

FIFE ROAD CO-OPERATIVE HOMES, INC.

UNIT IMPROVEMENT POLICY

Purpose

This policy will outline the requirements of both the member and the co-op when members request improvements to their unit. Unit improvements are permitted provided it does not have undue hardship on the co-op.

Eligibility

Existing members must have a minimum of 6-month payment history of paying on time to be eligible for an upgrade or unit improvement. New members must pay in advance for the improvement and have member deposit paid in full.

Fixture Upgrade

The co-op has standard light fixtures in all of the units. Should a member want to replace the fixture with a different one, the following process must be followed.

1. A request for the change must be made on the Unit Improvement Policy Form prior to starting the work. The request must state what the fixture is, what room it is located in and provide a picture of the upgrade. The co-op will install the new fixture.
2. The member must stipulate whether they will be removing the fixture when they leave the unit or leaving it behind.
3. If the member will be leaving the new fixture in place when they leave the unit, the co-op will reimburse the member to the maximum that the standard fixture would cost the co-op. The receipt and any warranties will be retained in the co-op office.
4. If the member will be removing the fixture when they leave the unit, the member must pay for the fixture in full. The member must keep the standard fixture in their unit so that it can be installed upon their exit from the unit. The member will pay for all fees associated with the installation.
5. The member will be advised of the co-op's decision in writing.

Appliance Upgrade

The co-op installs standard appliances in each unit. Each unit has a fridge and stove. accessible units also include a washer and dryer.

1. If the member wants to upgrade any appliance, they must complete the Unit Improvement Policy Form prior to purchasing the new appliance. The request will include the appliance they are replacing as well as whether they are intending to leave it in the co-op when they leave the unit or take it with them. The member must stipulate whether they are anticipating modifications to the unit to allow the new appliance (e.g adjustments to counters, etc.) and what they are. The co-op will install the new appliance, if necessary.
2. The member must pay the difference between the standard appliance and the upgrade (minimum \$200 fee), the appliance remains the property of the co-op. They must sign an agreement stating that the appliance is now co-op property. The receipt and the warranty will be retained in the co-op office.
3. If the member is going to remove the appliance when they leave the unit, they must pay for the appliance in full. If there is an installation cost for the standard appliance upon the exit of the member, the member is responsible for the cost in full.
4. The member will be advised of the co-op's decision in writing.
5. If the member's existing appliance does not require a replacement, the member will clean the appliance back to new condition. If a member does not properly clean the appliance, they will either be billed for the full cost to clean the appliance or be denied the upgrade.

Laundry Sinks

If a member wishes to provide their own washer and dryer and need to remove the laundry sink to allow room for their installation, they must submit a Unit Improvement Policy Form. The co-op must do the removal.

Dishwasher

Should the member wish to install a dishwasher in their unit, they must submit a Unit Improvement Policy Form prior to purchasing the item.

1. As this will probably entail removing a cupboard at least one cupboard door and plumbing connections. The co-op will handle the arrangements for the installation.
2. If the member intends to take the dishwasher with them when they exit the unit,

the co-op must remove the dishwasher to ensure that the water hook-ups are correctly closed and the cupboard doors are properly re-installed.

3. The member is responsible for the initial purchase of the dishwasher and the upkeep/servicing of the dishwasher.
4. If the member intends to leave the dishwasher in place, they must sign an agreement stating that the dishwasher is co-op property.
5. If an agreement is signed as per item 4, the co-op will be responsible for reasonable repairs and will retain the receipt and warranty. If the dishwasher is damaged due to neglect, the member will be responsible for reimbursing the cost of repairs.
6. If the dishwasher is portable and hooks up to the tap, no request is required; however, the member is responsible for any damages incurred by the dishwasher.
7. The member must pay for the cost of the dishwasher, the electrician to run the electrical to the panel and the materials required to run the water and drainage.
8. The co-op will provide a written response of their decision.

Exhaust Fan Upgrade

Members requesting to upgrade exhaust fan to an upgraded model or vented exhaust fan.

