

## SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

### HOUSING POLICY

SUBJECT: Home Improvements

ORIGINAL DATE OF APPROVAL: October 19, 1989

APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: April 2006

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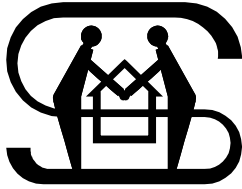
*Definition:* For purposes of this policy, the term HOME IMPROVEMENTS shall mean any alteration, addition, or deletion to the original housing unit whether in the interior or the exterior of the unit or in, or on the surrounding grounds.

Any maintenance or replacement of IMPROVEMENTS becomes the sole responsibility of the member that installed/built the improvement or the member that moves into a unit that already has an improvement in it. SMHC will not be responsible in any way for any damage to home improvements. Members are responsible for obtaining insurance that covers any damage or destruction of home improvements such as, but not limited to, basement developments (e.g. carpeting, drywall etc.) Neither SMHC nor SMHC's insurance will cover any repair or replacement of any home improvements damaged or destroyed in any way including through sewer backup. Moreover, any damage to any part of the unit caused by a home improvement will be the responsibility of the member.

Members of Sarcee Meadows Housing Co-operative Ltd. may make acceptable improvements to their homes, provided that:

- Approval for the improvement is received from the co-operative's assigned representative **BEFORE** the work commences.
- The improvement complies with the board approved guidelines for improvements.
- The improvement is done for the use and enjoyment of the member. No financial reimbursement will be considered.
- The member must comply with all regulations governing the work to be done.
- Improvements cannot be removed from the unit without prior approval.
- Any home improvements obtained through SMHC's time payment plan must remain with the unit.

Failure to comply with this policy is considered a breach of Sarcee Meadows Housing Co-operative Ltd. bylaws, policy and procedures and may result in termination of membership.



## SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

### PROCEDURES

SUBJECT: Home Improvements

ORIGINAL DATE OF APPROVAL: March 22, 1990

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: April 1993, January 1995, April 2000, May 2000, September 2001, January 2002, June, 2002, March 2003, June 2004, September 2004, January 2005, June 2005, December 2005, March 2006, Sept. 2006, Oct. 2006, February 2008, April 2009, September 2009, December 2010, February 2012, May 2012, June 2012, December 2012, March 2013, April 2013, September 2013, October 2013, February 2014, December 2014, May 2015, October 2015, April 2016, June 2016, April 2019, November 2019

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Maintenance or replacement of IMPROVEMENTS becomes the sole responsibility of the member that installed/built the improvement or the member that moves into a unit that already has an improvement in it. SMHC will not be responsible in any way for any damage to home improvements. Members are responsible for obtaining insurance that covers any damage or destruction of home improvements such as, but not limited to, basement developments (e.g. carpeting, drywall etc.) Neither SMHC nor SMHC's insurance will cover any repair or replacement of any home improvements damaged or destroyed in any way including through sewer backup. Moreover, any damage to any part of the unit caused by a home improvement will be the responsibility of the member.

From time to time the Board of Directors will appoint AUTHORIZED PERSONNEL to act as SMHC's agent in granting approval for home improvement requests. This person may be a staff member or a qualified volunteer.

All home improvements must consist of new materials only and meet SMHC standards.

All home improvements must be completed within one year of approval and as laid out in submitted and approved Home Improvement Form.

Any home improvements obtained through SMHC's time payment plan must remain with the unit.

**CANCELLED ORDERS: Members are responsible for all costs associated with cancelled orders.**

**Members that do not get prior approval and/or submit a Home Improvement Form BEFORE installing any home improvements, whether on the approved or prohibited list will be assessed a \$100 fine. If the maintenance department has to redo the work done improperly, members will be responsible for ALL associated costs (labour and material) plus the fine.**

Refer to the attached list of acceptable improvements and prohibited alterations. Acceptable improvements on this list can be processed by SMHC AUTHORIZED PERSONNEL. Time frame for approval should be within seven days of receipt of the application. Any requested improvement that

does not appear on the list must be sent to the Property Maintenance Committee for review and then to the Board of Directors for approval. Allow a minimum of 60 days for such approval to proceed.

