



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

Procedures

Subject: Home/Property Improvements
Original Date of Approval: March 22, 1990
Approved By: Board of Directors
Date of Amendment or Replacement: April 1993, Jan 1995, April/May 2000, Sept 2001, Jan/June 2002, March 2003, June/Sept 2004, Jan/June / Dec 2005, March/Sept/Oct 2006, Feb 2008, April/Sept 2009, Dec 2010, Feb/May/June /Dec 2012, March/April/Sept/Oct 2013, Feb/Dec 2014, May/Oct 2015, April/June 2016, April/Nov 2019, Dec 2020, June 2021, March 2022, Nov 2023, March 2025

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.

At no time should any member change any ceiling-mounted light fixture. This must be done by SMHC Maintenance staff due to the asbestos in the stipple.

All exterior home improvements must maintain acceptable spacing away from the unit, as per the Retrofit Allowed / Not Allowed List.

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 the submitted and approved Home Improvement Form. Any home improvements obtained through SMHC's time payment plan must remain with the unit.

All approved home improvements will become a permanent part of the unit. New members will take responsibility for maintenance and upkeep.

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

Members who 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 \$250.00 fine. If SMHC has to redo the work done improperly, members will be responsible for ALL associated costs plus the fine.

Refer to the attached list of acceptable improvements and prohibited alterations. Applications for acceptable improvements on this list can be processed by SMHC AUTHORIZED PERSONNEL. The 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 approvals 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 forwarded 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
- Cold frames
- Sidewalks
- Grass substitutes
- Arbor
- Hot tubs – for monthly utility fee and cannot be placed on decks
- Playhouses – see guidelines below.
- Exterior French doors
- Patio covers
- Smart Lock – entry door handle MUST have a key back-up (Code MUST be provided to the office.)
- Smart/Camera Doorbells and Exterior Cameras – must be installed by an approved contractor
- Wood burning or propane firepits
- 3M Removable Tape is permitted on siding for hanging lights and decorations.
- Clips affixed to eavestrough or 3M removable tape are permitted.
- 3M Removable Tape, zip-ties, & garden string are permitted on railings.

Prohibited:

- Sun decks on the LR roof
- Skylights on SMHC buildings
- Holes in siding
- Poplar trees
- Trampolines
- Skateboard ramps
- Greenhouses
- Natural Gas BBQ or Natural Gas Firepit
- Aggregate (gravel) surface of yards
- Dog runs
- Above-ground pools (anything larger than a kiddie wading pool)
- Satellite dishes
- Inside couches and chairs
- Nailing/Stapling/Screwing of anything to the siding
- Affixing Christmas lights/decorations to the siding through penetration or non-removable adhesive
- Vines or climbing plants growing within 3 feet of the siding
- Painting/staining the Exterior of the unit
- Cameras affixed to the side
- Trellises within 3 feet of the siding
- Planters within 3 feet of the siding
- Plant Hangers affixed to the siding

EXTERIOR OF UNITS (Continued)

Acceptable:

- Cameras may be affixed to deck cover posts.
- Additional lights may be affixed to deck cover posts.
- Plant Hangers, horseshoes, and thermometers may be affixed to deck cover posts.
- **Barbecues – must not be within 20 inches of siding.**
 - o As Per BBQ's Galore: Each barbecue has its own specific clearance measurements. As an example, as stated on Napoleon's website for general safety: "Maintain proper clearance to combustibles. As per the manufacturer's suggestions, we recommend 20 inches to the rear of the grill, 7 inches from the sides, and 24 inches if the grill is placed near vinyl siding."

