



**WATERFRONT PLACE**

[hfxwaterfront.ca](http://hfxwaterfront.ca)

## Information & House Rules

## 2021 - 2022 BOARD OF DIRECTORS

President: Debbie Ryan

1326-106 Lower Water Street, Halifax, NS

Vice-President: Sharon Beals

1326-520 Lower Water Street, Halifax, NS

Treasurer: Vacant

Secretary: Jeanne Cruikshank

1326-620 Lower Water Street, Halifax, NS

Director: Fran Payne

1326-322 Lower Water Street, Halifax, NS

Director: Alan Boudreau

1326-613 Lower Water Street, Halifax, NS

<b>Website</b>	hfxwaterfront.ca
<b>Emergency</b>	911 (Fire, Police, Ambulance, Paramedics)
<b>Managing Property Agent</b>	Providence Property Management 902 292 6156
<b>Superintendent</b>	Pat Rogers 902-489-8387

2

### **Table of Contents**

<b>DEFINITIONS</b> .....	<b>3</b>
<b>ALCOHOLIC BEVERAGES</b> .....	<b>3</b>
<b>BARBECUES</b> .....	<b>3</b>
<b>BIKES</b> .....	<b>3</b>
<b>CHRISTMAS TREES</b> .....	<b>3</b>
<b>DELIVERIES</b> .....	<b>4</b>
<b>ENTRANCE DOORS TO UNITS</b> .....	<b>4</b>
<b>EMERGENCIES</b> .....	<b>4</b>
<b>FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT</b> .....	<b>5</b>

<b>WATER INTRUSION INFORMATION .....</b>	<b>5</b>
<b>FUNCTION ROOM RULES AND REGULATIONS .....</b>	<b>5</b>
<b>GARBAGE .....</b>	<b>6</b>
<b>HEALTH CLUB RULES AND REGULATIONS .....</b>	<b>6</b>
<b>LANDSCAPED COURTYARD RULES AND REGULATIONS .....</b>	<b>8</b>
<b>ROOFTOP SUNDECK RULES AND REGULATIONS .....</b>	<b>8</b>
<b>ADMINISTRATIVE FEE POLICY .....</b>	<b>8</b>
<b>MOVING RULES AND REGULATIONS .....</b>	<b>8</b>
<b>PARKING UNITS .....</b>	<b>9</b>
<b>PETS .....</b>	<b>9</b>
<b>POWER OUTAGES .....</b>	<b>10</b>
<b>QUIET ENJOYMENT .....</b>	<b>10</b>
<b>RENOVATIONS / ALTERATIONS .....</b>	<b>10</b>
<b>SECURITY .....</b>	<b>10</b>
<b>SECURITY FOBS &amp; INTERCOM .....</b>	<b>11</b>
<b>STORAGE COMPARTMENTS.....</b>	<b>11</b>
<b>UNAUTHORIZED VEHICLES .....</b>	<b>12</b>
<b>UNITS' OCCUPATIONS AND USE .....</b>	<b>12</b>
<b>WEBSITE .....</b>	<b>12</b>
<b>WINDOW SHADES .....</b>	<b>12</b>

# **HALIFAX COUNTY CONDOMINIUM CORPORATION NO. 38**

## **DEFINITIONS**

**OCCUPANT** – refers to an owner who resides in the building and also to a tenant who leases in the building.

**TENANT** – refers to a person(s) who leases from an owner.

**UNIT AND DWELLING UNIT** – refers to an individual dwelling unit.

**CORPORATION** – refers to the Halifax County Condominium Corporation No. 38.

## **TO: ALL OCCUPANTS**

**AS AN OCCUPANT OF WATERFRONT PLACE, YOU MUST COMPLY WITH THE BY- LAW NUMBER ONE, ARTICLE XII, SCHEDULE “A” TO BY-LAW NUMBER ONE, AND ALL OTHER RULES AND REGULATIONS.**

The Condominium Board, which represents every owner, has the power to enforce the Rules and Regulations and is required to do so by the Provincial Regulations under which the Corporation has been established. If the owner leases his or her Unit, the tenant, will in using the Unit and Common Elements, comply with the Condominium Act and the various Rules and Regulations during the period of the lease and during move in and move out.

