



Strata LMS 3766

RENOVATION PROCEDURE GUIDE

1. Owners must provide the Renovation Request Application Form 14 days prior to a Council Meeting for the application to be considered. If this deadline is missed, please note that the application will not be considered until the following Council Meeting and absolutely no work can proceed until approved by Strata Council.
2. The Renovation Request Application Form needs to be accompanied by a detailed description of proposed changes, plan drawings/renderings, contractor's WorkSafeBC clearance letter and proof of construction liability insurance coverage before the application is considered.
3. Owners are invited to attend the Council Meeting to discuss with Strata Council their renovation proposal in more detail.
4. Council will consider the application and provide the Owner directly in writing Council's decision.
5. If the renovation application is 'approved' the Owner will be sent an 'Indemnity Agreement' which must be signed and received and countersigned by Strata Council prior to any renovation works commencing.

CITADEL POINTE STRATA LMS3766

RENOVATION RULES

1. Prior to any renovation work commencing, all owners are required to submit a renovation request detailing the nature of the work to be performed and final Strata Council approval granted before any work starts.
2. Owners are required to sign an indemnity agreement prior to any work commencing.
3. Owners are responsible for any inspections, permits and ensuring their contractors adhere to Strata & City bylaws.
4. Work should be carried out by licensed contractors with WorksafeBC insurance coverage.
5. Owners are responsible to ensure Contractors/Trades adhere to Strata Parking bylaws. No parking and blocking of roadways/fire lanes except for loading/unloading purposes.
6. No large rubbish bins are to be stored onsite without prior Strata Council permission.
7. Work should be performed in a way to reduce noise and disturbance to neighbours:
 - Keep doors and windows closed to reduce noise travel
 - Work site needs to be kept clean at all times
 - Work hours are limited to 8am-6pm Monday to Friday, Saturday 9am-6pm, no work Sundays.

CITADEL POINTE STRATA LMS3766

RENOVATION REQUEST APPLICATION FORM

Prior to any renovation work commencing, all owners are required to submit a renovation request detailing the nature of the work to be performed in their strata lot. The Strata Council will review and respond to all requests once reviewed at a regularly scheduled Council Meeting. Once approved, owners are responsible for obtaining any required permits (gas permits, City building permits, etc.) and having any necessary inspections performed. It's also the Owner's responsibility to ensure that only licensed tradespeople are used to ensure quality of work and insurance liability risk in the event of an incident.

Owner Name	
Address & Unit #	
Phone #	
Email Address	

Date Submitted		
Projected Start Date		
Projected Completion Date		
Work Performed by	Owner	<input type="checkbox"/>
	Contractor	<input type="checkbox"/>

If Contractor, enter details below:

Company / Contractor	
Contact Name	
Phone #	
Email Address	

Detailed description of work being performed.

Are there any building structural changes required?

YES / NO

If yes, please provide details.

Are there any floor covering changes/upgrades required? YES / NO

If yes, please provide details.

Are any electrical changes/upgrades required? YES / NO

If yes, please provide details.

Are any plumbing changes/upgrades required? YES / NO

If yes, please provide details.

INDEMNITY AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 20____

BETWEEN:

THE OWNERS, STRATA PLAN _____, a strata corporation under the Strata Property Act, S.B.C. 1998, c. 43 having an office c/o FirstService Residential BC Ltd., 200 Granville Street, Suite 700, Vancouver, BC V6C 1S4 (hereinafter called "STRATA")

AND:

of _____, British Columbia (hereinafter called "OWNER")

WHEREAS:

- A. The OWNER is the registered owner of certain lands and premises known civically as Unit _____, _____, _____, British Columbia, which is part of the complex known as _____, and whose lands and premises are legally described as Strata Lot _____, Strata Plan _____ (hereinafter called "Strata Lot");
- B. The STRATA is responsible for the control, management, maintenance, repair, and administration of the Property, which includes the exterior of the building(s) comprising the STRATA;
- C. The OWNER has applied to the STRATA to make certain alterations to the strata lot, common property, or limited common property (hereinafter referred as the "Property");
- D. The STRATA has agreed to allow the OWNER to make these alterations to Property and the OWNER has agreed to make the alterations, upon and subject to the terms and conditions contained in this Agreement.