Application Process:

- Pick up an approval form and guidelines from the office.
- Complete the form and return it to the office. Note - Some improvements can be approved “on the spot”, while others may require a site visit.
- Once you have received approval to proceed, work can commence. The following list contains examples of *acceptable* and *prohibited home improvements*. Any item NOT on this list must be referred to the Property Maintenance Committee and the Board of Directors for approval. Allow THREE MONTHS lead time for decisions on items not on this list.

**EXTERIOR OF UNITS**

**Acceptable:**

sheds  
fences  
hedges  
trees  
decks  
railings on steps  
exterior storm doors  
outside lawn service  
Cold frames  
outside electrical outlets  
sidewalks  
grass substitutes  
arbor  
satellite dish  
Hot Tubs – for monthly utility fee  
retractable awnings for windows and patio  
window boxes on stucco walls only  
shutters on stucco walls only  
playhouses – see guidelines below  
Exterior French Doors  
patio cover  
Smart Lock – entry door handle

**Prohibited:**

sun decks on the LR roof  
sky lights on SMHC buildings  
holes in vinyl siding  
poplar trees  
trampolines  
skate board ramps  
Greenhouses  
Natural Gas BBQ or Firepit  
Aggregate (gravel) surface of yard  
dog runs  
Above ground pools (anything larger than a kiddie wading pool)  
satellite dish installation on siding  
inside couches and chairs  
fully enclosed fire place/fire pit-note

**NOTE REGARDING FIRE PITS – Fire pits are banned in Sarcee Meadows as of July 1, 2016.**

Members will no longer be able to have a fire pit, no matter of the fuel source, in SMHC. Upon receipt of a first complaint a warning letter will be issued but no fine will be levied. A second complaint received will result in all the members involved being deemed Members not in Good Standing. A third complaint received may be cause for *Termination of Membership [See bylaw 3.12 (a) (c).]* for all members involved.

## **INTERIOR OF UNITS - BASEMENT LEVEL**

### **Acceptable:**

bathrooms/showers  
pedestal bathroom sink  
workshop  
windows  
water softeners  
electronic filters  
rumpus rooms  
humidifiers  
internal vacuum system  
air conditioning on the furnace  
(electricity surcharge will apply)  
thermostatic valve for hot water tank  
drop ceiling tiles  
Milliken Modular Carpet Tiles adhered with  
Milliken Modular adhesive

## **INTERIOR OF UNITS - STAIRWELLS:**

### **Acceptable:**

spindle staircase  
light fixtures/fans  
window replacement  
floor covering  
(see floor covering guidelines)

## **INTERIOR OF UNITS - MAIN FLOOR:**

### **Acceptable:**

windows  
doors  
floor covering (see floor covering guidelines)  
additional cupboards  
bathroom vanity/sink  
artificial fireplaces  
patio doors  
LR/DR window replace with patio doors  
  
removal of back door in 3A/4A after patio  
installation on a case by case basis  
built in appliances  
closet doors  
range hoods - filter type  
plumbing for dishwasher,

### **Prohibited:**

ceramic tile on bathroom ceilings

### **Prohibited:**

spiral staircase  
glued on paneling  
mirror tiles  
z-brick  
stucco walls

### **Prohibited:**

glued on paneling  
mirror tiles  
z-brick  
stucco walls  
gas or wood burning  
fire places/stoves  
ceramic tile on bathroom ceilings  
extended wall in living room entry  
extension of half bath, or expansion of back  
entry closet

fridge, garburators, & water purifiers  
drop light ceilings  
light fixtures/ceiling fans  
kitchen cabinets and countertops  
wooden baseboards  
levered door handles – (see note at the end of this list)  
pedestal bathroom sink  
vented stove fans  
single levered taps – (see note at the end of this list)  
high rise toilet (SMHC toilet must be stored in unit)  
back doors only – white slab with rectangular or square clear windows  
self-adhesive kitchen backsplash  
Nest Learning Thermostat (must be installed by SMHC approved Professionals)