1. The member will be responsible for paying for the cost difference of the exhaust fan to the upgrade (minimum \$100 charge)
 1. If the member is requesting to have the exhaust fan vented outside the member will be required to pay for the cost of the electrical, piping/venting outside and creating a bulkhead to cover the piping going outside of the unit.
 2. The member must pay \$500 in advance of the installation and the remaining cost once the final charges are calculated.

Flooring

If a member wishes to replace the flooring in a unit, a Unit Improvement Policy Form must be completed prior to starting the work. Do not purchase the new flooring prior to receiving written approval from the co-op.

2. All flooring will remain the property of the co-op when the member leaves the unit.
3. The flooring must be installed by a skilled individual who has prior experience in installing flooring. If the flooring is not standard co-op materials, the household must purchase a minimum of one (1) additional box of flooring for future repairs to be stored in the members unit.

4. A sample of the flooring, together with the warranty information, must be provided to the co-op.
5. If the flooring is to be installed in the basement (186 Fife Road), the member must still advise the co-op
6. The member will receive the co-op's decision in writing.
7. Approved flooring will be inspected by maintenance to ensure it is installed correctly.

Walls

The co-op uses standard paint colours for the walls. Should a member wish to change this, the following process must be followed.

1. A Unit Improvement Policy Form must be completed by the member prior to starting the work all labour involved in painting or wallpapering is to be paid by the member.
2. No work is to be completed prior to approval by the co-op.
3. If wallpaper is to be used, it must be dry strippable.
4. When the member leaves the unit, paint colours other than the standard co-op colours must be repainted to the original colour at the cost of the member, unless there is prior written agreement with the co-op that this does not have to happen.
5. Baseboards, trim and doors must be painted white or returned to this colour when the member exits the unit, at the members' cost.
6. The co-op will provide written notice of their decision

Tiled backsplash

1. Members can request to add tiled backsplashes or other tiled areas
2. The member must present a sample of the materials they are requesting to install
3. The member must supply all materials to complete the installation
4. The co-op will complete the installation if the member does not have a professional individual completing the installation
5. The co-op will pay a maximum of \$200 towards the labour of the installation and the member will be responsible for the difference
6. Once installed it becomes part of the unit

Basement Renovations (186 Fife Road)

1. The member must complete a Unit Improvement Policy Form prior to the start of the project.
2. The request will include all details, including, but not limited to, the exact dimensions of the work, the type of work, whether electrical and/or plumbing is included, plans of the work to be done and the name of the company completing the work.
3. The co-op' decision will be sent to the member in writing.

Water Softeners and Water Filtration Systems

1. A Unit Improvement Policy Form must be completed prior to installation of the water softener, advising who the provider and installer is.
2. The co-op will provide a maintenance person to inspect the installation to ensure that there are no problems.
3. When the member exits the unit, unless there is a written agreement between the co-op and the member, the water softener and/or water filtration system must be removed by the professional who installed it.
4. The co-op will inspect the removal to ensure there is no damage to co-op property.
5. Any damages incurred through the installation, running or removal of the water softener and/or water filtration system will be charged back to the member.
6. The co-op will not assume responsibility of any contracts signed between a member and the provider. The member must pay off any remaining contract or have the item removed.
7. The co-op decision will be sent to the member in writing.

Outdoor Improvements

The co-op must maintain the entire property at both 186 and 190 Fife Road that meet both city and the co-op's standards. To attain this, the following rules must be followed by all members.

Decks and Patios

1. The member must complete a Unit Improvement Policy Form prior to the start of the project.
2. The request will include details of the project including size, materials to be used and the name of the company who will be building it.
3. The member will be advised in writing of the co-op's decision.

4. All costs associated with installation of decks and patios, including permits, will be the responsibility of the member requesting the improvement. This must be completed prior to commencement of work.

Fencing

1. A Unit Improvement Policy Form must be completed prior to the start of the project.
2. The member is responsible for the fence at the back of their yard only.
3. The height of the fence must comply with City of Guelph ordinance.
4. The co-op's decision will be provided, in writing, to the member.

