

## Paint and alterations (units)

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### Purpose of the policy

- To maintain co-op property. To set out co-op requirements for member during moving-in, out and internal transfers. Also, for members who wish to paint, alter or improve their units.

### Policy – Wall treatments

1. Members must use paint types and colours specified by the co-op.
2. **Inspections:** are to be done by 2 of any 4 of the following personnel: an office staff person with; a director, maintenance personnel; committee volunteer.
3. Members are permitted to alter their unit wall colour or use wallpaper with the understanding and agreement that the members-is responsible for removing paper properly and/or preparing walls for painting using filler, and/or primer.
4. The **Co-op will supply the paint** in the Co-op's standard colour to a Member, upon written request and inspection, every **five years**. The labour involved in painting a unit will be at the member's expense.
5. On **move out or internal transfer**, a member will be held responsible for damage or wear and tear to the painting that is inconsistent with the painting's life expectancy. The painting's standard life expectancy is:
  - Walls/Doors/Closet Doors: 10 years
  - Ceilings: At co-op's expense unless required due to member damage, i.e. stains, holes, nicotine residue, etc.
6. The office will arrange for professional painting of the unit and the member will be responsible for the costs calculated at less than 1 year – 100% and prorated at 10% a year thereafter.
7. Units must be restored to paint types and/or colours specified by the co-op.

### Minor alterations

8. Members may attach pictures, paintings, shelving and other objects to the unit's interior. Members will be responsible for any repair or re-painting resulting from installation or removal of minor alterations or improvements, as requested by the

co-op, if the member does not do the repairs and re-painting to the co-op's standards the Co-op will repair at member's expense.

### **Major alterations**

9. Any **major alterations must be pre-approved by the Board of Directors in writing and kept on file for the duration a member resides within the Co-op.**  
If a member wishes to upgrade their unit by replacing their flooring, mouldings and wood trim, counter tops, and/or co-op appliances, this must be submitted in writing by the member to the Board of Directors and all work must wait for written approval by the board to the member. Upon move-out, during the move-out inspection, it is at the discretion of the office and/or director, maintenance personnel, and/or committee volunteer, whether the unit is acceptable or the member is responsible for returning the unit to a pre-move-in state and all costs will be incurred by the member. The office will provide the member with a written request if necessary.

### **Structural changes**

10. Structural changes are not permitted

Approved by the General Membership: November 30, 2017