

Galleria Rule

RENOVATION WITHIN A UNIT

1. Definition of Renovation within a Unit

For purposes of this rule, “renovation within a unit” includes replacement of flooring, kitchen cabinets, bathroom cabinets, toilets, bathtubs, electrical system alteration, alteration of plumbing or heating systems, adding air conditioning, interior wall, floor or ceiling modification.

Upgrading or décor changes such as interior painting, window coverings, fail-safe thermostats, water faucets, replacement of appliances or electrical fixtures, switches and receptacles does not constitute a renovation.

No renovation of any kind is permitted on common property, including interior and exterior common property. Balconies are common property.

2. Objectives of this Renovation Rule

The Corporation is responsible by statute and regulations, through the Board, for the supply and management of certain services in a safe manner to residents. Some of the building systems that supply services are integrated causing the supply of service in one unit to be dependent on the system in another unit.

The Galleria is a premier quality building. The Board has an obligation to sustain that quality and, by so doing, to protect the individual investments of the unit owners.

There are certain special features in the original construction of The Galleria. These may require special consideration during renovations.

As a community of people able to enjoy the atrium environment throughout the seasons there is a need to reasonably balance the occasional noise and unusual dust and dirt inherent with renovations with reasonable expectations of quiet enjoyment of their home by residents.

3. Consent to Renovate by the Board

Written consent from the Board is required before any Renovation is begun. Consent by the Board does not absolve the owner of any responsibility that might otherwise attach to the actions of the owners or agents.

4. Application to the Board for Consent to Renovate

Application must be submitted to the Board for consent for renovation. The application should state the nature of the intended renovations and the intended work schedule. It should indicate the plan to dispose of construction material and proposals to mitigate the spread of dust and dirt. The application must identify any impact the renovation will have on the building envelope and/or building systems. The application must be supported by such drawings, product specifications, name(s) of contractors and service(s), approvals, permits or other documentation as the Board may reasonably request. The owner will be responsible for the cost of any professional or engineering services that the Board may require to evaluate and consider a renovation application.

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5. Conditions of Board Consent

No work is to be performed in the atrium, visitor parking or parking areas.

When the Board grants written consent to renovate such renovation will be subject to any special conditions, which must be observed, as agreed with the owner.

The schedule of work provided to the Board must also be posted on CondoGenie to inform other owners and residents of the activity and the duration of impact the renovation will have on their home and lives. The schedule of work must be kept current.

The owner is responsible for any damage to common area and daily clean-up of unreasonable dirt that is incurred as a result of the renovation.

The Board may require a damage deposit of \$500 to be held in trust before work commences. Repair of damage to common area and clean-up of unreasonable dirt will be paid from the deposit.

6. Requirements Included in Consent

Every consent to renovate is deemed to include the following standard and special renovation requirements as well as cleanliness and waste disposition.

6.1 Standard Renovation

- 6.1.1 The Galleria property manager shall be informed of the names and phone contacts of construction or service personnel.
- 6.1.2 Contractor parking is the responsibility of the unit owner. One space is available next to the emergency exit door at the S.E. corner.
- 6.1.3 A maximum of two parkade visitor parking stalls are available for rent from 8 to 6 Monday to Friday for a fee of \$10 per day payable to the Galleria Social fund.
- 6.1.4 The owner is responsible to provide access to the Galleria for the contractors. If a fob is given to a contractor by an owner, the property manager must be informed. If a lock box is used, the owner must first receive Board approval. The lock box must be placed on the lock box rail located between the front entry doors and must display a contact name and number. A lost fob needs to be reported immediately to The Board and a replacement issued at the Owners expense. A contractor's washroom is available if the extent of the renovation eliminates the washrooms within the unit. A key will be provided by the property manager and if lost, a fine of \$200 will be levied. Owners will supervise or arrange supervision for the work and activities of their contractors.
- 6.1.5 Renovation work is only permitted Monday through Friday, 8:00 AM to 6:00 PM, and Saturday 9:00 AM to 6:00 PM. No renovation work shall be performed on a Sunday, Statutory Holiday or a day in lieu of a Statutory Holiday.
- 6.1.6 A Schedule of Activity, updated as needed, shall be provided to the Galleria's property manager three days in advance of any activity. This will enable the property manager to provide notice of any disruption of service to other residents and also to book the service elevator and enable the property manager to install protective tarps. The owner will also be required to create a forum message on CondoGenie, the Galleria's virtual bulletin board, titled "Renovation Updates for Unit #". The owner of the unit will be required to post updates in this message thread, specifically related to noise and renovation timelines. This will keep fellow neighbours informed of the renovation.