## **ALCOHOLIC BEVERAGES**

Absolutely no alcoholic beverages shall be consumed in any Common Element, which includes Health Club, Function Room (unless booked), Landscaped Courtyard, Rooftop Sundeck, lobby

## **BARBECUES**

Barbecues are not permitted anywhere on the condominium property.

## **BIKES**

Absolutely no bikes are allowed to be brought into the building through the lobby. If you wish to take your bike up to your Unit by elevator, enter via the garage. Bikes are to be left in the bike rack (Level 1) or individual Parking Units.

## **CHRISTMAS TREES**

No natural Christmas trees are allowed in the building.

## **DELIVERIES**

Any deliveries of furniture or appliances require use of the service elevator and a request must be made to the superintendent (902-489-8387) at least **24 hours in advance of delivery**. All delivery appointments are subject to the superintendent's availability.

## **ENTRANCE DOORS TO UNITS**

Except when entering or exiting the Dwelling Unit, the individual entrance doors must be kept completely closed at all times. The entrance doors are not to be altered in any manner nor are any items to be hung or placed on them by the use of a nail, screw or any other fastening device. No footwear or mats shall be left in the halls.

## **EMERGENCIES**

### **IN THE EVENT OF FIRE in your unit:**

- a) **LEAVE THE FIRE AREA; TAKE THE SUITE KEY WITH YOU.** Close all doors behind you.
- b) Telephone the Fire Department at 911 (never assume this has been done), giving the correct building address and the exact location of the fire.
- c) Activate the Fire Alarm.
- d) Use the stairwells to leave the building immediately.
- e) Do NOT return until it is declared safe to do so by the Fire Department.

### **IF YOU ARE IN A SUITE AND THE FIRE ALARM IS HEARD:**

- a) Before opening the door, feel the door handle for heat. If not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
- b) If the corridor is clear, leave your suite, taking your key with you. Close all doors behind you and leave the building by the nearest exit.
- c) If you encounter smoke in the corridor or stairwell, consider taking an alternate route or return to your suite.

### **IF YOU CANNOT LEAVE YOUR SUITE, OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR SUITE, AND**

- a) Close the door but unlock the door for possible entry of fire fighter.
- b) Dial 911 and tell the Fire Department where you are, then signal to fire fighters by waving a sheet, clothing, etc.
- c) Seal all cracks where smoke can get in by using wet towels or sheets to seal the main entrance door (roll of wide strong masking tape is useful).
- d) Crouch low to the floor if smoke enters the room.
- e) Move to the most protected room and partially open the window for air (close the window if smoke comes in).

- f) Wait to be rescued. REMAIN CALM. Do not panic or jump.
- g) Listen for instructions or information which may be given by authorized personnel (Fire Department).

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the fire blanket, leave the fire area immediately, close all doors behind you and notify the Fire Department at 911.

**Please note: The Fire Department MUST be called even if, in your opinion, the fire is under control.**

### **FOR YOUR PROTECTION**

- Know where the alarm pull stations and exits are located on your floor.
- Call the Fire Department immediately, whenever you need assistance, at 911.
- Know the correct building address.
- If you have a disability and may require special assistance in the event of emergencies, please notify the building Superintendent so your name & Unit # can be recorded in the fire panel to advise emergency response personnel.
- Sprinkler tests and inspections of fire extinguishers occur regularly.
- Familiarize yourself with the location of the extinguishers and how to operate them – ask Superintendent if you require instruction.
- Arrange access for a neighbor to rescue your pet in the event you are not at home when an emergency situation arises.

## **WATER INTRUSION INFORMATION**

The following steps are recommended to be taken by owners experiencing a water intrusion issue:

Step 1. Notify building staff. Waterfront place staff will take action to mitigate further damage, determine the source and arrange to have the necessary repairs completed to stop the water intrusion by one of our 24 hours on call tradesmen.

Step 2. The unit owner should contact their insurance provider and report the incident.

Step 3. Notify building staff when tradesmen will be completing the repairs and schedule repairs to common areas with property management.

## **FUNCTION ROOM RULES AND REGULATIONS**

1. The Function Room must be booked at least one (1) week in advance, through the Superintendent or agent appointed by the Corporation.
2. The person(s) booking the room is/are responsible for all and any damages which may occur. An inspection of the Function Room will be necessary and is to be carried out in the presence of the Superintendent, both before and after its use.