Prohibited:

- Horseshoes/other decorations affixed to the siding
- Thermometers affixed to the siding
- Additional lights affixed to the siding
- Additional Hose Reels affixed to the unit
- Changing Exterior Light Fixtures
- Moving Mailboxes
- Moving or changing House Numbers
- Leaning things against the siding that could damage it
- Staining or painting decks
- Fastening anything to decks except for deck cover posts
- Attaching fences to siding – post must be 2" away from siding
- Affixed awnings or hooks for shades (ex., Coolaroo etc.)
- "Catio"/ pet enclosures attached to siding
- Altering the Exterior of the Building
- Plants in window wells
- Attaching or fastening to aluminum railings through penetration or non-removable adhesive
- Putting out cigarettes on decking, siding, railings
- Using metal implements on decks, i.e. ice scrapers, metal snow shovels
- Pressure washing of Hardie Boards
- Removal of Railings for any reason

INTERIOR OF UNITS – BASEMENT LEVEL

Acceptable:

- Bathrooms/showers
- Sink
- Workshop
- Windows
- Water softeners
- Electronic filters
- Rumpus rooms
- Humidifiers
- Internal vacuum system

Prohibited:

- Ceramic tile on ceilings

INTERIOR OF UNITS – BASEMENT LEVEL (Continued)

Acceptable:

- Thermostatic valve for hot water tank -
- Drop ceiling tiles
- Milliken Modular Carpet Tiles adhered with Milliken Modular adhesive
- Smart Smoke/CO2 Detectors (hardwired) – recommended brands: Google Nest Protect, OneLink Safe & Sound

INTERIOR OF UNITS – STAIRWELLS

Acceptable:

- Light fixtures/fans
- Floor covering (see floor covering guidelines)

Prohibited:

- Spiral staircase
- Glued-on paneling
- Mirror tiles
- Z-brick
- Stucco walls
- Window replacement
- Heat Reflective Materials (i.e. tinfoil) inside windows
- Total (100%) Blackout Blinds/Curtains – This will void the window warranty

INTERIOR OF UNITS – MAIN FLOOR

Acceptable:

- Doors
- Floor covering (see floor covering guidelines)
- Additional cupboards
- Bathroom vanity/sink
- Artificial fireplaces (including electric)
- Built-in appliances
- Closet doors (installed by SMHC)
- Range hoods - filter type or exterior vented
- Plumbing for dishwasher, fridge, garburators, & water purifiers
- Drop light ceilings
- Light fixtures/ceiling fans
- Kitchen cabinets and countertops
- Wooden baseboards
- Levered door handles – (see Note¹ at the end of this list)
- Pedestal bathroom sink
- Vented stove fans

Prohibited:

- Glued-on paneling
- Mirror tiles
- Z-brick
- Stucco walls
- Gas or wood-burning fireplaces/stoves
- Ceramic tile on ceilings
- Extended wall in living room entry
- Extension of half bath, or expansion of back entry closet
- Patio doors
- LR/DR window replaced with patio doors.
- Removal of back door in 3A/4A after patio door installation on a case-by-case basis
- Window replacement
- Heat Reflective Materials (i.e. tinfoil) inside windows
- Total (100%) Blackout Blinds/Curtains – This will void the window warranty

INTERIOR OF UNITS – MAIN FLOOR (Continued)

Acceptable:

- Single levered taps – (see Note¹ at the end of this list)
- High-rise toilet
- Self-adhesive kitchen backsplash
- Tile Kitchen backsplash (must be installed by SMHC-approved professionals)
- Smart Thermostat (must be installed by SMHC approved Professionals)
- Rangehood Kitchen Microwave (must be installed by SMHC-approved professionals)
- Smart Smoke/CO2 Detectors (hardwired) – recommended brands: Google Nest Protect, OneLink Safe & Sound
- Bidet Toilet Seats – Davivy Model # B09H2BLL2B only

INTERIOR OF UNITS: UPPER LEVEL:

Acceptable:

- Closet doors (installed by SMHC)
- Floor covering (see floor covering guidelines)
- Light fixtures
- Bathroom vanities/sinks
- Shower doors – **subject to inspection by SMHC**
- Medicine cabinets/mirrors
- Closet organizers
- Wooden baseboards
- Pedestal bathroom sink
- Levered door handles – (see Note¹ at the end of this list)
- Single levered taps – (see Note¹ at the end of this list)
- High-rise toilet
- Cloth diaper sprayer (see Note² at the end of this list)
- Smart smoke/co2 detectors (hardwired) – recommended brands: Google Nest Protect, Onelink Safe & Sound
- Bidet Toilet Seats – Davivy Model # B09H2BLL2B only
- Conversion from bathtub to shower (see Note³ at the end of this list.)

