

Maintenance & Improvements Policy

We encourage members to make their unit - their own home. That means... if you can fix something yourself - please do it! If you want to paint - do it! If you want to finish your basement - do it (but you can't do electrical work yourself - sorry about that, it's an insurance thing!)

Fence? Deck? Shed? Check out the **Landscape Policy** and the **Maintenance & Improvements Policy** before you start your project!



Kawartha Village Co-operative Homes Inc.

Maintenance and Improvements Policy

The purpose of this policy is:

To establish guidelines concerning what repairs and improvements members may undertake within their individual units and sets out the co-op's maintenance responsibilities.

1. GENERAL

1.1 The co-op is responsible for :

- a) Routine maintenance, repair and improvement of the building interiors, exteriors and grounds.
- b) Routine maintenance and repair of common roadways, parking lots and individual driveways. Any damage to driveways that is caused by the member will be repaired at the member's expense.
- c) Maintenance of drainage systems.
- d) Removal of snow and ice and sanding, when necessary, of the common roadways, parking lots and paths to the Community Centre.
- e) Repair of fencing when necessary.

1.2 The member is responsible for :

- a) The upkeep and cleaning of their units and appliances which are supplied by the co-op.
- b) Removal of snow and ice from walkways and driveways. Salt should not be used. Sand or non-corrosive ice melt is recommended.
- c) Any costs resulting from repairs or replacement of Co-op property which is necessitated by:

Undue wear and tear caused by the member, their family members, guests or others

Damage caused accidentally, wilfully or through negligence by the members, their family members, guests or others.

d) Promptly reporting to the Co-op:

Problems in their unit which are beyond their capability to repair

Any needed repairs they notice in the common areas of the Co-op.

2. UNITS

a) Decorating

The co-op will supply paint to the members upon move in and every four years thereafter in the following amounts :

2-bedroom	-	8 x 4 litres
3-bedroom	-	9 x 4 litres
4-bedroom	-	10 x 4 litres

The co-op does not supply brushes or rollers, etc. or the cost of having the unit painted.

Member wishing to paint must obtain a purchase order from the co-op office and take it to the co-op's approved supplier. Members who choose to purchase paint elsewhere will NOT be reimbursed by the co-op for the purchase.

Textured paint, spray or stucco is not allowed.

Wallpaper is not allowed.

b) Floors

Members are expected, on a regular basis, to clean and maintain hardwood, vinyl, laminate, tile and carpet floor coverings.

Flooring will be replaced or refinished by the Co-op when needed.

Members may not refinish hardwood floors without prior, written permission from the Co-op. Removal of hardwood flooring will not be permitted.

Members wishing to replace flooring in their units at their own cost must obtain prior written approval from the Board. Upon completion, an inspection will be done to ensure that the quality of the work is acceptable to the co-op.

c) Appliances

Co-op owned appliances may not be removed, moved from one unit to another, or replaced without prior written permission of the Co-op.

The Co-op is responsible for maintaining Co-op owned appliances in working order and replacing them, as necessary.

Members may install additional appliances (freezers, air conditioners) without consulting the Co-op provided no structural or electrical alterations are required. These appliances must be plugged in using power bars and/or directly into a socket. Extension cords are not allowed.

d) Locks

The Co-op will maintain all locks on entrance doors to the Community Centre and individual units.

Members may not alter the locking system of their unit without the permission of the Co-op

e) Hazards

Members are not permitted to store flammable substances within their units.

Members must not cause electrical circuits to be overloaded. Power bars are to be used wherever possible.

Areas surrounding the furnace, hot water tank, floor drain and electrical panel should be kept free of clutter.

Snow and ice should be removed from steps and walkways in front of member's units as soon as possible.

Members should keep snow away from gas meters.

3. GARBAGE DISPOSAL

Members must place garbage and recycling on the curb on garbage pick up days. Garbage must be contained in properly secured garbage bags or put out in a garbage can.

Members must keep garbage – including cans, bags and recycling inside their garage or storage unit at all times except for on garbage day.

Large items (e.g. unwanted furniture) must not be discarded on Co-op property. It is the member's responsibility to dispose of such items.

Cardboard boxes from grocery, beer and liquor stores may contain cockroach eggs. Members are advised to discard these boxes as soon as possible in order to reduce the risk of pests.

Garbage spilled anywhere in the Co-op's common areas must be picked up and the area cleaned by the person(s) responsible.

4. IMPROVEMENTS BY MEMBERS

- a. Improvements by a member for his/her own enjoyment can be left in the unit or removed only if no damage is caused when they vacate the unit. Under no circumstances can the vacating member charge the Co-op or a new member for improvements that have been done to the unit.
- b. Members must receive the prior written approval of the Co-op before undertaking any alteration to their units or private outdoor space which:
 1. Involves structural changes (e.g. removing walls);
 2. Requires a building, electrical or other permit (e.g. plumbing or electrical alterations) or requires compliance to building or safety codes (e.g. Finishing basements near furnaces);
 3. Is to be left in place permanently (e.g. built-in bookcase);
 4. Alters the division of space in the unit;
 5. Will effect the external appearance of the unit (e.g. erecting storage shed, patio deck).
 6. Any additional backyard fencing must be 6 feet high and may extend a maximum of 16 feet out from the existing privacy fence. Fences must be constructed of pressure treated wood and is at the cost of the member. Once a fence is built it becomes the property of the Co-op and may not be removed. It is optional to close off the backyard but a wooden gate must be installed. No chain linked or lattice fencing is allowed. See Appendix "A" for criteria.

Original Policy Approved:

September 11, 1986

1st Amendment (2. UNITS - l) Pest Control

October 12, 1988

2nd Amendment (2. UNITS - b) Floors

May 23, 1990

3rd Amendment (3. COMMON AREAS - © Grounds

June 14, 2000

4th Amendment (5. IMPROVEMENTS BY MEMBERS - b. 6)

July 12, 2000

8. Satellite Dishes Approved by the Board of Directors

April 7, 2004

CONFIRMED BY THE GENERAL MEMBERSHIP

May 12, 2004

Policy completely revamped by the Policy Review Committee, June 2013-06-27

Changes Approved by the Board : July 17, 2013

Old Policy Revoked and New Policy Adopted by the Members : September 18, 2013

4" x 4" x 10' pressure treated posts
Must be used and set a minimum
of 4' in the ground in concrete

2" x 4" x 8' pressure treated
lumber must be used for all
cross pieces

1" x 6" x 6' pressure treated
fence boards must be used and
spaced at a maximum of 4" apart
with the offset reversed on
the back side

metal fence brackets must be
used to reinforce the joints
between the 2 x 4s and the 4 x 4s

Appendix A