3. Functions will be limited to no more than twenty-five (25) guests.
4. All functions are to be over by 12:00 AM (midnight).
  
5. Alcoholic beverages are permitted in the Function Room only during a booking and the person(s) booking the room is completely responsible for all guests.
6. The lobby area and common hallways will be used only for entering or exiting from the Function Room and are not to be occupied by anyone with food or beverage.
7. Booking of the Function Room does not include the Landscaped Courtyard and Health Club.
8. NO SMOKING ALLOWED.
9. No pets are allowed under any circumstances.
10. There will be no loud music or noise. The quiet enjoyment of the other occupants of the other occupants must be considered

## **GARBAGE**

All regular household garbage is to be properly bagged, secured and disposed of by using the garbage chute, located on each floor. Absolutely nothing is to be left on the floor of the garbage room or outside the garbage room. If you have items too large for the garbage chute, or refundable beverage containers, they are to be placed outside the main garbage room, located in the garage on the P1 level.

All organic materials must be placed in the green carts in the garage on the P1 level next to the garage doors.

Recyclables must be placed in blue or clear bags and placed in the metal container on the P1 level, next to the garage overhead doors.

Newspapers must be bagged and cardboard boxes must be flattened and tied. They are to be placed into the appropriate metal container on P1 level next to the garage overhead door.

Refundable beverage containers are to be placed in the blue bin adjacent to the organic bin.

## **HEALTH CLUB RULES AND REGULATIONS**

1. The following facilities at present are provided to the occupants of Waterfront Place:
  - Indoor Swimming Pool
  - Male and Female Saunas
  - Exercise Room and Equipment
2. The above facilities are open on a daily basis from 8:00 AM to 10:00 PM, except when repair or maintenance is required. Pool maintenance is conducted every Wednesday from 3:00pm to 8:00am the following morning.

3. OCCUPANTS MUST ACCOMPANY ALL GUESTS AT ALL TIMES; AN ADULT MUST ACCOMPANY ANYONE UNDER THE AGE OF 16.
4. Appropriate exercise-wear must be worn at all times. Proper footwear must always be worn. Bare feet, work boots, sandals or dress shoes are not acceptable. Shoes worn outdoors must be cleaned prior to entering the gym.
5. Swimming is done at your own risk as the pool is unsupervised and the owners and/or Corporation are not responsible for any personal injury or loss of property or damage to any property of any person using the swimming pool and ancillary facilities, whether due to the negligence or otherwise of the Corporation, its servants or agents.
6. Use of pool is prohibited from anyone ill. Persons with related symptoms should not enter the pool until 48 hours after cessation of symptoms.
7. Ensure children less than 7 years of age are within arm's reach at all times by a responsible person of at least 18 years of age.
8. All persons are to shower before entering pool and sauna.
9. If you have long hair, you must wear a cap or contain your hair with elastics when using the pool.
10. Diving and/or jumping into the pool is strictly prohibited. Running/horseplay and tampering with equipment is strictly forbidden.
11. No contaminating or fouling the pool.
12. Swimmers are to dry themselves before leaving the pool area.
13. Pop bottles, glass containers, etc. are prohibited in the Health Club.
14. No alcoholic beverages are allowed in the Health Club.
15. Ensure infants and toddlers wear swim diapers and/or elastic swim pants.
16. Report any injury suffered while in the pool enclosure to the superintendent.
17. Report any contamination or unsafe conditions to the superintendent at 902-489-8387.
18. Dogs, cats, etc., are not permitted in the Health Club facilities under any circumstances.
19. Pool attire must not be worn outside the Health Club premises. ALWAYS wear appropriate cover-ups and footwear when going through the hallways and lobby.
20. The saunas are 'dry type'. Do not throw any water on the elements. Turn off the thermostat when finished.
21. The changing rooms and saunas are two separate entities – one area for males and one area for females. The opposite sex is not permitted in each designated area.
22. Put all exercise equipment back in proper place when finished & turn off equipment.
23. Please turn off all lights when leaving the facilities.