**INTERIOR OF UNITS: UPPER LEVEL:**

**Acceptable:**

window replacement  
closet doors  
floor covering (see floor covering guidelines)  
light fixtures  
bathroom vanities/sinks  
shower doors  
medicine cabinets/mirrors  
closet organizers  
wooden baseboards  
pedestal bathroom sink  
levered door handles – (see note at the end of this list)  
single levered taps – (see note at the end of this list)  
high rise toilet (SMHC toilet must be stored in unit)  
Cloth Diaper Sprayer (see note)

**Prohibited:**

glued on paneling  
mirror tiles  
z-brick  
stucco walls  
window air conditioner  
ceramic tile on bathroom ceilings  
keyed locks for bedroom doors

NOTE – LEVERED DOOR HANDLES AND/OR SINGLE LEVERED TAPS WILL BE INSTALLED ON A CASE BY CASE BASIS, AND IF A MEMBER IS DISABLED AND ON HCA, OR HAS FINANCIAL HARDSHIP (determined by the General Manager), THE LEVERED DOOR HANDLES AND/OR SINGLE LEVERED TAPS WILL BE PROVIDED AT NO CHARGE. A DOCTORS NOTE MAY BE REQUIRED. OTHER MEMBERS MAY PURCHASE THE LEVERED DOOR HANDLES AND/OR SINGLE LEVERED TAPS FOR AN ADDITIONAL CHARGE IF THEY WISH

CLOTH DIAPER SPRAYER ALLOWED AS LONG AS THERE IS NO DRILLING HOLES IN THE TOILET TANK OR DAMAGING THE VANITY, ETC.

## **UNIT EXTERIOR**

### **Exterior Free Standing Wood Railing**

- Call Alberta One-Call Corporation prior to digging post holes 1-800-242-3447.
- Railing height 81.28 cm to 91.44 cm (32 to 36 inches)
- Railing must be supported every 1.2192 meters (4 feet)
- Railing must be a minimum diameter of 3.81 cm (1 ½ inches)
- SMHC requires posts to be cemented into the ground at a depth of 76.2 cm (30 inches) or have support brackets cemented into the ground at a depth of 76.2 cm (30 inches) with the post secured into the support.
- SMHC requires the railing to be set back 91.44 cm (36 inches) from common sidewalks

### **Decks**

- Size of the deck will be assessed by SMHC personnel and approved based on individual situations.
- Please contact the office regarding Engineered Drawings for Decks, with a Patio cover, with reference to your unit size and layout. These Engineered Drawings must be adhered to. A building permit is required for a deck over two feet and/or a Patio Cover.
- Materials to be used must be durable, weather treated, and approved by SMHC personnel.
- Lattice work trim is acceptable.
- Painting or staining must be done in SMHC approved colours.
- Deck railings from the deck floor: minimum height 91.44 cm (36 inches); maximum height of 1.066 meters (42 inches). Deck railings are required for all decks higher than 60.96 cm (24 inches) off the ground. The space between the railings is a maximum of 10.16 cm (4 inches), maximum space between the stairs riser and the bottom of the handrail is a maximum of 15.24 cm (6 inches). The space between the bottom of the railings and the deck is a maximum of 10.16 cm (4 inches).
- Must be built by a licensed contractor when a Patio cover is included.

### **Patio Cover Enclosures**

Sarcee Meadows recognizes that many units have patio covers. These covers are of varying ages and types. In an attempt to deal with these variations, Sarcee Meadows is prepared to accept the existing patio covers until such time as they need to be replaced. At that time the cover must be adapted to conform to the current regulations and require a City of Calgary building permit and be built by a licensed contractor. Please contact the office regarding Engineered Drawings for Patio Covers with reference to your unit size and layout. These Engineered Drawings must be adhered to.