Prohibited:

- Glued-on paneling
- Mirror tiles
- Z-brick
- Stucco walls
- Window air conditioner
- Ceramic tile on ceilings
- Keyed locks for bedroom doors
- Window replacement
- Heat Reflective Materials (i.e. tinfoil) inside windows
- Total (100%) Blackout Blinds/Curtains – This will void the window warranty

Note¹ – 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 (as determined by the General Manager), the levered door handles and/or single levered taps will be provided at no charge. A doctor's note may be required. Other members may purchase the levered door handles and/or single levered taps for an additional charge if they wish.

Note² – Cloth diaper sprayer allowed as long as there is no drilling of holes in the toilet tank or damaging the vanity, etc.

Note³ – Converting a bathtub to a shower is limited to Members who require this for accessibility or health reasons and will be assessed on a case-by-case basis. Documentation showing the need for this conversion, based on either accessibility or medical needs will be required.

UNIT EXTERIOR

Patio Cover Enclosures

Patio covers must conform to the current regulations, require a City of Calgary building permit, and must be built by a licensed contractor. Please contact the office regarding RJC's Engineered Drawings for Patio Covers with reference to your unit size and layout. These Engineered Drawings from RJC must be adhered to.

A home improvement form must be submitted and approved before construction starts. No Patio Covers will be built outside of the Retrofit until the retrofit is complete.

- Patio Covers must be built to the specifications and drawings by a Licensed Contractor.
- Patio covers cannot be fully enclosed.
- 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 that have three walls have proper airflow and are permitted to have a fire table.

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 in an area that is fenced or able to be fenced.

- 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 when measured from the ground.
- Soft side and soft 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/gazebos must be free-standing and NOT attached to the unit walls or placed on unit decks.
- Only one seasonal patio cover/gazebo per unit is allowed.
- On a temporary basis, seasonal patio covers/gazebos may be placed within an area that is fenced or able to be fenced, without being attached to a platform but must be taken down within 48 hours of being set up.
- Seasonal patio covers/gazebos 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:

- 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 an area that is fenced or able to be fenced.
- Sheds must be on a level pad or platform, so as to be movable as required.
- Sheds must be free-standing and NOT attached to the unit walls. Must be 18" away from siding.
- Only one garden shed per unit is allowed.

Size of sheds:

- Height of shed: peak must not exceed 3.048 meters (10 feet) - measured from ground level and including any base the shed is placed on.
- Outside measurements of the shed are not to exceed 5.943 square meters (64 square feet).

Appearance:

- Metal, composite/Hardie, and plastic sheds shall be kept in good repair. Factory colours are acceptable.
- Wooden sheds must be painted or stained in SMHC-approved colours.
- Maintenance of storage sheds is member responsibility

Playhouses

A home improvement form is 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 able to be fenced
- 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.
- 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.
- Wooden playhouses must be painted or stained in SMHC-approved colours.

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 are no smell, insect or rodent problems created by the compost bin.

Member is responsible for any costs associated with insect or rodent issues related to 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.

- **Call Alberta One-Call Corporation prior to digging post holes at 1-800-242-3447.**
- 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 an area that is fenced or able to be fenced, 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 overnight.
- Umbrella clotheslines must be kept in good repair.
- Umbrella Clothesline Guidelines will be monitored by the members.

Basement Windows

- **A home improvement application form is mandatory, and 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 a white vinyl frame.
- The interior and exterior of the window frame must be finished.
- Windows must be able to be opened from the inside without the use of tools or special knowledge.

- Where a window opens into a window well, a minimum clearance of at least 76 cm (30.5 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 an indication that it is a window-well.

