

Carleton Condominium Corporation No. 542 (CCC542)

Renovation Quick Guide

DISCLAIMER: Please note that in the event that there is a discrepancy between this Guide and the Declaration, Bylaws, Rules, or Resident Handbook then those documents prevail.

This is a guide to help owners understand when the Property Manager and Board approvals are required when an owner renovates their unit and provides a guidance to supplement the "Resident Handbook".

Please direct any questions to the Property Manager.

Up to date information can be found at the Corporation (CCC No. 542) website at www.ccc542.com.

This document presumes that the owner is either a qualified and licensed tradesperson or has hired qualified professionals to do the work (e.g. general contractor, electrician, plumber, gas fitter, engineer, etc).

Owners need to understand that where their renovation compromises the building structure or a neighbour's unit, the owner who did the renovations, or any future owner, will be responsible for any related costs either in the present time or in the future.

Description	Can I make the change independently?	Do I need to contact the Property Manager?	Do I need Board approval before proceeding?	What information do I need to give to the Property Manager? Additional Explanation
1. Items relating to the front door:				
a. Lock / handles on the front door	Yes	No	No	<ul style="list-style-type: none"> • The owner may change the locks and door handles as they wish.
b. Front door	No	Yes	No	<ul style="list-style-type: none"> • The Property Manager will arrange any new front door (or repair). Be aware, unit owners are charged back if door was damaged by owner.
c. Window insert in the front door	No	Yes	Maybe	<ul style="list-style-type: none"> • Board pre-approval is required if you want to replace the glass in the door and install a decorative glass window for example.
d. Paint color of the front door	No	Yes	No	<ul style="list-style-type: none"> • No, you cannot change the paint color. • If your front door needs painting (especially after changing the door handle), contact the Property Manager for further information.
e. Storm door/ screen door	No	Yes	Yes	<ul style="list-style-type: none"> • Board pre-approval is required. • Refer to the Resident Handbook for complete

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				information and related documentation. The CCC542 website provides a special form for this request. Be aware, unit owners are responsible for maintenance.
2. Adding a railing to your front steps	No	Yes	Yes	<ul style="list-style-type: none"> Board pre-approval is required to install any new railings outside. Be aware, unit owners are responsible for maintenance.
3. Replacing the mailbox at the front door	Maybe	Maybe	Maybe	<ul style="list-style-type: none"> If the owner is able to replace the mailbox utilizing the existing screws that are in the exterior wall of the unit, then no pre-approval is required. However, if the screws need to be moved or new holes drilled into the side of the unit, then pre-approval is required.
4. Replacing the doorbell at the front door	Yes	No	No	
5. Changing the lock/handles on the door from your unit to the garage	Yes	No	No	
6. Changing the window coverings in your unit (excluding the front door)	Yes	No	No	
7. Changing the flooring in your townhouse	Yes	No	No	<ul style="list-style-type: none"> Presuming you are not changing the structure of the townhouse, you do not need to inform the Property Manager. Be mindful that different flooring has different associated noise that may be heard by your neighbour (e.g. carpet is quieter on stairs than hardwood).
8. Structural alterations				
a. Moving a supporting wall	No	Yes	Yes	<ul style="list-style-type: none"> The owner needs to provide the Property manager with an engineer's plan that details the proposed changes

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				including confirmation that the structural integrity has not been compromised. <ul style="list-style-type: none"> Once the Board has approved the proposed change, the Property Manager will update the Status Certificate and the owner can proceed with the renovation.
9. Renovating electrics				
a. Installing new lighting or wall switches	Yes	No	No	
b. Making major changes to electrical wiring	Yes	No	No	<ul style="list-style-type: none"> The owner is responsible for ensuring that a qualified electrician does the work.
10. Renovating the kitchen				
a. Installing new cupboards	Yes	No	No	
b. Bringing gas to the kitchen stove / oven	Maybe	Yes	Maybe	<ul style="list-style-type: none"> Gas may be brought up to the kitchen from the furnace providing that there are no changes to the building structure.
c. Installing new range hood / microwave combination range hood	Maybe	Maybe	Maybe	<ul style="list-style-type: none"> If there are any changes to the existing duct work/venting of the range hood, the owner must provide the Property Manager with the list of specifications describing the changes PRIOR to any work commencing for the Board's pre-approval and explain why the existing ductwork cannot be used (or adapted). If the Board does not approve the venting changes, then the project may not proceed.
d. Installing new gas stove / oven	Maybe	Yes	Maybe	<ul style="list-style-type: none"> The owner is responsible to ensure that a qualified gas fitter installs the gas connection and connects their gas stove/ oven and that the proper fire safety measures

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				are installed per code (e.g. concrete board, tiles, etc.).
e. Installing new sink/ counter tops	Yes	No	No	
f. Installing new dishwasher	Yes	No	No	
g. Installing new fridge	Yes	No	No	
h. Installing new electric stove / oven	Yes	No	No	
11. Bringing gas outside to the barbeque	No	Yes	Yes	<ul style="list-style-type: none"> Board pre-approval is required. Please note that the Board will only approve a <i>quick connect on the meter</i> instead of drilling any holes in the foundation.
12. Renovating the bathrooms				
a. Replacing an existing bathroom fan	Yes	No	No	
b. Installing a bathroom fan where not previously existing	No	Yes	Yes	<ul style="list-style-type: none"> The Board will not approve any new installation of a fan in the bathrooms that have windows available for ventilation. This restriction is to limit the extra holes in the roof or to the side of the building and to avoid unnecessary intrusion into the attic space.
c. Renovating the bathroom	Yes	No	No	<ul style="list-style-type: none"> All plumbing must remain within the unit's boundaries. Please refer to the Declaration for the unit boundaries. If in doubt, please contact the Property Manager before proceeding.
13. Converting the wood burning fireplace to a gas fireplace	Maybe	Yes	Yes	<ul style="list-style-type: none"> If the gas fireplace can be installed without changes to the current chimney venting, then approval is not required but the Board needs to be aware of your plans to convert the fireplace to gas.