A home improvement form must be submitted and approved before construction starts.

- The patio cover can be attached to stucco walls. In the case of siding walls, siding can be removed professionally, for secure installation of ledger board, and siding professionally re-installed.
- Patio covers cannot be fully enclosed.
- End wall[s] may be closed off by means of wood.
- Front walls cannot be enclosed other than with a roll down type blind or screens.

- Electricity may be installed to provide extra lighting, work to be done by a Journeyman Electrician.
- Patios fully enclosed (four walls with a door way) or seasonally enclosed with plastic or plywood, cannot have a propane heater because of lack of air flow, Members may use an electrical heater.
- Patios that have three walls has proper airflow and are permitted to have a propane heater.

### **Seasonal Patio Covers/ Gazeboes**

Seasonal patio covers are defined as temporary patio covers or gazeboes that are free standing structures that are not attached to the unit. A home improvement form is required before this type of structure can be installed.

All seasonal patio covers/gazeboes must be inside a fenced or fenceable area

- The maximum size of the structure cannot exceed 3.657 meters by 3.657 meters (12 feet by 12 feet).
- The maximum height of the structure's framework cannot exceed 3.048 meters (10 feet) at its tallest point.
- The side and roof covers must be detachable.
- The sides may be screens or solid fabric. If the sides are solid fabric they may be left in place year round but must be tied back.
- The framework can remain up year round.
- If the framework is to be left up year round it must be attached to a solid deck or platform.
- All seasonal patio covers/gazeboes must be free standing and NOT attached to the unit walls.
- Only one seasonal patio cover/gazebo per unit is allowed.
- On a temporary basis, seasonal patio covers/gazeboes may be placed within a fenced or fenceable area, without being attached to a platform but must be taken down within 48 hours of being set up.
- Seasonal patio covers/gazeboes may not be used as storage sheds.

### **Garden Sheds**

An approved home improvement form must be obtained from SMHC before any shed is installed, moved or removed from SMHC property.

#### ***Types of sheds:***

- one (1) half gable shed that is in the location of the concrete pad beside the front entrance and replaces the concrete pad beside the front entrance and/or one (1) garden shed that does not exceed the size restriction for sheds.
- Metal, plastic or wooden garden sheds that do not exceed the size restriction
- only one garden shed per unit

#### ***Location of sheds:***

- SMHC personnel will determine the acceptable location for all sheds.
- Garden sheds must be in a fenced or fenceable area.
- Half gable sheds may be at the front door in location of the concrete pad beside the front entrance. In this case, the area need not be fenced or fenceable.

- Sheds must be on a level pad or platform, so as to be moveable as required.
- Sheds must be free standing and NOT attached to the unit walls.
- Only one garden shed per unit is allowed.

***Size of sheds:***

- Height of shed: peak must not exceed 2.438 meters 15.24 cm (8 feet 6 inches) - measured from ground level
- Outside measurements of the shed are not to exceed 5.943 square meters (64 square feet).

***Appearance:***

- Metal and plastic sheds shall be kept in good repair. Factory colours are acceptable.
- Wooden sheds shall be sided or painted to match the unit siding or trim.
- Maintenance of storage sheds is member responsibility

<b>Playhouses</b>
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A home improvement form is normally required before a playhouse is constructed or installed. Each application must include a detailed drawing stating the measurements (length, width and height) and location of the structure. Each application will be dealt with on a case by case basis.

- Maintenance of all playhouses is a member responsibility.
- Larger playhouses must be on a level pad or platform, so as to be moveable as required.
- All playhouses must be inside a fence or fenceable area
- All playhouses must be free standing and NOT attached to the unit walls.
- Only one playhouse per unit is allowed.
- Playhouses may not normally be used as storage sheds.
- A playhouse application may be turned down if there already is an existing shed in the yard.
- Exceptions to this policy may be small portable toddler type playhouses. Check with the maintenance supervisor for further clarification.