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- 6.1.7** Contractors may not store tools, equipment or materials in the common area.
- 6.1.8** The north loading doors holding area, adjacent the garbage bin, are to be used for transporting material in and out of the building. The holding area must be used as an air lock, with only one door open at a time. The south front entrance doors are NEVER to be used to move material in and out of the building.
- 6.1.9** Ground floor units should use their patio doors for moving materials in and out of the unit as much as possible throughout the renovation. For 3rd and 5th floor units, emergency stairwells may be used.
- 6.1.10** If using an elevator, only the west elevator is permitted for moving materials. Upon notice, the property manager will place insulated pads in the west elevator to protect the interior from damage. Requests to sign out the elevator door key to stop the elevator doors from closing must be made by contacting the property manager. A \$200 key deposit is required.
- 6.1.11** Unit owners are responsible for any breach of the Galleria Rules, specifically the Renovation and Moving In & Out rules, by their contractor or sub-contractors. These rules must be reviewed prior to the commencement of a renovation. A breach of the rules will result in a \$150 fine issued to the unit owner.
- 6.1.12** Photographs of electrical, plumbing and HVAC work completed must be provided electronically to the Board prior to closing walls or drywall.
- 6.1.13** Renovations must be done such that the building's original electrical, plumbing and structural systems and capabilities are not exceeded.
- 6.1.14** It is recommended that the unit owner inform their insurance provider of the ongoing renovation.

6.2 Special Renovation Considerations

- 6.2.1** The Galleria is designed and built with non-combustible material. Approved steel studs are to be utilized, not wood studs. Water lines should be copper piping, not plastic.
- 6.2.2** Floor Renovations to a common floor having another unit below must include a resilient underlayment. Ceramic tile or slate with underlayment over the 8" poured concrete floor must have a minimum impact sound rating of IIC 56. Hardwood, including engineered hardwood, laminate, cork or vinyl flooring must have a minimum impact sound rating of IIC 60. The flooring must not touch the perimeter walls of the unit and if a baseboard is to be installed it must not touch the floor finish.
- 6.2.3** Renovations to plumbing fixtures, toilets, bath tubs, sinks, washing machine and/or dishwasher must include the installation of a local shut-off ball valve for each water supply.
- 6.2.4** If possible, hot and cold water supply lines to the entire kitchen or bathroom(s) are to incorporate an area shut-off to isolate the areas from adjacent units and allow ease of fixture replacement and vacation isolation. Most units have 2 or 3 water supply sources and each are shared with 4 to 6 other units.
- 6.2.5** If, during the renovation, plumbing clean-outs are exposed, they must not be covered over. An access door or removable panel is recommended.

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- 6.2.6 Coring of holes through floors and ceilings require non-destructive testing to ensure embedded lines are not penetrated.
- 6.2.7 If, during the renovation, access holes through concrete walls, floors, utility chases, and fireplaces are exposed they must be sealed with a 2 hour fire rated material (fire rated spray foam is acceptable).
- 6.2.8 When exposing the laundry area wall ensure the dryer vent is clean. The Galleria will contribute to cleaning the common area of ducting.
- 6.2.9 Water supply piping and drainage piping exposed during construction is to be evaluated by the contractor and verified by the Board for replacement and/or cleaning at the expense of the Galleria.
- 6.2.10 Kitchen garburators and low flow flush toilets are not permitted because of the impact on the Galleria drainage system. Dual flush toilets are recommended.
- 6.2.11 Braided stainless steel tubing and a tee must be used if connecting a water line to a fridge or appliance, a metal saddle clamp is not permitted.

6.3 Cleanliness & Waste Disposition

- 6.3.1 Owners and contractors shall take reasonable steps to keep common area floors, stairways and elevators clean at all times.
- 6.3.2 Waste material including dirt, debris, building material, flooring, fixtures, old cabinets, appliances or other materials being disposed of shall not be deposited in common areas, receptacles or a garbage bin belonging to The Galleria. All such materials are to be taken off site.
- 6.3.3 Disposal of drywall mud, tile mortar, glue or grout as well as paint are to be taken off site. Sink and toilet drains are not to be used.
- 6.3.4 Cleaning of tools used for drywall taping, mortar, glue or grout as well as paint brushes and rollers are to be cleaned in a pail of water and the pail and water to be taken off site for disposal.
- 6.3.5 Dust control is necessary especially with drywall installation. Special controls may include high efficiency vacuum and unit entry wet boot tray.

History of Rule:

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