**THE HEALTH CLUB AREA IS PLEASANT AND ENJOYABLE AND WE ENCOURAGE YOU TO USE THE FACILITY. INFRACTION OF ANY OF THE ABOVE RULES AND REGULATIONS OR CONDUCT WHICH MAY AFFECT THE SAFETY AND ENJOYMENT OF ALL IS FORBIDDEN AND IF INDULGED IT COULD EVOKE SUSPENSION OF THE HEALTH CLUB PRIVILEGES OR TERMINATION OF LEASE.**

## **LANDSCAPED COURTYARD RULES AND REGULATIONS**

1. The Landscaped Courtyard's primary function is an area for quiet relaxation.
2. No pets are allowed under any circumstances.
3. No barbecues allowed.

**INFRACTION OF ANY OF THE ABOVE RULES AND REGULATIONS OR CONDUCT WHICH MAY AFFECT THE SAFETY AND ENJOYMENT OF ALL IS FORBIDDEN AND IF INDULGED IT COULD EVOKE SUSPENSION OF THE LANDSCAPED COURTYARD PRIVILEGES OR TERMINATION OF LEASE.**

## **ROOFTOP SUNDECK RULES AND REGULATIONS**

1. The Rooftop Sundeck's primary function is for sunbathing.
2. The Rooftop Sundeck is open May 1 to mid-October on a daily basis from 9:00AM until dusk.
3. No pets are allowed under any circumstances.
4. No barbecues allowed.
5. The use of the Rooftop Sundeck is confined to the enclosed area of surrounded by the fence. Only Maintenance personnel allowed on any other part of the roof of the building.

**INFRACTION OF ANY OF THE ABOVE RULES AND REGULATIONS OR CONDUCT WHICH MAY AFFECT THE SAFETY AND ENJOYMENT OF ALL IS FORBIDDEN AND IF INDULGED IT COULD EVOKE SUSPENSION OF THE ROOFTOP SUNDECK PRIVILEGES OR TERMINATION OF LEASE.**

## **ADMINISTRATIVE FEE POLICY**

Condominium fees are due on the first of every month. An administration fee of \$50.00 will apply each month if condominium fees or any other amounts owing to the corporation are not paid on time. This fee will be compounded if the arrears extend beyond one month. Please note that if your payment is returned NSF, there will also be an NSF fee of \$50.00. After three months of nonpayment the arrears will be passed to the condominium lawyer for collection. All costs associated with this will be the responsibility of the owner.

## **MOVING RULES AND REGULATIONS**

In order to move items in or out of Waterfront Place, the unit owner or his/her agent must make an appointment with the Superintendent **at least 24 hours in advance**. All tenants must contact his/her

agent to arrange an appointment to move in or move out. All appointments are subject to the superintendent's availability.

1. As of January 01, 2019, the following rules and regulations are in effect for all owners who lease their units:
  - a) The owner or his/her agent will be responsible for the co-ordination of all moves of their tenants. The owner or agent will book a time to move with the superintendent. **An advance booking of at least a day is required.**
  - b) The superintendent will be responsible for the installation or removal of the elevator padding. The owner or agents will be responsible for any and all damage in the common areas during a move. The owner or agent will be responsible for the security to the garage entrance.
2. The booking times available for a move will be:
  - a) Monday to Friday: 8:00 AM to 8:00 PM
  - b) **Statutory Holidays: NO MOVES ALLOWED – NO EXCEPTIONS**
3. Absolutely nothing is to be moved in through the front doors of the lobby area during a move or at any other time.
4. Only the service elevator is allowed to be used during a move.
5. The day of your move, the superintendent or agent appointed by the Corporation, will arrange for installation and removal of elevator padding and arrange to put the elevator and garage door on service for specified hours.
6. After you move in, all empty moving boxes must be broken down into a flat state and taken to the paper recycle bin on parking level 1.
7. When you complete your move, please notify the superintendent or agent appointed by the Corporation to take the elevator off service.
8. You will be billed, at cost, for any damages to the Common Elements incurred during your move.

**The Corporation assumes absolutely no responsibility or liability if, during a scheduled move, the service elevator breaks down or is not in working order**

## **PARKING UNITS**

All vehicles must be kept in good repair and working order. Any oil and gas leaks which occur on the concrete floor of a Parking Unit must be cleaned up by the occupant. Parking Units are not to be used for storage. Vehicles are parked at the owner's risk and the Corporation is not responsible for any damage or loss of property. No vehicles are permitted to be washed anywhere on the property.

