



# DECORATING AND HOME IMPROVEMENT POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, A POLICY REGARDING DECORATING AND HOMES IMPROVEMENT MADE BY MEMBERS TO THEIR UNITS WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:

Date passed by the Board of Directors:	<u>October 4th, 1989</u>
Date confirmed by the Membership:	<u>November 29, 1993</u>
Date amended by the Board:	<u>June 14, 2010</u>
Date Confirmed by the Membership:	<u>November 21, 2010</u>
Date amended by the Board:	<u>April 2, 2012</u>

## WHEREAS

It is the firm opinion of the Board of Directors that member households should be able to treat their units as their homes;

## AND WHEREAS

It is important that Members maintain the unit in such a way as to minimize the maintenance costs if they move;

## THEREFORE BE IT RESOLVED THAT

The following policy will apply to all Members:

1. No changes in the electrical wiring of the units may be made without prior approval from the Board of Directors and a permit from North Waterloo Hydro. Hydro will inspect the completed work and issue a certificate, which must be submitted to the Co-op office.
2. Detailed proposals for structural changes or renovations to the unit must be submitted to the Board of Directors for approval prior to the start of work. This procedure is required to satisfy the stipulations of the insurance coverage. Structural improvements must remain for the benefit of the next member to use the unit.
3. Only dry-strippable wallpaper may be hung. Self-adhesive decorative sheeting may not be used.
4. Mirror tiles or cork must not be mounted directly on the drywall. Such materials must be mounted on a backing such as Masonite and affixed with anchors and screws.
5. Self-adhesive cloth picture hangers destroy the surface of drywall. Nail-and-hook or screw-and-anchor hangers should be used instead.
6. The kitchen cupboards as well as the cupboard under the sink in the bathroom are made of melamine and cannot be painted over.
7. In order to prevent moisture problems the painting of the basement floor and the cement bottom part of the basement walls is not permitted,
8. Painting of the balconies cement is not permitted, nor is it allowed to cover up the whole area with outdoor carpet and such coverings. This is to protect the integrity of the balcony and to allow for visual inspections and early detection of any surface damage.



9. The Co-op has installed safety devices in each unit: smoke alarm, fire extinguisher; and carbon monoxide detector (in town houses only.) Do not move these devices from their location. Do not unplug the carbon monoxide detector. Keep the devices in good working condition. Inform yourself on how to use the fire extinguisher, how to change the batteries in the smoke detector. Do not remove working batteries from any smoke detector. The member is responsible for the good working order of the safety devices. You have to notify the office immediately if the safety devices have been damaged or are not functioning properly. When vacating the unit all safety devices will be left in the unit.

Failure to do so will result in additional charges for the member to pay for the replacement of the missing safety devices.

10. Window air conditioners (a/c) may be installed after April 15 and must be removed before October 15 each year. Members will have to notify the office when they install a window-mounted air conditioner unit. Members may install their own a/c; the a/c must be in good condition. Window air conditioner units must be installed without damaging the window frames and the building envelope; the a/c has to be secured with brackets if necessary. The a/c must be installed in such a way that the back end is slightly tilted down so that no liquid can drip back into the window, window ledge and walls. When installing a window a/c in a bedroom window overlooking the balcony the same rules as described above apply as well as the member has to install a drip catch tray/bucket to prevent a/c unit from dripping water on the balcony cement.

Installation of all window air conditioner units is subject to inspection.

Care must be taken that any part of the window removed for installation of the a/c unit is safely stored, not damaged and ready to re install after the a/c unit has been removed. The a/c unit has to be installed in such a manner that the area around it remains water tight; no moisture is allowed to enter the building. The material has to be removable and waterproof. A maximum of 2 air conditioners per unit is allowed. We recommend energy efficient models.

11. We encourage Members in townhouses to plant a garden and/or vegetable patch. Members living in the apartment building can use containers for planting flowers and/or vegetables. Planters, decorations must be hung off the inside of the balcony railing. For safety reasons nothing may be hung off the outside of the balcony railing.

No holes may be drilled in the cement of the balconies, nor may the siding be punctured to hang planters or decorations. Only non-invasive plant species may be planted. In order to protect the integrity of the buildings no vines may be planted against any of the buildings or near any of the buildings.

Planting of vines is not allowed in order to prevent bugs from getting inside homes and apartments, to prevent damage to the buildings' exterior, siding and eaves trough.

12. Some townhouses have a front porch to protect the integrity of the building. These front porches shall not be altered, enclosed or covered in any way. No drilling of holes or puncturing the soffit and siding is allowed.