Gardens

1. Outdoor improvements such as gardens that did not previously exist, may be added within the members area, at the members expense.
2. If the garden expands into the common area, a Unit Improvement Policy Form must be submitted prior to the start of the work. Plans of the work must be submitted with the Form. .
3. Any approved garden that expands into the common area will be remain common area and all members will have access to the garden.
4. If a member wishes to install semi-permanent garden additions, a Unit Improvement Policy Form must be submitted prior to the start of the work. The Form must include drawings and a list of materials to be used.
5. The co-op will provide a written response to any Unit Improvement Policy Form requests.
6. The co-op will not be held responsible for any damages that may be caused to any landscaping due to contractors completing any work, including snow plowing.

Garden Structures

1. Items such as pergolas, gazebos, sheds, storage cabinets, tents and canopies and permanent playgrounds, etc. must be pre-approved by the co-op.
2. A Unit Improvement Policy Form must be completed prior to the start of the project.
3. The Form must include materials that will be used, size of the project, pictures of the structure, any warranties to be applied, timeline for the work and the name of the professional who will be doing the work. Any other relevant information should be included.
4. The co-op will provide a written response to any Unit Improvement Policy Form.

5. NOTE; Any units at 190 Fife Road, whose back entrance faces Elmira Road, may not install any of these structures as the City of Guelph considers this area to be the front of the unit. Consequently, the City of Guelph does not permit any of these items to be installed.

Balconies

1. Nothing permanent or semi-permanent can be added to any balcony.
2. The City of Guelph does not permit anything that will obstruct a balcony in any way.
3. Any other additions or modifications must be requested prior to the start of any work on a Unit Improvement Policy Form.
4. The co-op will provide a written response to the request.

Other

1. Any other permanent interior improvements and/or alterations, must be requested, prior to start of the work, on a Unit Improvement Policy Form.
2. Other work includes but is not exclusive to plumbing and electrical changes.
3. All work must be approved by the co-op in writing prior to the start of work.

Conclusion

1. Any building permits or other city requirements must be paid for by the member
2. All work approved by the co-op will be inspected by a co-op representative at the completion of each project to ensure it meets co-op requirements.
3. Prior to starting any outside work, Ontario One needs to be called to mark utility lines.
4. Any work done by a member that has not had prior approval of the co-op will be inspected by a co-op representative. If the work does not comply with co-op standards, or has been completed without the appropriate building permits or other city permits, will be removed at the members' expense.
5. Failure to request or receive approval of a unit improvement or modification may result in a Notice to Appear For a Purposed Eviction.
6. Unit inspections are conducted on at least an annual basis and any unauthorized work identified will be presented to the board of directors to make a decision on next steps.

**FIFE ROAD CO-OPERATIVE HOMES, INC.
UNIT IMPROVEMENT POLICY FORM**

NOTE: Please do not purchase materials or start work on any project prior to receiving written approval from the co-op.

Members Name: _____ **Unit No** _____

Phone Number _____ **Date** _____

1. Describe the unit improvements you wish to make. Be as specific as possible. Provide photographs and, if needed, drawings etc.

2. Describe the materials that will be used. Provide photographs, if possible. Warranties for materials and/or labour must be included. If the request is for an appliance upgrade please provide details of the appliance.

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3. Name of the person or company performing the work, copies of their WSIB and insurance coverage, together with a resume of their experience and their contact information

4. Timeline for completion of the work if conducted by an independent contractor:

Start Date: _____

Estimated Completion Date: _____

I agree to pay all the fees associated with my unit improvement request as per the unit improvement policy.

The estimated cost of the improvement is \$_____ this amount is due to the co-op at the time of the request. If the upgrade costs more than the estimate, the member will be responsible for the difference.

Member Signature: _____

Decision of the co-op _____

Date of Decision _____

Work Inspected by (Name and Date) _____

Please attach additional documents to this request form and drop off at the co-office with any sample materials available.