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MAINTENANCE AND IMPROVEMENTS BY-LAW

ARBOUR VILLAGE CO-OPERATIVE HOMES INC.

BY-LAW NO. 8

MAINTENANCE AND IMPROVEMENTS BY-LAW

Passed by the Board of Directors on the 21st day of January, 1987.

Confirmed by the Members on the 21st day of January, 1987.

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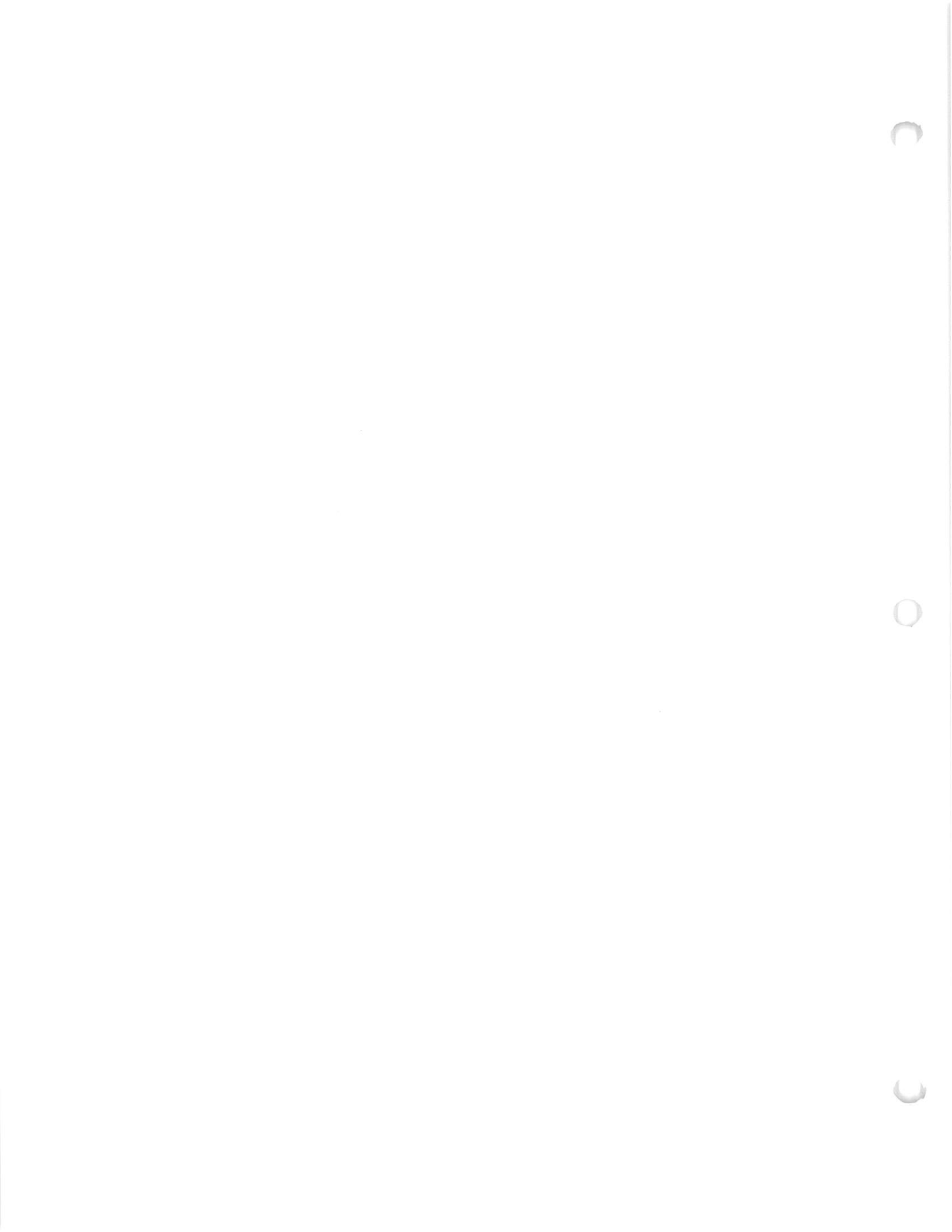
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1. GENERAL

Article 1: General

- 1.01
- (a) The purpose of this By-law is:
 - i) maintenance for the co-op;
 - ii) repair and improvement of co-op property;
 - iii) to set guidelines about what alterations members may make to the units and what conditions must be met before any alterations may be made.
 - (b) This By-law does not deal with the maintenance-related procedures that will be used to carry out the By-law. The Maintenance Committee (in consultation with the Board and co-op staff) is responsible for putting in place such procedures.
- 1.02
- (a) The Co-op is generally responsible for the routine maintenance, repair and improvement of the buildings - interior, exterior, and grounds in order to:
 - i) ensure that buildings are structurally sound, safe and secure;
 - ii) provide property-related services and facilities to meet the needs of members;
 - iii) keep mechanical systems and appliances in good working order;
 - iv) maintain and enhance the attractive appearance of the property.
 - (b) Members are generally responsible for the upkeep and cleaning of their unit, including:
 - i) carrying out minor repairs;
 - ii) reporting maintenance problems to the co-op promptly;
 - iv) redecorating;
 - v) where applicable, grounds-keeping and general maintenance of private yards, if any.



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1. GENERAL

- (c) Members will be responsible for any costs resulting from repair or replacement of co-op property which is necessitated by:
 - i) the removal by the member of co-op owned property or equipment;
 - ii) undue wear and tear caused by the member;
 - iii) caused wilfully or through negligence by the member.