## **PETS**

No pets or animals (referred to herein as "Pet" or "Pets") shall be kept or maintained in or about the condominium property, except as allowed by the sole discretion of the Board subject to the following terms and conditions: For the purpose of these rules pertaining to pets at the Waterfront Place, "Pet"

or “Pets” means dog or cat. All other mammals, insects, reptiles, birds, fish or exotic creatures are prohibited.

1. No pets shall be permitted or maintained on the Common Elements. Pets in hallways and/or on the other Common Elements are strictly prohibited, except for ingress or egress and shall always be leashed.
2. Pets must not be curbed near the building, walkways, shrubbery, gardens or any other public space. Pets must be walked off the Condominium property.
3. Pets are not to be kept where they may annoy other residents by creating a nuisance.
4. Owners shall assume full responsibility for any damage to persons or property caused by their pet and in the event such pet shall foul any public area, it is the owner’s responsibility to clean up.
5. Pets, except for seeing eye dogs, are not permitted in the lobby or other public areas at any time, except during times of emergency, and must be under the control of its owner or another responsible person at all times.
6. Any pets brought onto the Common Elements and into the units by visitors or guests must abide by all the rules pertaining to pets as herein specified and the occupant shall be held responsible
7. Dogs on leash must enter/exit the building through the garage pedestrian door with the exception of dogs on the first floor who should enter/exit using the closest external door.

## **POWER OUTAGES**

Waterfront Place is equipped with an emergency power generator. During a power outage the emergency power generator will automatically start to supply power to all common areas i.e. one elevator, lobbies, stairwells, fire safety equipment and one garage door will remain open.

## **QUIET ENJOYMENT**

The Dwelling Units, Common Elements, lands gardens and walks shall be used in a quiet and proper manner and with due regard to the comfort and convenience of all occupants. **NO OCCUPANT OR GUEST SHALL DO ANY-THING THAT WILL BE NOISY OR OFFENSIVE IN THE COMMON ELEMENTS AND DWELLING UNITS.**

## **RENOVATIONS / ALTERATIONS**

See required form at end of Handbook prior to commencing renovations.

Any contractors doing work in your unit must contact the superintendent (902-489-8387) 24 hours in advance to arrange access. Work must only be done during regular business hours – Monday to Friday, 8:00am to 5:00pm.

## **SECURITY**

- 1) Security is EVERYBODY’S BUSINESS. Please do not hold the main doors open for any strangers. If a person SHOULD be in the building, they will either have a key or be buzzed in properly.

- 2) In the parking area, do not allow anyone to tailgate your legal entry.
- 3) Please do not buzz anyone into the building unless it is someone you are expecting. **To ensure you know who you are buzzing in, check when you answer the call to be sure you know the caller.**
- 4) When strangers are buzzed into the building on a casual basis, occupants are then irritated with unwanted solicitations. Strangers in the building can cause many problems.
- 5) Blocking open any building door is a breach of security and must not be done for any reason.
- 6) When entering or exiting the parking area on foot, please use the doors next to the garage doors. Do not use the garage doors.
- 7) Please report anything UNUSUAL or UNLAWFUL to the superintendent immediately.

**ANY OCCUPANT WHO DOES NOT ABIDE BY THE BY-LAWS AND RULES AND REGULATIONS WILL BE DEALT WITH BY THE CORPORATION ON AN INDIVIDUAL BASIS THROUGH THE AGENTS OF THE CORPORATON, AND/OR LOCAL POLICE DEPARTMENT AND/OR OWNER OF THE UNIT. INFRACTIONS OF ANY BY-LAW AND/OR RULES AND REGULATIONS COULD RESULT IN THE TERMINATION OF A LEASE BY THE OWNER**

## **SECURITY FOBS & INTERCOM**

The following rules and regulations apply:

