counters and cupboards.

The Corporation, also, does not permit the removal of any existing component or element of the premises without the prior written approval of the Corporation.

For alterations not identified within this policy, written permission must be obtained from the Corporation prior to undertaking said alteration.