Article 2: Units

2.01

Decorating

- (a) When members wish to re-paint their units, they will be responsible for carrying out the work, unless prevented from doing so by illness, age or disability. The co-op will not require members to re-paint their units unless re-painting is necessary because of undue wear and tear.
- X (b) The Co-op will supply sufficient paint to re-paint units every three years or when there is a change of occupancy. This allowance may be claimed in instalments if the whole unit is not painted at one time. The Maintenance Committee will determine the amount of paint allowable for each size of unit.
- (c) The Co-op will provide the paint from a selected range of types and colours. Members will not be reimbursed for the cost of paint which they have purchased themselves.
- d) Members who are purchasing their own paint are expected to use reasonable discretion when choosing a paint colour. If a dark colour is used, the cost of extra coats of paint required when repainting will be deducted from the Member Deposit when the member moves out.
- e) Painting equipment and supplies other than paint, (e.g.brushes, rollers, thinner and drop-clothes) must be supplied by the members at their own expense.
- f) Only surfaces previously painted may be painted.
- g) Members are expected to take due care when painting. Drop-clothes or similar protective coverings must be used. Cover plates on outlets must be removed before painting, and all hardware, controls, fixtures, etc. masked before painting.
- h) All wallpaper must be dry-strippable and must be removed when the member vacates the unit unless the member moving in have requested, in writing, that the wallpaper be left in place. The co-op will not contribute to the cost of wallpaper.

* replaced - see By-law No. 22



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2. UNITS

- i) Other wall finishes such as cloth, tiles, mirrors, etc. may be used only if their application will not damage the wall surface. Any damage caused by their application must be corrected by the members at their own expense before the unit is vacated.
- j) Texture spray, stucco or textured paint may not be applied to any wall or ceiling.
- k) Before vacating their unit, members are responsible for the repair or damage caused to walls and ceilings by picture hanging devices, ceiling hangers, etc.
- l) During the first year of operation, members will not be permitted to paint, wallpaper, or make any alterations which would affect the builder's warranty.

**2.02
Floors**

- (a) Members are expected on a regular basis, to clean and maintain tile and carpet floor coverings.
- (b) Carpets installed by members must be installed in such a way as not to cause permanent damage. Rubber-backed carpeting and area rugs must have underlay.

**2.03
Appliances**

- (a) Co-op owned appliances and their accessories belonging to the co-op may not be removed or moved from one unit to another, or replaced without prior written permission from the co-op.
- b) The co-op is responsible for maintaining co-op owned appliances in working order and replacing them, as necessary.
- c) Members are required, on a regular basis, to clean both the interior and exterior of their refrigerators and stoves, in accordance with the recommendations of the manufacturer. Damage to any appliance which is caused by the failure of a member to carry out these responsibilities or otherwise caused by the member's neglect or abuse will be repaired by the co-op at the member's expense.

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2. UNITS

- d) Members may install additional appliances without consulting the co-op provided no structural alterations are required to do so. If structural alterations are required, they must be approved, in advance by the Maintenance Committee.

2.04

Windows and Screens

The co-op is responsible for the replacement of all broken windows and torn screens. The member will be charged for the cost of such repair if the damage is judged to be the member's fault.