***A playhouse may not exceed:***

- Height of playhouse: peak must not exceed 2.438 meters 15.24 cm (8 feet 6 inches) - measured from ground level.
- Wall height must not exceed 1.524 meters (5 feet).
- Outside measurements are not to exceed 5.943 square meters (64 square feet).

***Appearance:***

- Metal and plastic playhouses must be kept in good repair. Factory colours are acceptable.
- Large wooden playhouses must be sided or painted a solid colour to match the unit siding or trim.



### **Compost Bins**

Member compost bins must be in a fenced or hedged yard. The member is responsible for ensuring that the bin is maintained in a manner so that there is no smell, insect or rodent problems created by the compost bin.

### **Umbrella Clotheslines**

Umbrella Clotheslines are allowed in Sarcee Meadows but note that not every yard may be able to accommodate a clothesline.

- A home improvement form is required before an umbrella clothesline can be installed.
- Only an umbrella style and type approved by the co-op will be allowed.
- The umbrella clothesline must be removed from the ground sleeve when not in use.
- The ground sleeve must not cause a trip hazard.
- The umbrella clothesline must be in a fenceable yard or fenceable yard area, it cannot be set up in a common area.
- The umbrella clothesline cannot be put up in a front yard when a back yard is available.
- Clothes are not to be left on the umbrella clotheslines over night.
- Umbrella clotheslines must be kept in good repair.
- Umbrella Clothesline Guidelines will be monitored by the members.

### **Window Replacements**

- Replacement window must be approved by SMHC and must meet current SMHC standards. Window must be purchased from the SMHC supplier and installed by an SMHC approved contractor.
- Exterior frame must be vinyl clad.

### **Sliding Patio Doors/ French Doors**

- Patio Door must be purchased from SMHC Window Supplier. It must be of quality approved by SMHC. Sliding doors must be the width of the existing dining or living room window and extended to the floor level.
- Sliding door must be thermopane and well insulated, and clad in white vinyl frame.
- Electrician is required to move the wiring under the present window.
- Work must be done by a qualified tradesman contractor. This is a major renovation. NO "do it yourself" job.
- Development and Building Permits are required.

### **Satellite Dish**

Members wishing to install a satellite dish on the exterior of their unit will follow these guidelines:

- A home improvement application form is mandatory. Note: not all units are able to have satellite dishes due to location, siding etc.
- One small dish only is allowed - maximum of 60.96 cm (24 inch) in diameter.

- The dish is to be wall mounted only. No roof installations will be allowed. SMHC staff is to assess and determine the location and routing of the dish. SMHC staff will not install the dish.
- The satellite dish must be professionally installed by a qualified installer, and all connections to the building will be properly sealed.
- Installation on siding is not permitted.
- The applicable unit requires southern exposure wall. Units without a southern exposure must supply SMHC with agreement in writing from the neighbours unit along with the home improvement application.
- Coaxial wiring from the dish to the basement of the applying unit to be supplied and installed by the member. Wiring may be installed surface or hidden, solely at the discretion of SMHC.

### Basement Windows

- A Building Permit from the City of Calgary is required.
- Concrete must be core cut.
- Windows must be a thermopane slider, well insulated and clad in white vinyl frame.
- Interior and exterior of window frame must be finished.
- Windows must be able to be opened from inside without the use of tools or special knowledge.
- Where a window opens into a window-well, a minimum clearance of at least 59.20 cm (23 inches) must be provided in front of the window and a minimum depth of 15.24 cm (6 inches) below the window frame must also be provided for drainage purposes.
- The window-well must have a clear plastic hinged cover, with indication that it is a window-well.
- The window-well cover must have a sign stating "Do not step here".

**Minimum requirements for basement windows are:**

A window 121.92 cm (48 inches) wide by 76.2 cm (30 inches) deep will meet the minimum net opening requirements set out by the City of Calgary and provide a reasonable escape route. Location is limited and to be determined by Sarcee Meadows staff.

