



MUSKOKA CONDOMINIUM CORPORATION #1 IN SUITE RENOVATION POLICY

Owners wishing to carry out renovations in their suite must receive written approval from the Board of Directors before commencing any renovation work. Owners are encouraged to contact renovations@bigwinmcc1.ca to determine if their plans qualify as a renovation. Renovations can include but are not limited to: changes/additions to the ceiling, flooring, or walls, as well as any plumbing or electrical work. Changes to the windows and the corridor doors, frames and transom panels are not allowed.

In addition, an owner will remit a refundable deposit cheque of \$500.00 drawn in favour of the Corporation and prior to the start of any work with the understanding that the said sum will be refunded free of interest within 30 days of receiving notice that work has been completed and when the Board is satisfied that all conditions set out below have been complied with.

The following conditions apply to all renovation and alteration work.

I/WE acknowledge and agree that:

1. all projects need to be communicated to the Board in writing. The submission will include a signed Renovation Request Form found on page 3, drawings describing the work and areas to be renovated, the period of time the renovations will be carried out, a list of contractor and sub-contractors and a description of plans for the storage of suite contents during construction.
2. all work, including any work that I plan to do myself, will only be carried out between **after Thanksgiving week-end and before Victoria Day week-end**. Work is allowed to be carried out only between the hours of **9:00 A.M. and 6:00 P.M. and no work is allowed on week-ends and statutory holidays**.
3. all electrical work must be done by a licensed electrician. All electrical work must comply with the Ontario Electrical Code. In the event I am relocating, adding additional electrical outlets or changing the design of the electrical wiring in my suite, I am required to file with the corporation the "Passed" electrical permit from the Electrical Safety Authority.
4. all plumbing work must be done by a licensed plumber. All plumbing work must comply with the Ontario Plumbing Code.
5. no alteration to any part of the fire system, including alarms within each suite will be permitted (painting of alarms is not allowed).
6. electrical conduits, plumbing, television, data and telephone lines servicing other suites must not be altered in any way.
7. I will arrange for my own garbage bins and the removal of all renovation/construction debris from the island. No items related to my renovation will be dropped in MCC#1's garbage containers. Discarding of construction debris is to be carried out through the suite windows rather than the corridors, stairways or common areas (whenever possible).
8. I am responsible to know what work requires a building permit of any kind, and that the permit must be obtained before work commences. If a building permit is required, I will provide a copy before the start of construction to the Board of Directors at renovations@bigwinmcc1.ca.
9. any damage to the MCC#1 building, barge, truck, trailer or any vehicle or any other MCC#1 premises by the contractor or his trades will be my responsibility to repair and make good at my expense and to the satisfaction of the Board.



10. Owners are encouraged to use their own snowmobile for construction purposes in the winter, but in the event that minimal use of the MCC#1 gator and snowmobile is required during construction it will be billed at the standard rate for use of the garbage boat.
11. corridor and stairwell floors and walls must be protected from damage. Floor and stair protection sheets must be used in the hallways and stairwells and can either be provided by the superintendent (for a fee) or provided will be provided by the contractor. Neighbouring doors must be sealed with 6mil poly.
12. any drilling, cutting, mixing, demolition etc. and all other construction work must be kept within the area of the individual suites with the doors closed. No dirt or dust is permitted in the corridors, stairwells and common areas.
13. obstructing the common areas, corridors and stairwells is **not** permitted. **Use of these areas as storage is not permitted due to fire regulations.** Any construction work or the storing of tools or storing of personal items/ furniture is not permitted in these areas.
14. cleaning of neighbouring suites and common areas must be completed by a professional cleaner at the completion of construction if necessary.
15. at penetrations of fire-rated perimeter walls, ceiling, or floor construction; completely and tightly seal voids with fire-rated material, full thickness of the construction element. All fire-rated assemblies at all perimeter floors, walls and ceilings must be maintained.
16. where hard surface floors are to be laid (on the 2nd and 3rd floors only), a sample of the flooring as well as written confirmation that a noise reduction system, such as cork backing, to be laid with the flooring, is to be submitted to the Board of Directors with the original request. The noise reduction cork backing must be at least 5mm thick and installation system must achieve a minimum Impact Isolation Class rate of IIC 60. To ensure the achievement of this sound isolation level, I must provide the Corporation with appropriate test documentation (manufacturer's specifications) from the manufacturer confirming this fact along with a sample of the sound attenuation to be used. The test must be based on there not being a suspended ceiling below the flooring when the test is completed. Failure to install this type of material may result in a requirement to remove the flooring and install it at a later date.
17. as per MCC#1 By-law #4, Article 17, any renovation affecting unit ceilings must provide adequate access, as determined by the Board acting reasonably, to the project heating system, project plumbing, and the project electrical system, including all wiring, that is situated above any Unit's ceiling. In the event there is inadequate ceiling access to the elements noted above, and access is required, the unit owner is responsible for any costs incurred to access said elements and to repair the ceiling thereafter.
18. renovations are considered upgrades or improvements and are therefore are not covered by the condominium insurance policy and the owner is responsible to arrange their own insurance to cover all the improvements made to the suite. See By-law #3, Standard Unit Bylaw, for definition of what is included in Standard Unit.
19. upon sale of the suite at any time in the future, I undertake to inform the potential buyer that all the renovated parts including new flooring are upgrades and are not part of the standard suite for insurance purposes and the new owner therefore, must abide by this agreement
20. the MCC#1 Board of Directors is authorized to terminate the renovations if any of the above conditions are not met.



IN SUITE RENOVATION REQUEST FORM

If you are in agreement with the terms and conditions detailed in the above Policy, please sign below and return the signed copy of this letter to renovations@bigwinmcc1.ca. Approval is not considered final until the Renovation Request Form has been approved and signed by the Board of Directors.

This form must be submitted a minimum of 2 weeks prior to proposed start date.

- I/We shall not commence the attached renovations prior to written approval by the Board.
- I/We shall indemnify and save harmless Muskoka Condominium Corporation#1 from and against any consequential loss, cost, damage, injury, or liability whatsoever caused by the renovation to my Suite(s).
- I/We also verify that we have the required building permits and insurance to cover the work directly or through the contractor and agree to all the conditions listed.

I HEREBY SUBMIT THIS IN SUITE RENOVATION REQUEST FORM FOR APPROVAL BY THE BOARD OF DIRECTORS.

Dated This _____ Day of _____, 20_____.

Suite No: _____ E-mail: _____ Phone#: _____

Name of Contractor: _____ Email of Contractor: _____

Contractor Phone #: _____

Signature of Unit Owner

Please Print Name

Signature of Unit Owner

Please Print Name

Please provide a detailed description of the renovation work as indicated in #1 above and affix to this Renovation Request Form as Schedule A.

Tentative Start Date of Renovations: _____

Anticipated completion date of renovations: _____

Conditions Accepted:

Approved by: _____

Signature of Board of Director

Date