2.05

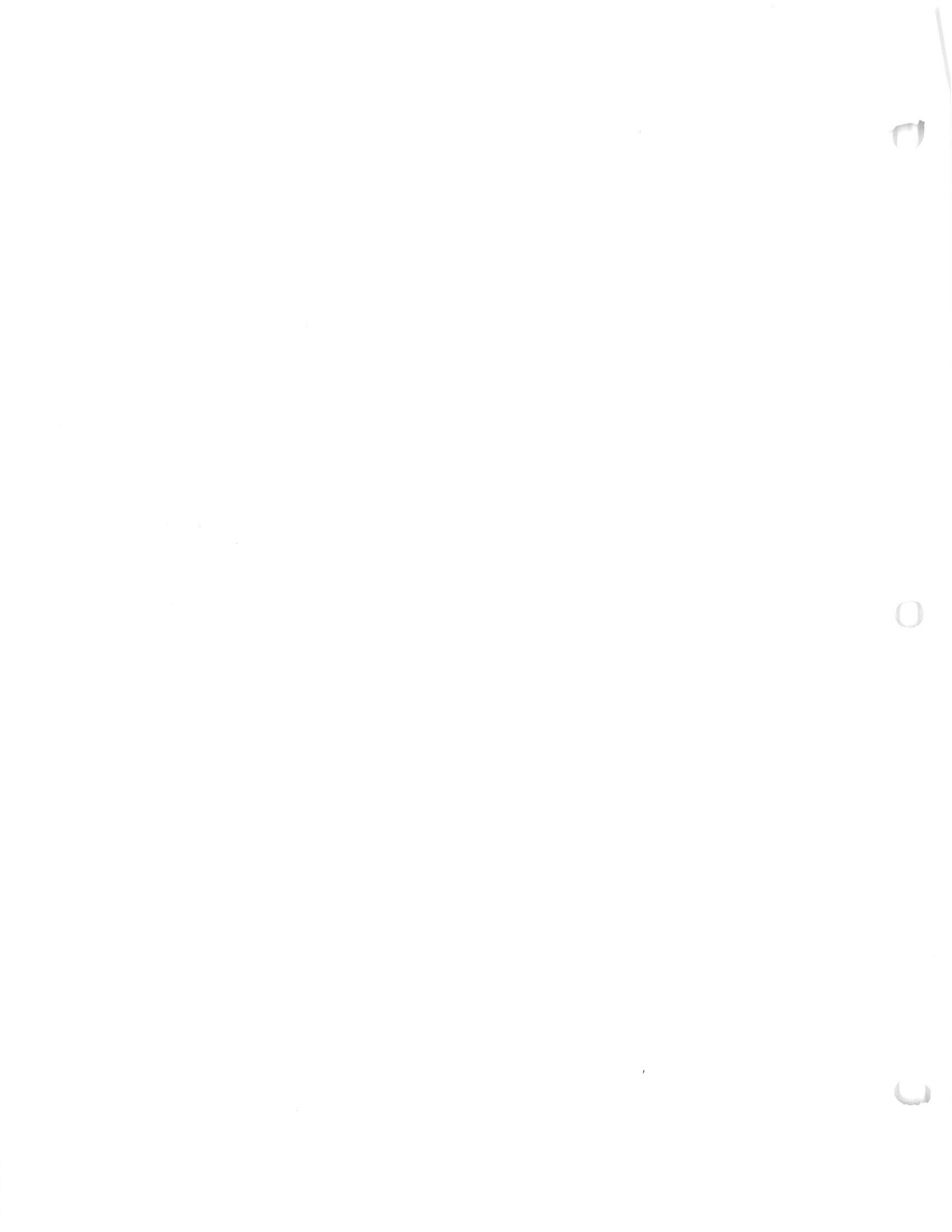
Pest Control

- (a) In the event of a serious pest control problem in the buildings the co-op will have the right to take such pest control measures as it considers necessary to deal with the problem. When determining what measures to take co-op will have regard for the health of members.
- b) Exemptions to the general requirement that chemical pesticides be used in units will be allowed to members who obtain a letter from a doctor confirming an allergy or a susceptibility to these products. Members who are exempted from the use of chemical pesticides will be required to co-operate with the implementation of an alternative method of pest control recommended by the co-op. Such exemptions will only apply to the member's unit, and not to common areas of the building.
- c) Members must co-operate in the preparation of their units for the extermination services. If members are incapable of preparing for extermination services, the co-op will provide assistance.

2.06

Locks

- (a) The co-op will maintain all locks on entrance doors to the building and individual units.
- b) Members may not alter the locking system of their unit without the written permission of the co-op.



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2. UNITS

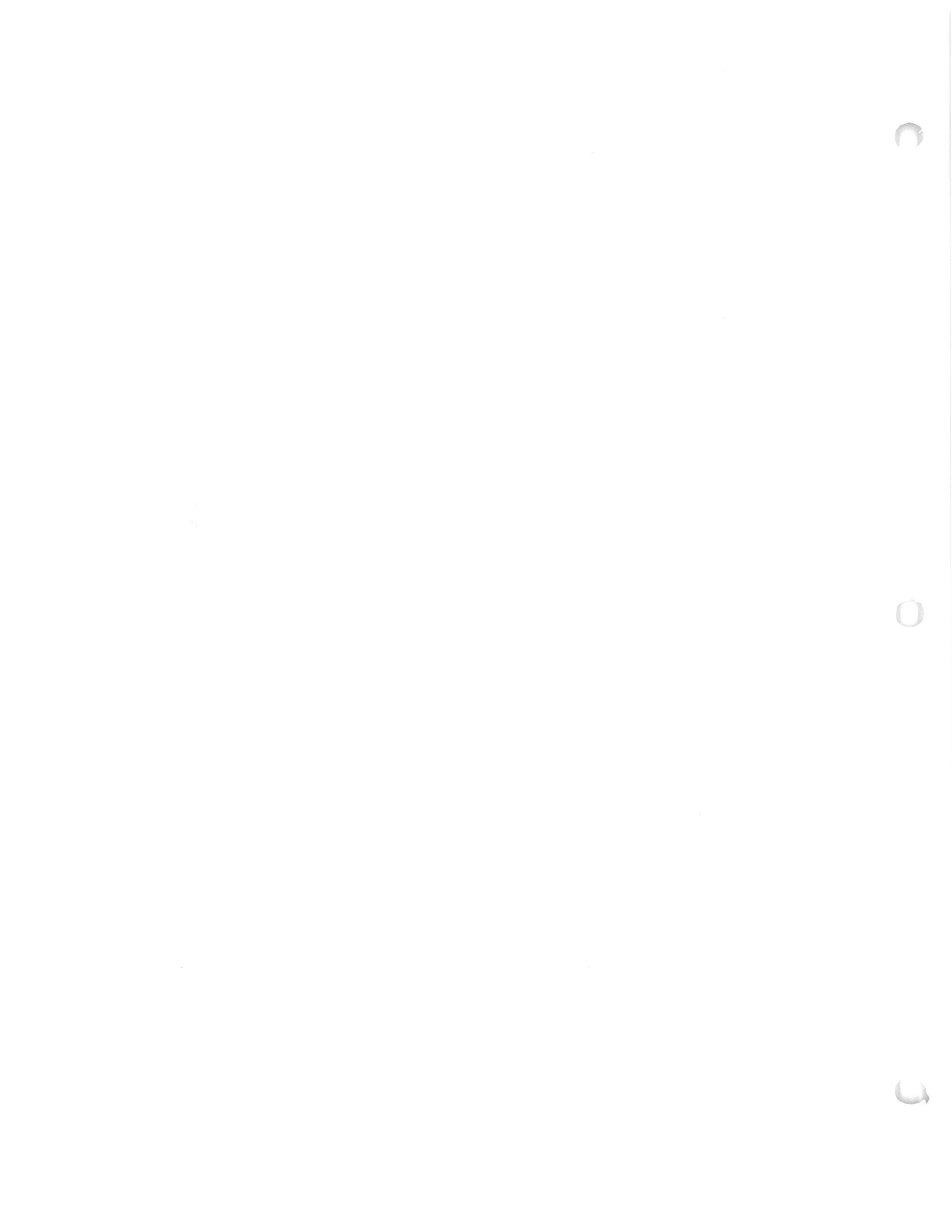
- b) Members may not alter the locking system of their unit without the written permission of the co-op.
- c) If a lock is changed or added, a copy of the key must immediately be delivered to the co-op office.