THESE REQUIREMENTS ARE AS PER THE CITY OF CALGARY DEVELOPMENT AND BUILDING APPROVALS.

### Basement Development

Basement development requires a building permit from the City of Calgary and must be done by a licensed contractor.

**General Information:** Interior (outside) wall finish

- Insulation: The perimeter of the foundation wall is to be insulated. The insulation is to be fiberglass only, and have a minimum thermal resistance value of RSI 1.4 [R8]
- Vapor barrier: 6 mil as per Alberta Building Code and must be installed on the heated side of the insulation.
- Enclosures around the furnace and hot water tank must meet the following clearance requirements
  - Top, Side and Rear – 2.54 cm (1 inch)
  - Floor – 0 cm (0 inches). Threshold not to exceed 2.54 cm (1 inch), if used.

- Front (relief opening) – 15.24 cm (6 inches) from the front of the furnace. Allowable access across the front of the furnace and water heater must be obtained by installing standard size bifold or sliding doors.
- Behind – a standard door 76.2 cm by 1.828 meters (30 inches by 6 feet) must be installed to allow maintenance access.

### **Electrical Alterations and Electrical Permits**

A home improvement form is required for all electrical work done whether a permit is required or not and must be carried out by a qualified electrician or authorized SMHC personnel. This includes but is not limited to changing light fixtures, or light switches. A member charge may apply. If a permit is required, it is the responsibility of the member requesting the work to ensure one has been obtained.

Specifications for home improvements requiring electrical improvements or alterations must be included on the home improvement form.

**THE MEMBER WILL BE RESPONSIBLE FOR ALL COSTS INCURED TO CORRECT ANY ELECTRICAL ALTERATIONS FOUND IN A UNIT NOT DONE BY A JOURNEYMAN ELECTRICIAN.**

NO PERMIT IS REQUIRED FOR:           change in light fixture  
  installation of dimmer switch, etc.

PERMIT IS REQUIRED FOR:           addition of branch circuit  
  addition or alteration of breaker box  
  moving present wiring location, etc

### **Cold Frame Plant Protection Structures**

Members wishing to protect plants with a cold frame structure may do so provided that the cold frame:

- be within a fenced yard
- no higher than three feet

### **Fences**

**General:**                           Fences are considered improvements. A home improvement form is required for the repair, construction, removal, and/or replacement of all fences.

All fences should be laid out in a manner so as not to create maintenance problems or hardship to individuals living nearby. Fences must be built using new materials only. One sided fences must be built with the finished side out.

Existing fences that create maintenance problems with recycling and/or snow removal may leave the fence in its present location provided the member is willing to assume the responsibility of snow removal in the area affected by the fence and is also willing to assume the responsibility of placing the recycling in a more accessible area.

Any damage done to fences by the maintenance equipment due to the location of the fence will not be the responsibility of SMHC.

**Colour:** Fences must be painted or stained in an approved SMHC colour. Check with the office for details

**Maintenance:** Ongoing maintenance is the responsibility of the member who built the fence or the member that moves into a unit that already has a fence.

**Repairing/Replacing a fence:** When an existing fence is in a considerable state of disrepair, SMHC may choose to remove the fence after giving the member or members (in the case of common fences) a reasonable amount of time (no longer than 12 months) to repair or replace the fence.

Fence posts that are steel or cemented into the ground must be dug out. Wood posts not cemented in may be able to be cut off at ground level and left to rot rather than be removed, providing there are no immediate plans to plant a hedge or replace the fence. Check with the office.

**Bracing a fence:** Fence bracing (any apparatus used to keep a post upright) that does not cause safety or maintenance issues is allowed inside of the yard only. Safety issue such as tripping and maintenance issue such as lawn care or snow removal.

