

FIFE ROAD CO-OPERATIVE HOMES, INC.

PAINT POLICY

1. PURPOSE

- (a) The purpose of this policy is to ensure that co-op members may repaint their units, paid for by the co-op, on a regular basis.
- (b) The second purpose is to ensure that units are ready for move-in for new members.

2. POLICY FOR MEMBERS

- (a) Each fiscal year, paint will be provided to 20 units on a first come, first served basis starting in June of each year.
- (b) Requests for paint must be made using the Paint Request Form and submitted to the office.
- (c) The member will be issued a purchase requisition and will have thirty days from the time of receiving the requisition and painting their unit. At the end of thirty days the unit will be inspected and at that time if the unit has not been painted, the co-op will reclaim the paint and the members unit will be deleted from that years painting list. The next unit on the waiting list (e.g. if the co-op receives more than 20 applications) will be provided with the paint. Approval will be based on the first 20 units who apply each year.
- (d) When members wish to repaint their units, they will be responsible for carrying out the work. The only time they are not responsible for painting their own unit is when they move in, unless they elect to do so (Refer to 3 Policy for Move-Ins).

- (e) Those in accessible units or those physically unable to, will be provided with assistance, if required.
- (f) The co-op will not **require** members to repaint their unit unless it is necessary because of undue wear and tear. This will be determined during the annual inspection process and will be included in the 20 unit process.
- (g) If the unit requires painting because of lack of proper maintenance and care, the member will be required to repaint their unit at their own expense and no paint will be supplied. This will be determined during the annual inspection process.
- (h) The co-op will supply the number of gallons necessary for each unit type. The amount will be based upon the amount required for prior painting by a professional. The co-op will not provide trays, plastic inserts and brushes. Paint and supplies purchased by the member will not be reimbursed.
- (i) The colour of the paint must be chosen from an approved palette of pastel colours available in the office.
- (j) Any colours other than those in the approved palette will be the responsibility of the member. The member will have to give a deposit of \$300.00 per room painted in any other colour. The co-op will refund the deposit when the member vacates *if* the member has primed the unit or rooms, the priming has been done in a professional manner and policies are adhered to. The member will have to pay any further costs of repainting the unit if the cost is more than the \$300 deposit per room.
- (k) Members **cannot** paint doors, door frames, window frames, base boards, smoke alarms, door bells, heat registers, light switches, ceilings, kitchen or bathroom cupboard doors.
- (l) Members are expected to take due care when painting. Drop cloths, tape paint or protective coverings must be used. Cover plates on outlets must

be removed before painting and all hardware, fixtures, controls, etc. must be masked before painting.

- (m) Texture spray, stucco or texture may **not** be applied to any wall, ceiling or cupboard.
- (n) The co-op will not contribute to the cost of any wall covering other than the approved paint colours.
- (o) All wallpaper must be dry-strippable and must be removed when the member vacates the unit. Wallpaper must be removed when the member vacates the unit. Any damage caused by the wallpaper must be corrected by the members and the unit primed at their own expense before the unit is vacated. If the new member moving in has requested, in writing, to the office, that the wallpaper be left in place, the office will determine whether the condition of the unit permits this.
- (p) Other wall finishes, such as cloth, fibres, tile, mirrors, etc. may be used only if their application will not damage the wall surface. These products must be removed when the member vacates the unit. Any damage caused by these finishes must be corrected by the members and the unit primed at their own expense before the unit is vacated. If the new member moving in has requested, in writing, to the office, that the finish be left in place, the office will determine whether the condition of the unit permits this.
- (q) Before vacating the unit members are responsible for the repair caused by damage to walls and ceilings by picture hanging devices, ceiling hangers, etc.
- (r) As stated in (o), (p) and (q) above, the member must fix any damage and prime their unit before they vacate.

3. POLICY FOR NEW MEMBERS

- (a) When new members move in, they can anticipate that their unit will be move-in ready with the painting done.
- (b) If circumstances occur that the painting is not done prior to move in, they can request the paint to do it themselves or wait until it is done by a professional.
- (c) After the move-in, the above policy for existing members will be applicable after five years in the unit