**2.07
Hazards**

- (a) Members are not permitted to store highly flammable substances within your unit.
- (b) Smoke detectors installed by the Co-op may not be painted, disconnected, or removed.
- (c) Members must not cause electrical circuits to be overloaded.
- (d) The co-op will leave it to local authorities to deal with you if you deliberately cause a false fire alarm, park in a fire lane, falsely discharge a fire extinguisher or deliberately cause any reckless endangerment to the co-op and its members.

**2.08
Move-out/Move-in
Inspections**

- a) On receipt of 65 days notice from a member of intention to vacate, the co-op will carry out an inspection of that member's unit.
- b) On completion of the inspection, the co-op will provide the member with a list of repairs required (if any) to bring the unit up to a condition which, in the opinion of the co-op, is acceptable.
- c) Where a member is responsible for repairs, a follow-up inspection will take place within thirty days to ensure that the repairs have been completed. If they have not been completed, the co-op will arrange for the work to be done and the member will be charged for the expenses incurred.



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2. UNITS

- d) The Member Deposit may be applied against the costs of repairs or cleaning.
- e) Money on deposit will not be refunded until after the co-op has received vacant possession of the unit.
- f) On move-in, a unit inspection will be carried out by the co-op in the presence of the new member. A report on the condition of the unit will be signed by both the new member and the co-op.

**2.08
Annual Unit
Inspections**

- a) As part of the preventive maintenance program, the co-op will carry out an annual inspection of all units to identify present and possible future maintenance problems.
- b) The co-op will be responsible for giving each household at least one week's advance notice of the inspection. The exact date and time will be mutually agreed upon by the co-op and the member.
- c) Following the inspection, the member will be given a list of the repairs (if any) required and a date for a follow-up inspection will be set. If the member fails to carry out the necessary repairs, the co-op will arrange for the work to be completed and the member will be charged for the expenses incurred.



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3. INTERIOR COMMON ELEMENTS

Article 3: Interior Common Elements

3.01

General

- a) The co-op is responsible for the routine maintenance, repair and periodic redecorating of all interior common areas (including lobby, corridors, offices, laundry room, maintenance workshop, etc.).
- b) The co-op will carry out an annual maintenance inspection of all interior common elements.
- c) The co-op is responsible for maintaining and servicing all common mechanical systems and equipment (e.g. elevator, laundry room, appliances, etc.).
- d) The co-op is responsible for re-lamping lights in the common areas.
- e) The co-op is responsible for regular testing of all safety systems.
- f) Members must not permit anything to block fire exits, stairs and corridors or public thoroughfares.

3.02

Garbage

- a) Residents must place garbage in the receptacles within the garbage enclosure. No furniture or excessively large items may be disposed of in the receptacle. All garbage must be in securely tied bags and no garbage may be left in hallways or on the grounds.
- b) The co-op is responsible for the regular cleaning and spraying of the garbage enclosure and storage bins.

3.03

**Mechanical and
Electrical Systems**

- a) The co-op is responsible for the routine maintenance and repair of mechanical and electrical systems to ensure their effective functioning.
- b) Members are responsible for reporting any mechanical or electrical problem (e.g. leaking faucets) to the co-op as soon as detected.



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4. EXTERIOR MAINTENANCE

Article 4: Exterior Maintenance

4.01

Buildings

- a) The co-op is responsible for the routine maintenance, repair and improvement of the exterior of the buildings (e.g. roofing, masonry, windows, light fixtures, etc.).
- b) The co-op will carry out an annual maintenance inspection of the exterior and common areas of the buildings.
- c) The co-op is responsible for all exterior painting.
- d) Members are responsible for periodically cleaning the exterior and interior of all windows.

4.02

Grounds

- a) Co-op's Responsibilities

The co-op is responsible for the following common area grounds maintenance:

- i) routine maintenance of lawns and trees;
- ii) routine maintenance and improvement of driveways, steps and walkways, including repair and resurfacing of pavement, cleaning and sweeping;
- iii) removal of litter from lawns, walkways, driveways and play areas;
- iv) maintenance of exterior drains;
- v) routine maintenance, repair and replacement of exterior common area lighting, including periodic re-lamping;
- vi) regular removal of snow and ice and sanding of common walkways, steps and driveways;
- vii) painting and staining of fences and gates (to be done solely by the co-op in order to maintain uniform appearance);
- viii) repair of damaged fences (the cost of repair will be charges to the member if the damage was caused by neglect or abuse);

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4. EXTERIOR MAINTENANCE

b) Member's Responsibilities

- i) Members are responsible for the reasonable maintenance and orderly appearance of their private yards, if any; and walkways leading to their units;
 - ii) Members must received the prior, written approval of the Maintenance Committee to erect any structure (e.g., a storage shed).
- c) In the first year of operation there may be no digging, planting, or tampering with the ground surface in any way, in order that the Builder's warranty will not be affected.