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				<ul style="list-style-type: none"> • However, if the fireplace requires new venting to the outside, then Board pre-approval is required before work can commence.
14. Replacing the water heater – WITHOUT changes to the venting	Yes	No	No	<ul style="list-style-type: none"> • If there are no changes to the structure of the townhouse (i.e. existing venting can be used) no approval is required.
15. Replacing the water heater – WITH changes to the venting	No	Yes	Yes	<ul style="list-style-type: none"> • The Board's concern is how the water heater is vented: atmospheric or power venting. In-line tankless type water heaters present additional concerns depending on proposed location of installation and are likely to be refused approval. • If the new water heater requires changes to the structure of the townhouse (e.g. new venting outside), pre-approval is required. Send the Property Manager the specifications of the changes to the venting (location, size, etc) so the Board can review the request.
16. Replacing the furnace WITHOUT changes to the venting	Yes	No	No	<ul style="list-style-type: none"> • If there are no changes to the structure of the townhouse (i.e. existing venting can be used) no approval is required.
17. Replacing the furnace WITH changes to the venting	No	Yes	Yes	<ul style="list-style-type: none"> • If the new furnace requires changes to the structure of the townhouse (e.g. new venting outside), pre-approval is required. Send the Property Manager the specifications of the changes to the venting (location, size, etc) so the Board can review the request.
18. Replacing the HRV unit (Heat Recovery Ventilator) – WITHOUT changes to the venting	Yes	No	No	<ul style="list-style-type: none"> • If there are no changes to the structure of the townhouse (i.e. existing venting can be used) no approval is required.

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19. Replacing the HRV unit (Heat Recovery Ventilator) – WITH changes to the venting	No	Yes	Yes	<ul style="list-style-type: none"> If the new HRV requires changes to the structure of the townhouse (e.g. new venting outside), pre-approval is required. Send the Property Manager the specifications of the changes to the venting (location, size, etc) so the Board can review the request.
20. Replacing the washer / dryer	Yes	Maybe	Maybe	<ul style="list-style-type: none"> No approval is required if the appliances will remain located in the unit's utility room and if the dryer will use existing venting. (Replacing the unit's internal venting hose is permitted, but no change to the external venting is allowed).
21. Replacing the tub/ faucet in the utility room	Yes	No	No	<ul style="list-style-type: none"> This presumes that there are no changes to the unit's boundaries.
22. Adding insulation in the attic	No	Yes	Yes	<ul style="list-style-type: none"> The Board needs to approve the addition of insulation to the attic to bring the unit up to current code and needs to be aware of what insulation material will be used and which qualified professional will do the work. The owner must provide the proof that a qualified installer has added insulation to the attic to bring it up to current code so that the Property Manager can add this to the next Status Certificate.
23. Painting the <i>interior</i> walls of the townhouse (or removal of ceiling stippling, adding/removing wall paneling, etc)	Yes	No	No	
24. Adding a patio to the bottom of the porch in the backyard exclusive-use area	No	Yes	Yes	<ul style="list-style-type: none"> Refer to the Residents Handbook for complete information and related documentation. The CCC542

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				<p>website provides a special form for this request.</p> <ul style="list-style-type: none"> The owner must provide the Property Manager with detailed specifications of what work is proposed, who is doing the work (contractor name, etc) and wait for pre-approval. The Corporation's landscaper will review the work to ensure that the proper drainage has been installed. The owner is responsible for any remedial work required.
25. Installing a new electronic garage door opener	Yes	No	No	<ul style="list-style-type: none"> This is the owner's responsibility.
26. Changing the garage door	No	Yes	No	<ul style="list-style-type: none"> The Property Manager will arrange any new garage door (or repair). Be aware, unit owners are charged back if damaged by owner.
27. Installing a satellite dish / antenna	No	Yes	Yes	<ul style="list-style-type: none"> Due to the damage to siding (or roofing), effective 2018 the Board will not approve any new installations.
28. Installing a security system – INTERNAL only	Yes	No	No	<ul style="list-style-type: none"> If the system is purely internal to the unit then no approval is required.
29. Installing a security system – WITH EXTERNAL components	No	Yes	Yes	<ul style="list-style-type: none"> Systems employing external video surveillance are not permitted.
30. Drilling through the unit's exterior walls or foundation	No	Yes	Yes	<ul style="list-style-type: none"> Any proposed change to the unit's boundaries for any reason needs to be pre-approved by the Board.
31. Using a dumpster during renovations	Maybe	Yes	Maybe	<ul style="list-style-type: none"> The Board urges the owner to use their garage for material during the renovation phase. Should a dumpster be required there will be strict time limitations applied. As well, neighbouring units and possible damage to driveways

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				will also need to be considered.
32. Other?	Maybe	Maybe	Maybe	<ul style="list-style-type: none"> Unit owners should consult the Resident Handbook and the CCC542 website for guidance. Questions can also be directed to the Property Manager.