

PARK PLACE RENOVATIONS

- Ultimate Property Management (judy.walker@ultimateproperty.ca) must be advised of all renovations at least one week prior to the work commencing. Please have service providers/contractors/tradespeople review and sign this document to acknowledge they are aware of acceptable procedures.
- Painting is included in this as Ultimate will have to provide instructions about correct area preparation where sanding is concerned, proper disposal of leftovers/paint cans and maintenance expectations for common areas.
- All work must be completed in a timely and professional manner according to all applicable bylaws and local building codes. If areas known to contain asbestos are to be disturbed, appropriate steps (including testing and remediation) must be taken at the owner's expense. Ultimate will flag these areas in approval documents prior to any work commencing.
- In the case of flooring, material specifications—including underlay—must be submitted for approval. Underlay for hard surface flooring must meet a minimum requirement of 72 iic and be inspected and approved by a board member both in its original packaging and immediately prior to installation.
- Any substantial materials (e.g. tile, flooring, appliances, etc.) must be brought in and out of the building in accordance with Park Place delivery procedures. Ultimate Property Management will provide those details upon approval of your project. Where necessary, the elevator will need to be booked and padded in order to protect the interior.
- Work hours for repairs and renovations are 8 a.m. to 7 p.m. Monday through Saturday. No work can be carried out on Sundays or statutory holidays. Please call Judy at Ultimate Property Management (403-287-3056) or e-mail her (judy.walker@ultimateproperty.ca) at least 72 hours prior to have the protective pads hung and the elevator locked off.
- It is the unit owner's responsibility to ensure all common areas are kept clean throughout the period of work. If your service providers/contractors/tradespeople will not clean up after themselves in common areas then it is your responsibility to do so.

- The area by the west gate and garbage room is not to be used as a work space without receiving prior permission from the board. Please submit this request in writing to Ultimate Property Management (judy.walker@ultimateproperty.ca) along with all other paperwork when seeking permission for your renovation. If permission is granted, access to this area must not be blocked and it is the responsibility of the service providers/contractors/tradespeople to maintain a safe work zone (e.g. cord management, tripping hazards, etc.). You are also responsible for the security of this area, so no doors are allowed to be left open while unsupervised.
- Owners and tenants are not permitted to attempt any plumbing repair or alterations on their own, no matter how minor they may seem. Please call Ultimate Property Management at 403-287-3056 to arrange for Scandia, Park Place's contracted service provider, to come in and address such plumbing needs. Failure to do so will result in substantial chargebacks if damage results from a water leak.
- Even if you are using your own plumber to install fixtures, Scandia must be present if water shut-off is required in the building. Please allow a minimum of 72 hours for this so other residents can be notified and inconvenience kept to a minimum.
- All service providers/contractors/tradespeople must be made aware of and abide by these rules. As an owner, it is your responsibility to make them aware and ensure compliance and failure to do so could result in financial penalties and/or chargebacks per the bylaws.

I have read the above and agree to comply with the rules as stated

_____ Unit owner

_____ Service provider/Contractor/Tradesperson