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5. IMPROVEMENTS BY MEMBERS

Article 5: Improvements by Members

5.01

General

- a) Members must receive the prior written approval of the co-op before undertaking any alteration to their units or private outdoor space which:
 - i) involves structural changes (e.g., removing walls);
 - ii) requires a building, electrical or other permit (e.g., plumbing or electrical alterations);
 - iii) is to be left in place permanently (e.g., built-in bookcase);
 - iv) will affect the external appearance of the unit (e.g., erecting storage shed);
 - v) involves changes in the equipment in the unit (e.g., replacement of stove);
 - vi) alters the division of space in the unit.
- b) Application must be made to the Maintenance Committee and all information requested concerning the proposed alteration must be provided.
- c) The Maintenance Committee is authorized, in accordance with the terms of this By-Law, to approve or reject requests and to attach such conditions to approved requests as it considers appropriate. Members may appeal to the Board of Directors if their request is turned down.
- d) The Maintenance Committee will establish guidelines to use when reviewing requests. These guidelines will be designed to ensure that any alteration undertaken is safe, meets all applicable codes and regulations, does not adversely affect the future marketability of the unit, will be of an acceptable quality and, generally, is in the interests of the co-op.
- e) If the Maintenance Committee finds it necessary to employ the services of a consultant in order to determine whether an improvement request should be approved, the member submitting the request will be responsible for the costs involved. (The member will be advised of the costs and asked whether the consultant should be employed.)



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5. IMPROVEMENTS BY MEMBERS

- f) The Maintenance Committee may require a member to pay a deposit to the co-op prior to undertaking an improvement. The deposit may be held pending and returned following satisfactory completion of the work or, in the case of a temporary but major alteration, it may be held by the co-op until the unit has been restored to its original condition.
- g) Members are responsible for obtaining and paying for the cost of any permits required by the local municipality. The Maintenance Committee must be provided with a photocopy of any permit received.
- h) Maintenance Committee may, from time to time, set standards of design, materials and quality of work for improvements which members carrying out such improvements must meet.
- i) Members will not be compensated for the cost of improvements to their units unless the improvements are undertaken at the initiative of the co-op.
- j) Fixtures in place are the property of the co-op. Members may, on a temporary basis, replace co-op-owned fixtures with their own but are responsible for storing the original fixtures within their units and replacing them, in good condition, before they move out.
- k) If a member undertakes any alteration listed above without the prior written approval of the Maintenance Committee, or if, at the time of final inspection, the work is judged to be unsatisfactory, the member may be required to restore the unit to its previous condition at their own expense.



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6. REIMBURSEMENT FOR EXPENDITURES BY MEMBERS

Article 6: Reimbursement for Expenditures by Members

6.01 The co-op will reimburse members for maintenance-related expenditures which they have made only if they have received the prior approval of the co-op for the expenditures. Receipts must be provided.



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7. TOOLS AND EQUIPMENT

Article 7: Tools and Equipment

- a) As a general rule, maintenance tools and supplies owned by the co-op may not be borrowed or used by members for their own use.
- b) The Maintenance Committee will determine from time to time what co-op equipment, if any, may be loaned to members and on what terms.
- c) Members will be responsible for loss of or damage to any equipment borrowed from the co-op while in their custody, however caused.




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MAINTENANCE AND IMPROVEMENTS BY-LAW

CERTIFIED to be a true copy of By-law No. 8 of Arbour Village Co-operative Homes Inc., passed by the board of directors at a meeting held on the 21st day of January, 1987 and confirmed by a two-thirds vote at a meeting of members held on the 21st day of January, 1987.

Alan Godin
President

c/s

Drew Semple
Secretary


November 9/1993
Date

Frank Scott
President

c/s

November 9, 1993
Date

Kelley M. DerBrikonam
Secretary





BY-LAW #8

THE MAINTENANCE AND IMPROVEMENTS BY-LAW

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7. TOOLS AND EQUIPMENT

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BY-LAW #8

MAINTENANCE AND IMPROVEMENTS BY-LAW

The purpose of this By-Law is:

co-op for the maintenance, repair and improvement of co-op property;

members may undertake within their individual units.

The By-law does not deal with the maintenance-related procedures that will be used to carry out the By-law. The Maintenance Committee (in consultation with the Board and co-op staff) is responsible for putting in place such procedures.

1. GENERAL

- i) The co-op is generally responsible for the routine maintenance, repair and improvement of the buildings interior, exterior, and grounds in order to:
 - a) ensure that buildings are structurally sound, safe and secure,
 - b) provide property-related services and facilities to meet the needs of members,
 - c) keep mechanical systems and appliances in good working order,
 - d) maintain and enhance the attractive appearance of the property.
- ii) Members are generally responsible for the upkeep and cleaning of their units including:
 - . carrying out minor repairs;
 - . reporting maintenance problems to the co-op promptly;
 - . re-decorating;
 - . where applicable, groundskeeping and general maintenance of private yards, if any.
- iii) Members will be responsible for any costs resulting from repair or replacement of co-op property which is necessitated by:
 - . the removal by the member of co-op owned property or equipment
 - . undue wear and tear caused by the member;
 - . damage caused wilfully or through negligence by the member.

2. UNITS

- i) Decorating
 - a) When members wish to re-paint their units, they will be responsible for carrying out the work, unless prevented from doing so by illness, age or disability. The co-op will not require members to re-paint their units unless re-painting is necessary because of undue wear and tear.

