

ALTERATION/ CONSTRUCTION POLICY CHANGE

The proposed change of Alteration/ Construction Policy is written in response to expressed at AGM Owners' desire for the systematic, clear, objective and fair policies for alterations and construction that are easy to understand, to follow and to enforce.

The intent of proposed Policy is to encourage the improvements that benefit the Strata Corporation by increasing overall property value and to protect the Strata and the Owners from the nuisance noise, inconveniences and the cost of repairing damages caused by all of the activities associated with the alteration and construction and to improve the process of submissions and reviews of applications.



POLICY

STRATA LOT ALTERATION/ CONSTRUCTION POLICY VR2613-1000 BEACH

1. An owner must obtain the written approval of the strata council before making or authorizing any renovation or alteration to their strata lot, to common property, including limited common property or common assets that involves any of the following:
 - a) the structure of the building, including but not limited to: concrete slabs, columns, walls or any other part of the structure formed from concrete; and structural steel;
 - b) cutting any openings through walls, or removing any walls;
 - c) enclosure of limited common property;
 - d) fences, railings or similar structures that enclose a patio, balcony or deck;
 - e) common property located within the boundaries of a strata lot;
 - f) those parts of the strata lot which the Strata Corporation must insure under section 149 of the Act;
 - g) wiring, plumbing, piping, and other services that are common property; or
 - h) installation of hardwood, laminate or tile flooring, or any other hard flooring material;The foregoing explicitly excludes:
 - minor modifications and repairs to gyprock paneling within a strata lot that do not require the installation or removal of studs; and
 - cabling for cable TV and telephones that service only their strata lot.
2. An owner may not make or authorize any renovation or alteration to the exterior of the building including but not limited to:
 - a) common property, limited common property and common assets except as otherwise expressly permitted by a written approval of the Strata Corporation;
 - b) patios, stairs, balconies or other things attached to the exterior of the building; and
 - c) doors, windows or skylights on the exterior of the building or that front on the common property.
3. The strata council must not unreasonably withhold its approval, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the renovation or alteration and to indemnify and hold harmless the Strata Corporation for any future costs in connection with the renovation or alteration.
4. An owner who alters or authorizes a renovation or alteration of a strata lot without adhering strictly to bylaws and this Policy, must restore, at the owner's sole expense the exterior of the building, the building structure, the common property, limited common property or common assets, as the case may be, to its condition prior to the renovation

or alteration. If the owner refuses or neglects to restore the renovation or alteration to its original condition, the Strata Corporation may conduct the restoration, at the expense of the owner who renovated or altered the strata lot. The cost of such restoration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.

5. An owner who renovates or alters a strata lot by any one or more of: drilling into concrete to a depth of greater than 20 mm, coring, cutting or penetrating a concrete slab, column, wall or any other part of the structure formed from concrete; drilling or cutting structural steel; or penetrating the exterior face of the building; without adhering strictly to these bylaws shall be subject to a fine of \$200 in addition to the restoration costs.
6. All work performed must comply with all applicable CSA regulations and to satisfy all Code and local inspection requirements
7. A copy of all Building Permits must be provided to the On-Site Office before any work begins.
8. An Owner that starts any construction work before written permission is issued by Strata Council and/or before obtaining all of the required Building Permits, will be fined \$50 per day, and the report of breach of construction Policy with the request for Stop Work Order will be submitted to the City Building Department.
9. Hard flooring, including but not limited to hardwood, laminate, and tile, installed in a strata lot shall have a sound barrier installed between the hard flooring and the concrete floor slab. An owner requesting approval to install hard flooring must submit details of the proposed sound barrier and demonstrate that the proposed sound barrier meets or exceeds the following standards:
 - a) Sound transmission class (STC) rating of 65 in accordance with ASTM E90-97 and ASTM E4137-87.
 - b) Impact insulation class (IIC) rating of 65 in accordance with ASTM E492-90 and ASTM E989-89.
10. The application process for renovations or alterations that require the approval of the Strata Council is:
 - a) The owner who wishes to make the renovations or alterations shall make an application to the strata council for permission to renovate or alter their strata lot by submitting to the Property Manager, in writing: three copies of plans and detailed drawings showing the proposed renovations or alterations; a written description of the proposed renovations or alterations; an estimated time- line for construction of the proposed renovations or alterations and a copy of insurance policy. All renovations or alterations shall be completed in less than six (6) months, unless otherwise approved by the strata council in writing.
 - b) obtain all applicable permits, licenses and approvals from the appropriate governmental authorities and provide copies to the strata council;
 - c) If the owner has engaged a designer, engineer or contractor, the Council at their own