**Common fences bordering units:** The cost and design of building, repairing or replacing a fence separating units normally needs to be shared by members. Members are expected to work co-operatively to find a mutual and equitable solution. If an existing member paid for the entire cost of the fence to be built, then the decision to remove, repair or replace the fence can be made by that member alone. In all other cases, removal, repair, or replacement of common fences needs the approval of both members.

Divider Fences between units can be no higher than 1.828 meters (6 feet) from the bottom of the threshold of the door and no longer than a 10 foot span from the unit. The remainder of the fence height will remain at a maximum of 1.68 meters (5 feet 6 inches).

**Gates:** Gates must have a minimum of 91.44 cm (3 foot) wide opening.

**Exceptions to procedures:** When a fence is being built or replaced exceptions to these procedures will be assessed on a case by case basis. Every effort will be made to leave existing yards in their present configuration as long as SMHC or other members are not adversely affected by doing so. Reasons for granting exceptions may include but are not limited to the following:

- Fence placement is not causing maintenance problems, or
- Leaving the fence where it is does not cause an adjoining neighbor to have an inequitable yard size, or
- Existing yard size does not exceed 74.322 square meters (800 square feet.)

Any requests outside of these procedures will require the approval of the property standards committee and the Board of Directors. Please allow at least 60 days to process the request.

**Number of fences:** Only one fence per unit is allowed either at the front or the back but not both.

Fence hedge combinations are allowed. That is, there can be a fence in the front and a hedge in the back or vice versa.

**Location of fence:** Newly constructed fences must be back from SMHC sidewalks at least 91.44 cm (36 inches) to allow access.

The outside boundary of the fence should not normally exceed 7.924 meters (26 feet) measuring perpendicular from the unit door. Maximum square footage of a yard cannot exceed 74.322 square meters (800 square feet).

Where boundaries exist along common unit walls and members cannot come to an agreement on yard size, SMHC will determine an equitable yard division.

In the case of inside corner units, the unit with the smaller yard will get the preference for the extra space when possible.

**Fence style:** Approved styles for fences are: *board-and-board*  
*vertical board*  
*sentinel*  
*high wood*

**Materials for fences:** spruce, pine or fir boards must be pressure treated, cedar or redwood boards do not need to be pressure treated.

**Fence Height:** MINIMUM 1.06 meters (3 feet 6 inches)  
MAXIMUM 1.68 meters (5 feet 6 inches) from the ground inside the fence to the top of the fence lattice work trim must be included within the height restrictions.

**Tips for Building:** Pick up a pamphlet on "How to Build a Fence" from your building supply dealer. The 5.08 cm x 10.16 cm (2x4) rails tend to sag while you are nailing on the pickets. Dig the posts holes to a depth of three feet. Tamp the backfill as hard as you can, otherwise posts will loosen and the fence will "sway in the breeze".

Post holes should be below the frost line 91.44 cm (3 feet) deep if cement is used to anchor posts.

**Hedges:** See Tree Procedures.

BEFORE YOU DIG DEEPER THAN ONE FOOT, CALL 1-800-242-3447 FOR LOCATION OF BURIED CABLE AND PIPES. LOCATION SERVICE IS FREE.

## Hot Tubs

Exterior Hot Tubs are allowed provided that:

- They are professionally installed and meet all electrical codes
- The Member will be charged a monthly fee for the use of the utilities based on current costs.
- They are within a fenced yard and are covered and locked when not in use so as not to form a danger to children.
- They are properly maintained by the member
- They do not become a noise problem for neighbours.

## UNIT INTERIORS

### Wall Renovations

A home improvement form is required before a wall can be removed or added in a unit. Each application must include a detailed drawing stating the measurements (length, width and height) and location of the addition and/or the removal. Each application will be dealt with on a case by case basis.

**Large Size Units:** all 3 and 4 bedroom units

- Partial or whole wall removals and additions anywhere on the main floor and upstairs are not permitted.
- Basement development is permitted following the basement development guidelines.