2. UNITS (cont.)

- b) The Co-op will supply sufficient paint to re-paint units every three years or when there is a change of occupancy. This allowance may be claimed in installments if the whole unit is not painted at one time. The Maintenance Committee will determine the amount of paint allowable for each size of unit.
- c) The co-op will provide the paint from a selected range of types and colours. Members will not be reimbursed for the cost of paint which they have purchased themselves.
- d) Members who are purchasing their own paint are expected to use reasonable discretion when choosing a paint colour. If a dark colour is used, the cost of extra coats of paint required when repainting will be deducted from the Member Deposit when the member moves out.
- e) Painting equipment and supplies other than paint, (e.g. brushes, rollers, thinner and dropcloths) must be supplied by the members at their own expense.
- f) Only surfaces previously painted may be painted.
- g) Members are expected to take due care when painting. Dropcloths or similar protective coverings must be used. Cover plates on outlets must be removed before painting, and all hardware, controls, fixtures, etc. masked before painting.
- h) All wallpaper must be dry-strippable and must be removed when the member vacates the unit unless the member moving in have requested, in writing, that the wallpaper be left in place. The co-op will not contribute to the cost of wallpaper.
- i) Other wall finishes such cloth, tiles, mirrors, etc. may be used only if their application will not damage the wall surface. Any damage caused by their application must be corrected by the members at their own expense before the unit is vacated.
- j) Texture spray, stucco or textured paint may not be applied to any wall or ceiling.
- k) Before vacating their unit, members are responsible for the repair or damage caused to walls and ceilings by picture hanging devices, ceiling hangers, etc.
- l) During the first year of operation, members will not be permitted to paint, wallpaper, or make any alterations which would affect the builder's warranty.

ii) Floors

- a) Members are expected, on a regular basis, to clean and maintain tile and carpet floor coverings.
- b) Carpets installed by members must be installed in such a way as not to cause permanent damage. Rubber-backed carpeting and area rugs must have underlay.

iii) Appliances

- a) Co-op owned appliances and their accessories belonging to the co-op may not be removed or moved from one unit to another, or replaced without prior written permission from the co-op.
- b) The co-op is responsible for maintaining co-op owned appliances in working order and replacing them, as necessary.
- c) Members are required, on a regular basis, to clean both the interior and exterior of their refrigerators and stoves, in accordance with the recommendations of the manufacturer. Damage to any appliance which is caused by the failure of a member to carry out these responsibilities or otherwise caused by the member's neglect or abuse will be repaired by the co-op at the member's expense.
- d) Members may install additional appliances without consulting the co-op provided no structural alterations are required to do so. If structural alterations are required, they must be approved, in advance by the Maintenance Committee in accordance with paragraph 5 below.

iv) Windows and Screens

The co-op is responsible for the replacement of all broken windows and torn screens. The member will be charged for the cost of such repair if the damage is judged to be the member's fault.

v) Pest Control (see also By-law No. 7 Article 111)

- a) In the event of a serious pest control problem in the buildings the co-op will have the right to take such pest control measures as it considers necessary to deal with the problem. When determining what measures to take co-op will have regard for the health of members.

- b) Exemptions to the general requirement that chemical pesticides be used in units will be allowed to members who obtain a letter from a doctor confirming an allergy or a susceptibility to these products. Members who are exempted from the use of chemical pesticides will be required to co-operate with the implementation of an alternative method of pest control recommended by the co-op. Such exemptions will only apply to the member's unit, and not to common areas of the building.
- c) Members must co-operate in the preparation of their units for the extermination services. If members are incapable of preparing for extermination services, the co-op will provide assistance.

vi) Locks

- a) The co-op will maintain all locks on entrance doors to the building and individual units.
- b) Members may not alter the locking system of their unit without the written permission of the co-op.
- c) If a lock is changed or added, a copy of the key must immediately be delivered to the co-op office.

vii) Hazards

- a) Members are not permitted to store highly inflammable substances within their units.
- b) Smoke detectors installed by the co-op may not be painted, disconnected, or removed.
- c) Members must not cause electrical circuits to be overloaded.

viii) Move-out/Move-in Inspections

- a) On receipt of 65 days notice from a member of intention to vacate, the co-op will carry out an inspection of that member's unit.
- b) On completion of the inspection, the co-op will provide the member with a list of repairs required (if any) to bring the unit up to a condition which, in the opinion of the co-op, is acceptable.
- c) Where a member is responsible for repairs, a follow-up inspection will take place within thirty days to ensure that the repairs have been completed. If they have not been completed, the co-op will arrange for

the work to be done and the member will be charged for the expenses incurred.

- d) The Member Deposit may be applied against the costs of repairs or cleaning.
- e) Money on deposit will not be refunded until after the co-op has received vacant possession of the unit.
- f) On move-in, a unit inspection will be carried out by the co-op in the presence of the new member. A report on the condition of the unit will be signed by both the new member and the co-op.

ix) Annual Unit Inspections

- a) As part of the preventive maintenance program, the co-op will carry out an annual inspection of all units to identify present and possible future maintenance problems.
- b) The co-op will be responsible for giving each household at least one week's advance notice of the inspection. The exact date and time will be mutually agreed upon by the co-op and the member.
- c) Following the inspection, the member will be given a list of the repairs (if any) required and a date for a follow-up inspection will be set. If the member fails to carry out the necessary repairs, the co-op will arrange for the work to be completed and the member will be charged for the expenses incurred.

3. INTERIOR COMMON ELEMENTS

i) General

- a) The co-op is responsible for the routine maintenance, repair and periodic redecorating of all interior common areas (including lobby, corridors, offices, laundry room, maintenance workshop, etc.).
- b) The co-op will carry out an annual maintenance inspection of all interior common elements.
- c) The co-op is responsible for maintaining and servicing all common mechanical systems and equipment (e.g. elevator, laundry room, appliances, etc.).
- d) The co-op is responsible for relamping lights in the common areas.