discretion may request the owner to arrange for that person, or an agent of that company to attend Strata Council meeting to answer any questions that the representative of the Strata Corporation may have.

- d) A non-refundable application fee in amount of \$250 shall be submitted with the application to cover administrative costs, the costs of reviewing the plans and the cost of the meeting.
- e) If the representative of the Strata Corporation deems it necessary or advisable to engage an engineering consultant to advise the Strata Corporation on any conditions that should be imposed upon, or changes that should be made to the plans, the owner requesting approval of the renovations or alterations shall be notified and the owner shall either:
 - agree to bear the costs of such consultation, or
 - withdraw their application.
- f) The representative of the Strata Corporation shall prepare a report and recommendations to the Strata Council and provide a copy to the owner. The report may contain recommended changes to the plans for the proposed renovation or alterations, restrictions on hours of work or methods of construction, and may require that the work be conducted in phases, with interim inspections prior to an approval to proceed with the next phase. The report will provide an estimate of the amount of time and the cost for any inspections required during the renovations or alterations and will recommend the amount of the deposit to be made as a condition of approval, which deposit will be used to pay the costs of the inspections.
- g) If the amount of the application fee paid is insufficient to cover the cost of the review of the application and prepare the report then the owner making the application will be advised in writing of the additional processing fee that has to be paid by the owner for processing of the application. Processing of the application will not proceed until after the owner has paid the additional processing fee to the Strata Corporation.
- h) The owner may appear in person or by representative and make submissions at any Strata Council meeting that is to deal with the subject of the owner's proposed renovations or alterations.
- i) The strata council will advise the owner whether the renovations or alterations are approved. As a condition of approval of the proposed renovations or alterations the strata council will advise the owner of:
 - any modifications to the proposed renovations or alterations based on the recommendations made by the representative of the Strata Corporation, the Independent Structural Engineer or by any other engineering consultant engaged pursuant to item 15 (d)
 - any requirements for additional drawings and specifications that are required to be submitted prior to granting approval, for all non-minor electrical, plumbing, and construction work;
 - the approved duration for the renovations or alterations; and
 - the amount of the inspection fee that has to be paid to the Strata Corporation to cover the cost of the required inspections
- j) A construction deposit in the amount of \$2000 should be submitted with the application. Construction deposit will be used for payment of fines for any possible infraction and damages that may occur during construction. Remaining monies will be returned to the Owner on completion of constructions as per item 27.
- k) Once approved the renovations or alterations cannot commence until after the Construction fee and deposit have been paid.
- l) Construction fee and deposit shall be submitted to the On-site Office seven days prior to