1. Any owner who requires an additional fob may request by completing the fob request form. There will be a seventy-five-dollar (\$75.00) deposit payable to the Corporation. Fifty dollars (\$50.00) is refundable upon return of the fob to the Corporation.
2. Any tenant of a leased unit who requires any additional security fob must make his request to the unit owner. There is a seventy-five-dollar (\$75.00) deposit required for each additional security fob, \$50.00 is refundable upon return by the unit owner to the Corporation.
3. A lost fob may be replaced at a cost of seventy-five dollars (\$75.00), payable to the Corporation and the number of the fob made available to the Corporation, so it can be deleted from the system. Any tenant who requires a replacement fob must make this request to the unit owner or his/her agent.
4. Intercom access can be directed to a land line or a cell phone with area code 902. An intercom form can be obtained from the website in the Resident Living section. There is a twenty-five-dollar (\$25.00) administration fee to set up the intercom.

## **STORAGE COMPARTMENTS**

Residents who have a storage compartment located on various floors must comply with the following rules and regulations:

1. All storage must be 18" (inches) below the level of the sprinkler head deflectors.
2. No flammable products are permitted in storage (i.e. oil paint cans or aerosol cans).
3. No items are to be hung from the sprinkler pipes.

## **UNAUTHORIZED VEHICLES**

All unauthorized vehicles will be ticketed and towed by the Halifax Police Department. Any vehicle not parked in a designated parking unit will also be ticketed and towed.

## **UNITS' OCCUPATIONS AND USE**

Each Dwelling Unit shall be used only as a residence for single family housing and for no other purpose. It is the responsibility of owner to provide resident information.

## **WEBSITE**

A website for HCCC #38 ([hfxwaterfront.ca](http://hfxwaterfront.ca)) has been set up containing Waterfront Community information, minutes of Board meetings (for Owners), as well as Notices. The "Owner" section password is available from the Superintendent.

In the spirit of saving paper, we hope that you take full advantage of this easy to use communication tool.

## **WINDOW SHADES**

Any screens, awnings or shades or other items erected inside the Unit shall be lined or shaded in an off-white color on that portion nearest to the window such that from outside the building it would appear that all items hanging in the window are of the same or similar shade of color. No garments, rugs, flowerpots, or other articles shall be hung or placed on the windowsills, French balcony rails, balconies on the 6<sup>th</sup> and 7<sup>th</sup> floors and other external parts of the Unit.

# **Alteration Agreement**

Revised November 15,2018

The undersigned requests that the Board of Directors of HCCC No. 38 approve the requested alterations to Unit\_\_\_\_\_, Level\_\_\_\_, of HCCC No. 38. In the event this approval is granted, this agreement shall govern the alterations and/or repairs.

The undersigned hereby agrees that the alterations to their unit shall be completed as per the scope of work, plans, schedules, drawings, permits that they provide attached to schedule A of this alteration agreement. The alterations submitted by the unit owner shall be subject to review by the Corporation and approval of the Corporation's management agent These specifications have been submitted by the unit owner in compliance of By-Law No. One - Article XII(f) for HCCC No. 38. The undersigned accepts sole responsibility for the cost of the installation and maintenance of these alterations and agrees to indemnify and save harmless HCCC No. 38 from any and all costs that may occur due to these alterations. Any electrical and/or plumbing alterations must be carried out by qualified tradesmen. If a building permit is required by HRM it is the owner's responsibility to provide a copy of the approved permit along with the Alteration Agreement. Renovations over \$5,000,

involving structural work, or moving or replacing plumbing require a building permit. All Electrical work must be completed in the presence of a journeymen electrician who will file for permits when required.

All work must be carried out between 8 a.m. and 5 p.m. on weekdays and no cutting or other work can be carried out in common areas. Any and all debris in the common area from this work must be cleaned up immediately. Work shall not be performed on weekends or holidays. The Corporation shall be the sole arbiter should there be any doubt as to noise levels which may be disturbing. Jackhammers, hammer drills or other pneumatic devices may not be used without the specific written permission of the Corporation.

Prior to commencing the Work, the Unit owner shall give at least five (5) days' prior written notice to the Corporation's Managing Agent of the date on which the Work will commence and the Schedule for the duration of the Work for approval. A \$50.00 fine will be billed to the unit owner for each day the alteration continues past the scheduled duration without an approved request for an extension.