- e) The co-op is responsible for regular testing of all safety systems.
- f) Members must not permit anything to block fire exits, stairs and corridors or public thoroughfares.

ii) Garbage

- a) Residents must place garbage in the receptacles within the garbage enclosure. No furniture or excessively large items may be disposed of in the receptacle. All garbage must be in securely tied bags and no garbage may be left in hallways or on the grounds.
- b) The co-op is responsible for the regular cleaning and spraying of the garbage enclosure and storage bins.

iii) Mechanical and Electrical Systems

- a) The co-op is responsible for the routine maintenance and repair of mechanical and electrical systems to ensure their effective functioning.
- b) Members are responsible for reporting any mechanical or electrical problem (e.g. leaking faucets) to the co-op as soon as detected.

4. **EXTERIOR MAINTENANCE**

i) Buildings

- a) The co-op is responsible for the routine maintenance, repair and improvement of the exterior of the buildings (e.g. roofing, masonry, windows, light fixtures, etc.).
- b) The co-op will carry out an annual maintenance inspection of the exterior and common areas of the buildings.
- c) The co-op is responsible for all exterior painting.
- d) Members are responsible for periodically cleaning the exterior and interior of all windows.

ii) Grounds

a) Co-op's Responsibilities

The co-op is responsible for the following common area grounds maintenance:

- . routing maintenance of lawns and trees
- . routing maintenance and improvement of driveways, steps and walkways, including repair and resurfacing

- of pavement, cleaning and sweeping
- . removal of litter from lawns, walkways, driveways and play areas
- . maintenance of exterior drains
- . routine maintenance, repair and replacement of exterior common area lighting, including periodic relamping
- . regular removal of snow and ice and sanding of common walkways, steps and driveways
- . painting and staining of fences and gates (to be done solely by the co-op in order to maintain uniform appearance)
- . repair of damaged fences. (The cost of repair will be charged to the member if the damage was caused by neglect or abuse.)

b) Member's Responsibilities

- . Members are responsible for the reasonable maintenance and orderly appearance of their private yards, if any; and walkways leading to their units.
- . Members must receive the prior, written approval of the Maintenance Committee to erect any structure (e.g. a storage shed).

- c) In the first year of operation there may be no digging, planting, or tampering with the ground surface in any way, in order that the Builder's warranty will not be affected.

5. IMPROVEMENTS BY MEMBERS

- i) Members must receive the prior written approval of the co-op before undertaking any alteration to their units or private outdoor space which:
- . involves structural changes (e.g. removing walls)
 - . requires a building, electrical or other permit (e.g. plumbing or electrical alterations)
 - . is to be left in place permanently (e.g. built-in bookcase)
 - . will affect the external appearance of the unit (e.g. erecting storage shed)
 - . involves changes in the equipment in the unit (e.g. replacement of stove)
 - . alters the division of space in the unit.
- ii) Application must be made to the Maintenance Committee and all information requested concerning the proposed alteration must be provided.
- iii) The Maintenance Committee is authorized, in accordance with the terms of this By-Law, to approve or reject requests and to attach such conditions to approved requests as it considers appropriate. Members may appeal to the Board of

Directors if their request is turned down.

- iv) The Maintenance Committee will establish guidelines to use when reviewing requests. These guidelines will be designed to ensure that any alteration undertaken is safe, meets all applicable codes and regulations, does not adversely affect the future marketability of the unit, will be of an acceptable quality and, generally, is in the interests of the co-op.
- v) If the Maintenance Committee finds it necessary to employ the services of a consultant in order to determine whether an improvement request should be approved, the member submitting the request will be responsible for the costs involved. (The member will be advised of the costs and asked whether the consultant should be employed.)
- vi) The Maintenance Committee may require a member to pay a deposit to the co-op prior to undertaking an improvement. The deposit may be held pending and returned following satisfactory completion of the work or, in the case of a temporary but major alteration, it may be held by the co-op until the unit has been restored to its original condition.
- vii) Members are responsible for obtaining and paying for the cost of any permits required by the local municipality. The Maintenance Committee must be provided with a photocopy of any permit received.
- viii) The Maintenance Committee may, from time to time, set standards of design, materials and quality of work for improvements which members carrying out such improvements must meet.
- ix) Members will not be compensated for the cost of improvements to their units unless the improvements are undertaken at the initiative of the co-op.
- x) Fixtures in place are the property of the co-op. Members may, on a temporary basis, replace co-op-owned fixtures with their own but are responsible for storing the original fixtures within their units and replacing them, in good condition, before they move out.
- xi) If a member undertakes any alteration listed above without the prior written approval of the Maintenance Committee, or if, at the time of final inspection, the work is judged to be unsatisfactory, the member may be required to restore the unit to its previous condition at their own expense.

6. REIMBURSEMENT FOR EXPENDITURES BY MEMBERS

- . The co-op will reimburse members for maintenance-related expenditures which they have made only if they have received the prior approval of the co-op for the expenditures. Receipts must be provided.

7. TOOLS AND EQUIPMENT

- a) As a general rule, maintenance tools and supplies owned by the co-op may not be borrowed or used by members for their own use.
- b) The Maintenance Committee will determine from time to time what co-op equipment, if any, may be loaned to members and on what terms.
- c) Members will be responsible for loss of or damage to any equipment borrowed from the co-op while in their custody, however caused.