Minimum requirements for basement windows are:

The window shall provide an unobstructed opening of not less than 0.35 m² in area with no dimension less than 380 mm and maintain the required opening during an emergency without the need for additional support.

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. An SMHC Home Improvement Application Form needs to be filled out as well.

General Information: Interior (outside) wall finish

- Insulation: The perimeter of the foundation wall is to be insulated. The insulation is to be fibreglass only and have a minimum thermal resistance value of R12.
- Vapor barrier is required for fibreglass batt or Styrofoam insulation: 6 mils as per Alberta Building Code and must be installed on the heated side of the insulation.
- Vapor barrier is not required for spray foam 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 INCURRED 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 a dimmer switch, etc.
PERMIT IS REQUIRED FOR:	addition of branch circuit addition or alteration of the 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

Call Alberta One-Call Corporation prior to digging post holes at 1-800-242-3447

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 for 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.

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(s) who built the fence. **When a new member moves into a unit, they are responsible for the maintenance of the fence either solely or in conjunction with the shared owner member.**

Repairing/Replacing a fence: When an existing fence is in a considerable state of disrepair, SMHC will 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.

Temporary bracing of a fence: Temporary 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. Bracing is not allowed to remain for longer than 12 months. Safety issues such as tripping and maintenance issues 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 cooperatively 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 2-bedroom 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.

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 neighbour 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 Maintenance 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 fences: Newly constructed fences must be back from SMHC sidewalks at least 91.44 cm (36 inches) to allow access. The exact amount of setback for each individual unit will be established by SMHC.

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: The City of Calgary has approved the following styles for fences for SMHC:

- *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.

Vinyl and fencing systems are permitted at the discretion of SMHC.

Fence Height: MINIMUM: 1.06 meters (3 feet 6 inches)

MAXIMUM: 1.828 meters (6 feet) 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 post 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 anchored in cement are required by SMHC. Floating decks, unless not attached to the unit are not permitted. Post holes should be below the frost line 121.92 cm (4 feet) deep.

Hedges: See Tree Procedures.

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 additional use of the utilities.
- 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.
- Cannot be placed on decks.

UNIT INTERIORS

Wall Renovations

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 walls in the kitchen area only, can be removed at the time a kitchen renovation and/or flooring replacement is done. The header can be adjusted on a case-by-case basis, as the electrical will need to be moved. **An SMHC-approved expert will be required to determine what asbestos abatement will be required.**
- 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. **An SMHC-approved expert will be required to determine what Asbestos abatement will be required.**
- Basement development is permitted following the basement development guidelines.

Flooring

- Acceptable floor coverings are carpet, hardwood, laminate, vinyl plank, and 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.
- Tiles 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 labour 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.
- The installation of dishwashers is a home improvement. 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 or the machine.
- Like other contractor's 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, members must provide current access codes to the office for emergencies, etc.
- **Surveillance cameras or doorbell cameras** cannot be mounted on the unit siding and must **be mounted to minimize the coverage of a neighbour's property**. 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 an incoming member is willing to assume the monitoring contract, the system may remain and become the new member's responsibility.

REMOVAL OF IMPROVEMENTS

Members wishing to REMOVE any improvement from their housing unit interior, exterior, or surrounding grounds must have approval to do so. **Prior to a unit turn-over being completed SMHC will conduct an inspection of all improvements within the unit.**

On unit turnover, incoming members assume responsibility for any improvements installed by previous members. **The incoming member will be provided with a list of improvements in the unit and the member will be required to agree to assume the responsibility of the improvements. If an improvement needs repair or will need to be replaced within the next year the incoming member and SMHC will come to an agreement as to the timing and cost responsibility for repairing/replacing the improvement.**

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 outgoing member and the unit will be restored to its original or better condition.

Approval for removal of an improvement will NOT be granted:

- If SMHC provided the installation of said improvement, e.g., flooring, storm doors, windows, etc.
- If the removal of the improvement will in any way damage SMHC property.
- Restoration to the 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 for air conditioners as a whole and humidifiers installed on the furnace.