The condominium owner shall maintain during the period that the Work is being undertaken (and during any warranty period given to the owner by the contractor or subcontractor) general liability insurance of not less than \$2,000,000.00, which insurance may be a part of a homeowner's insurance policy. A list of contractors working on the alterations will be provided prior to commencement of the work complete with their trade specific certifications, a letter of good standing with the WCB and a copy of their insurance policy. Any Damage or Adverse Effect Caused by the Work will be the financial responsibility of the condominium unit owner. The unit owner shall be responsible for any damage to, or any other adverse effect upon, the common areas, the personal property and improvements in other units in the building, and the Building (including the structure, shell, systems, equipment, fixtures and finishes of the Building) caused by or resulting from the Work, regardless of when such damage or adverse effect becomes apparent. If any such damage or adverse effect shall occur or arise, the Corporation may complete any repairs at the owner's expense, promptly to repair the damage or remedy the condition giving rise to such adverse effect. A Security deposit of 10% of the projected total cost is required for projects with a total cost exceeding \$5000.00 or requiring building or electrical permits along with Processing fee of \$150 (non-refundable) payable to Providence Property Management check or money order only. The security deposit will be held in trust until the final inspection is completed by building management (certified check or money order only made out to HCCC #38) The deposit will be used to help cover any costs incurred by HCCC #38 as a result of damages, repairs or cleaning resulting due to the Alterations.

#### Plumbing requirements

1. No common area plumbing is to be touched without first securing a permit
2. Hot water tanks must be changed every 8 years or at the expiration of product warranty whichever is the earliest date. (All hot water tanks must have pans placed underneath and be connected to the common area overflow piping. All costs for this work excluding the cost of the hot water tank will be covered by the corporation.)
3. All plumbing fixtures must be CSA approved.
4. All work is to meet Nova Scotia Plumbing code requirements

#### Electrical Requirements

1. All Electrical work must be completed in the presence of a journeymen electrician who will file for permits when required.
2. All fixtures must be CSA approved.

3. All work is to meet Nova Scotia Electrical code requirements

Window blinds and window trim

1. Window blinds and trim are to be white in color only
2. Window trim must be made from SPF lumber or PVC (no MDF)

Flooring Procedures and Specifications

1. Existing floor material is to be removed and taken off site.
2. The necessary floor prepping is to be done to accept new floor materials.
3. Detailed specification for the proposed flooring and robust acoustical underlay needs to be provided to management prior to approval. Laminate Flooring underlay must have a minimum ICC rating of 69 and STC of 66.

This Agreement shall be binding upon the undersigned, their heirs, executors, administrators, assigns and their successors in title. Failure to obtain an alteration agreement prior to starting any alteration in a building will result in a \$2000.00 per day fine.

Please Note: HCCC #38 is responsible for insuring the building elements according to the most recent Standard unit definition. Unit owners are responsible to insure the costs of all betterments and improvements. Due to water infiltration issues we would recommend when upgrading or replacing flooring using water resilient flooring products such as vinyl laminate or tile.

### **Alteration Agreement Check List**

- Completed and signed Alteration Application.
- Specifications and scope work to be completed (including diagrams where necessary and/or certified architect or engineer reports).
- Building and/or Electrical permit (if applicable).
- Copy of contract/agreement with contractor(s).
- Copy of contractor(s) licenses if applicable.
- Copy of worker's compensation coverage.
- Certificate(s) of liability insurance for contractor(s) and subcontractor(s).
- Copy of homeowner's co-op insurance.
- Schedule for the duration of the alteration.
- Request to use Jackhammers, hammer drills or other pneumatic devices (if applicable).
- Processing fee of \$150 (non-refundable) payable to Providence Property Management check or money order only. (if applicable).

- Security deposit of 10% of the projects total cost certified check or money order only made out to HCCC #38 (if applicable).
- Primary contact name and cell phone number for on-site Contractor for any questions or concerns during construction.

DATED at Halifax Regional Municipality, Province of Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Unit Owner

THIS \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, the Board of Directors hereby accepts and approves this

request for Unit \_\_\_\_\_, Level \_\_\_\_\_ of HCCC No. 38.

Per:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Management

Per:

\_\_\_\_\_  
Reviewed By:

\_\_\_\_\_  
Board Member

SCHEDULE A (attach scope of work, schedule, plans, drawings, permits and requests here)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