Approved by the BOARD OF DIRECTORS January 21, 1987

Confirmed by the MEMBERS January 21, 1987

PROPERTY MAINTENANCE COMMITTEE
ARBOUR VILLAGE CO-OP

*Approved by
Membership
Nov. 22/93.*

Charges to members who fail to leave their units in move-in condition.

CARPETING

steam cleaning of carpets
\$75.00 one bedroom unit
100.00 twobedroom unit
125.00 three bedroom unit
150.00 four bedroom unit

FLOORING

washing, stripping, waxing
\$75.00 kitchen, bath, hall.
50.00 kitchen and bath

WALL COVERINGS

\$50.00 per room for removal of wall paper
25.00 per room for removal of border
\$18.00 per gallon for paint
15.00 per gallon for primer

DRYWALL REPAIR

cost of materials used to repair damage will be charged

FIXTURES AND FITTINGS

cost of replacing fixtures or fittings damaged or missing
cable jack repair or replacement charges set by cable company
phone jack repair or replacement charges set by phone company

WINDOW, PATIO DOOR SCREEN AND GLASS

\$25.00 replace patio door screen
200.00 replace complete frame and screen
5.00 repair kitchen or bedroom screen
75.00 replace glass in kitchen or bedroom

CLOSET DOORS

\$150.00 small door replacement
larger doors cost more



LOCKS

\$15.00 replace cylinder
50.00 replace mailbox key

KITCHEN APPLIANCES

cost of replacement for damaged parts of fridge or stove
\$50.00 cleaning of stove
25.00 cleaning of fridge

BATHROOM CLEANING

cost of materials to clean tile, tub, sink or counter
cost of replacement of broken mirrors or tiles

COUNTER TOPS

175.00 large counters
50.00 small counters
100.00 bathroom counter



PROPERTY MAINTENANCE COMMITTEE
ARBOUR VILLAGE CO-OP

Approved
at GMM
Nov. 23/93.

Charges to members who fail to leave their units in move-in condition.

CARPETING

steam cleaning of carpets
\$75.00 one bedroom unit
100.00 twobedroom unit
125.00 three bedroom unit
150.00 four bedroom unit

FLOORING

washing, stripping, waxing
\$75.00 kitchen, bath, hall.
50.00 kitchen and bath

WALL COVERINGS

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cost of replacement of broken mirrors or tiles

COUNTER TOPS

175.00 large counters
50.00 small counters
100.00 bathroom counter

ARBOUR VILLAGE CO-OPERATIVE HOMES INC.
BY-LAW NO. 22
BY-LAW TO AMEND BY-LAW NO. 8
MAINTENANCE AND IMPROVEMENTS BY-LAW

Moved by: WENDY WHEATON

Seconded by: FLOYD SCOTT

That we confirm By-Law No. 22 to amend the Maintenance By-Law No. 8, Article 2.01 (b) replacing the words:

"The Co-op will supply sufficient paint to re-paint units every three years or when there is a change of occupancy. This allowance may be claimed in instalments if the whole unit is not painted at one time. The Maintenance Committee will determine the amount of paint allowable for each size of unit."

by the words:

"The Co-op will supply sufficient paint to re-paint units every three years or when there is a change of occupancy. This allowance may be claimed in its entirety at the end of the three years. The maintenance committee will determine the amount of paint allowable for each size of unit. Internal moves are not included."

CERTIFIED to be a true copy of By-Law No. 22 Arbour Village Co-operative Homes Inc., passed by the Board of Directors at a meeting held on the 17th day of May, 1995 and confirmed by at least two-thirds of the votes cast at a meeting of the members held on the 12th day of June, 1995.

Talene Talene
President

Krista Demuth
Secretary

(Note: If this By-Law Amendment is approved by the membership, this should be placed in your By-Law Book for future reference.)



1911



PAINT POLICY

The Maintenance By-Law #8, Article 2.01 (b) indicates that the amount of paint allocated to each unit will be determined by the maintenance committee.

At the Board of Directors Meeting of May 17th, 1995, it was recommended by the Committee and approved by the Board that the policy for paint be as follows:

| | |
|---------------------------------------|-----------|
| 3 Bedroom Apartments & Townhouses ... | 6 Gallons |
| 2 Bedroom Apartments | 5 Gallons |
| 1 Bedroom Apartments | 4 Gallons |

Member should place this policy in their By-Law books in the maintenance section for future reference.



ARBOUR VILLAGE CO-OPERATIVE HOME INC.

BY-LAW NO. 34

A By-law to amend the Maintenance and Improvements By-law No. 8

BE IT ENACTED as By-Law No. 34 of Arbour Village Co-operative Homes Inc., that the Maintenance and Improvements By-law No. 8, Article 2.03(d) Appliances be **deleted**.

Members may install additional appliances without consulting the co-op provided no structural alterations are required to do so. If structural alterations are required, they must be approved, in advance by the Maintenance Committee.

And be replaced with:

To grandfather in all existing members who own or may own in the future a washer and dryer. Any new member moving in after this date may NOT install the following appliances. This excludes members who live in townhouses.

- a) Washing machines and or dryers.

The following appliances may be installed in the unit. A monthly fee per appliance will be determined / changed by the membership.

- a) Apartment size Freezers
- b) Air Conditioners
- c) Portable Dishwashers

CERTIFIED to be a true copy of By-Law No. 34 of Arbour Village Co-operative Homes Inc., passed by the Board of Directors at a meeting held on the^{17th}.....day of^{November}..... 2014, and confirmed by two-thirds vote at a meeting of members held on the day of ^{June 30th}..... 2015.

.....^{A. H. Tolson}.....

President

.....^{A. Greenwood}..... c/s

Secretary



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