**Small Size Units:** 2 bedroom units

- Partial or whole walls and the header in the kitchen area only, can be removed at the time a kitchen renovation and/or flooring replacement is done.
- The kitchen/dining room flooring area must be totally replaced or, in the case of laminate flooring, repaired to SMHC standards at the time of wall removal. No patching of the flooring is permitted to lino and/or carpet in this area when a wall removal takes place. Once the walls are removed they will not be permitted to be reinstalled.
- The ceiling area must be patched and/or stippled to match the existing ceiling and be done to SMHC standards.
- Basement development is permitted following the basement development guidelines.

### Flooring:

- Acceptable floor coverings are carpet, linoleum, hard wood, laminate and ceramic tile. **Some restrictions may apply and, in all cases, SMHC prior approval is needed.**
- The following guidelines apply for all flooring in SMHC
- Priority in scheduling is given to flooring eligible for replacement.
- Members may choose different flooring options than those provided by SMHC, but the colour and quality of the flooring must be approved by SMHC. In all cases the subfloor must be screwed down to minimize squeaks.
- Laminate flooring colour choice and quality must also be acceptable to SMHC and is not allowed in a full bathroom.

- Ceramic tile in the 3 and 4 bedroom units lower hall must have a subfloor product used in earthquake zones to absorb movement to prevent cracking of the grout as a subfloor. Everywhere else an additional ½ inch plywood subfloor is sufficient.
- When flooring is due for replacement, members are allowed to upgrade to better quality flooring with the member paying the difference between all standard upgraded labor and material costs. SMHC approval is needed.

### **Built In Dishwashers**

- When members want to build in a dishwasher, they must complete a home improvement form. SMHC Personnel will approve where the dishwasher can be installed. Severe modifications to existing kitchen cabinets should be avoided. The installation shall be done by qualified tradesmen and meet Government standards for the required electrical, plumbing and carpentry work.
- Installation of dishwashers are home improvement items. The dishwasher may be purchased through the co-ops bulk buying plan and the machine must be paid for within 30 days.
- Installation of the machine is not part of our maintenance staff workload and will not be done during normal work hours. Members may contract with qualified staff for after hours work to do the installation. SMHC does not warranty this work, nor the machine.
- Like other contractors work, the member may pay for the installation of the dishwasher using the time payment plan.
- Built in Dishwashers become part of the unit and should not be removed on move out unless the exiting member pays for complete restoration of the cabinets to match the kitchen cabinets.
- Dishwasher Plumbing leaks and any resulting damage to the unit as well as dishwasher repairs are the responsibility of the member.

### **Home Security Systems**

- Immediately upon installation of a home security system, member must provide current access codes to the office for emergencies, etc.
- Surveillance cameras mounted anywhere can only be directed to the members yard and must not be directed at or in the neighbours yards or yard areas and cannot show any common areas such as but not limited to sidewalks, laneways, driveways, parking stalls etc. Proper signage indicating cameras are on the premises must be installed.
- False alarm charges will always be member responsibility.
- Upon Move-out: Removal of system and restoration to original or better condition, with all costs to the outgoing member.

**or:**

If incoming member is willing to assume monitoring contract, the system may remain and becomes the new member's responsibility.

## REMOVAL OF IMPROVEMENTS

Members wishing to REMOVE any improvement from their housing unit interior or exterior or surrounding grounds must have approval to do so.

On unit turnover incoming members assume responsibility for any improvements installed by previous members. Should the incoming members not want the improvement because of medical issues, such as air conditioners as a whole and humidifiers installed on the furnace, it will be removed at the expense of the out-going member and the unit will be restored to original or better condition.

Approval for removal of an improvement will NOT be granted:

- If SMHC provided the installation of said improvement, eg. flooring, storm doors, windows, etc.
- If the removal of the improvement will in any way damage SMHC property.
- Restoration to original or better condition cannot be made.
- If any improvements are paid for under the time payment plan, they must remain with the unit, except air conditioners as a whole and humidifiers installed on the furnace.