commencement of the work

11. After receiving approval and five days prior to the commencement of the renovations or alterations, the owner shall post a Notice of Renovation sign on the bulletin board. Copying and posting of this notices is the responsibility of the owner carrying out the renovations and shall include a copy of the approval from the Strata Corporation and a description of the approved renovation or alteration.
12. A contact list with the names and telephone numbers of the Owner, Contractors and emergency contacts must be provided to the On-Site Office 7 days before work begins.
13. The elevator must be booked 48 hours in advance of any deliveries. Only padded elevator shall be used for all deliveries, equipment moves etc. Staff will put elevator on service when required.
14. Protective drop-sheets must be placed daily on the common hallway prior to commencement of work. Any Contractor that starts work without protecting common hallway floor with drop- sheets will be ordered to cease work immediately.
15. All of the construction equipment and materials shall be removed from all the common areas affected by the construction including, but not limited to, hallways, elevators and parkade as soon as possible and before 5pm of each day,. All affected areas shall be left clean.
16. Contractors/suite owner are responsible for the removal of all construction refuse from the site. No refuse is permitted to remain on the Strata's property overnight.
17. Contractors/suite owner are responsible for any damage they cause to hallways, elevators or any other common area.
18. All loading and unloading is permitted only on P1 level.
19. Working hours are Monday to Friday between 8:00 a.m. to 5:00 p.m. No work is allowed on weekends or holidays. Owners/Contractors working outside of permitted hours will be fined \$200 for each occurrence.
20. In accordance with the By-Laws, commercial owners may apply to the Strata Council for extended working hours.
21. Noise is to be kept to a minimum. Contractor shall provide to the Property Manager minimum seven days in advance a notice of time when the work that will cause excessive noise level such as tile removal, drilling, etc. will be performed. Duration of this type of work shall not exceed four hours per day.
22. Owner must retain the Strata's contractor for all work on the fire or security systems within the suite. Only the Strata's plumbing, mechanical or electrical contractors are allowed to perform any work that affects the common property. Names and contact information of the Strata Contractors can be obtained from on-site office.

23. If a complete building water shut-off is required, the Owner shall pay to the Strata in advance a fee in the amount of \$500 per occurrence and must be performed only by the Strata's contractor.
24. Owner must inform the On-Site Office 7 days in advance of any welding.
25. Smoke detectors in the owner's suite must be covered during welding and painting to prevent activation of the in-suite fire alarm.
26. The Owner must supply the Contractor(s) with visitor permits.
27. On completion of the alteration/construction, Owner must submit to the On-Site Office a copy of final inspection certificate of acceptance issued by the City of Vancouver
28. When walls and ceilings are modified, the Owner must engage at Owner's expense Strata's approved Inspector to prepare a reports for inclusion into Strata's records and perform inspections before new finish on ceilings and walls are installed and on completion of the alteration/construction. When walls and ceilings are not modified Owner must engage at Owner's expense Strata's approved Inspector on completion of the alteration/construction, to prepare a report for inclusion into Strata's records. The Inspector must perform an inspection of the Property in accordance with the British Columbia Institute of Property Inspectors ("BCIPI") Standards of Inspection approved by the Applied Science Technologists and Technicians of British Columbia (the "Inspection"). BCIPI is an institute established under the provisions of the Applied Science Technologists and Technicians (ASTT) Act, to represent the professionally Certified House and Property Inspectors in British Columbia.
29. After the Owner provides to On-site office the final inspection certificate of acceptance issued by the City of Vancouver, Strata approved Inspector's report and after Council's review for any breach of By-Laws and/or Strata policies and inspection for any damage to the common or limited common property caused by the project, the deposit, minus cost of damages and fines, will be returned to the Owner within two weeks from the time all required documentation is submitted.

Additional Information:

1. All requests shall be submitted in writing to Strata Council VR 2613 minimum seven days prior to the Council Meeting. Only legal owners or Owners representatives authorized in writing, may apply. No pre-approvals will be granted.
2. The Property Management Office is located on the ground floor of the 1000 Beach Avenue building.
3. Manager's phone number 604-684-1495
4. Concierge Phone number 604-684-6107
5. Cheques are payable to "The Owners, VR 2613"
6. Council meets once a month, meetings schedule can be obtained from on-site office

COLYVAN PACIFIC REAL ESTATE MANAGEMENT SERVICES LTD.

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Strata Council VR 2613, May 31, 2016

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