IN CONSIDERATION of the covenants and agreements contained herein, the STRATA and the OWNER covenant and agree as follows:

- 1. The STRATA agrees to allow certain changes to the Property of the STRATA and the OWNER agrees to make the changes to the Property in accordance with the terms and conditions of this Agreement.
- 2. The STRATA authorizes the OWNER to install, or to make such alterations to the Property, at the OWNER's sole cost and expense, as follows:

(a) _____

_____;

(b) _____

(c) _____

_____;
(hereinafter referred to as the "Works")

3. The OWNER hereby acknowledges that the Property affected by the Works, is in a good state of repair.
4. The OWNER covenants and agrees that the Works must be done in accordance with the plans and specifications (the "Plans") dated _____(dd/mm/yyyy) prepared by _____, copies of which have been, or will be provided to the STRATA for approval prior to the installation of the Works.
5. The OWNER agrees with the STRATA:
 - (a) to maintain, replace and repair the Works as needed, at the OWNER's sole cost and expense; and
 - (b) that the installation, maintenance, replacement and repair of the Works must be conducted with due care, preparation and precautions to protect and maintain the Property, including the building envelope.
6. It is the sole responsibility of the OWNER to ensure that the trade(s) contracted to perform the installation, maintenance, replacement and repair of the Works is fully insured and is in good standing.
7. These conditions shall be considered permanent conditions and covenants, which are binding on the OWNER and subsequent owners from time to time of the Strata Lot.
8. The OWNER agrees to observe and comply with all laws, ordinances, regulations, orders, licenses and permits of all constituted authorities having jurisdiction with respect to the Works, including the bylaws and rules from time to time of the STRATA and the provisions of the Strata Property Act, S.B.C. 1998, c. 43, the regulations thereto, as both may be amended from time to time, and any successor statutes.
9. If the STRATA needs to maintain, repair, or replace the Property which maintenance, repair, or replacement affects the Works, the OWNER, and not the STRATA, will be liable for and be required to pay the cost to restore or replace the Works.
10. If the STRATA determines, in its sole discretion, that alterations, replacement, or repairs must be made to the Works for the safety, preservation, proper administration, improvement, or good appearance or Property or limited Property, then on seven (7) days prior, by written notice to the OWNER, the OWNER must make such alterations, replacements, or repairs, failing which, the STRATA, at the OWNER's sole cost and expense, may make such alterations or repairs to the Works as the STRATA deems necessary.
11. The OWNER, and any subsequent owner, receiving the benefit of the Works must be responsible for all present and future maintenance, repairs, and replacements, increases in insurance, and any damage suffered or cost incurred by the STRATA as a result, directly or indirectly, of the Works.

12. The OWNER, and any subsequent owner, who receives the benefit of the Works must, with respect only to claims or demands arising during the time that they shall have been owner, indemnify and save harmless the STRATA, its council members, employees, contractors, and agents against any and all claims, demands, expenses, costs, damages, charges, actions, and other proceedings made or brought against, suffered by, or imposed upon the STRATA or its property with respect to any loss, damage, or injury, directly or indirectly, arising out of , resulting from or sustained by the STRATA by reason of the Works.
13. Any costs or expenses incurred by the STRATA as the result of such claim or demand will be the responsibility of the OWNER and any subsequent owner of the Strata Lot who has benefited from the Works and the said costs or expenses incurred must be charged to that owner and shall be added to the strata fees of the Strata Lot for the month next following the date upon which the cost or expense are incurred, but not necessarily paid by the STRATA, and shall become due and payable on the due date of payment of monthly strata fees.
14. The OWNER will forthwith give notice in writing to the STRATA of any damage to any Property, including limited Property that may give rise to an insurance claim as a result of the Works.
15. Promptly after completion of the Works, the OWNER, if requested to do so by the STRATA, will lodge with the STRATA a complete set of the Plans, showing the "as built" conditions of the Works.
16. Should the STRATA incur certain costs to process the OWNER's request to install the Work, the OWNER agrees to pay to the STRATA the full amount of such costs including, but not limited to the cost of all legal fees, plus disbursements and applicable taxes incurred by the STRATA in connection with the preparation of this Agreement, forthwith upon receipt of an invoice from the STRATA.
17. This Agreement will enure to the benefit of and be binding upon the OWNER and the subsequent owner(s) from time to time of the STRATA.
18. The benefit of this Agreement may not be assigned by the OWNER except to the owner(s) from time to time of the Strata Lot, each of whom will, upon becoming the owner of the Strata Lot, be deemed to have assumed all of the obligations of the OWNER hereunder.
19. The OWNER agrees to deliver to any prospective purchaser of the Strata Lot, a copy of this Agreement and to require that, as a term of any contract of purchase and sale in respect of the Strata Lot, the purchaser agree to execute and to deliver to the STRATA on the completion date, an agreement substantially in the form of this Agreement and to be bound by the terms herein.
20. The OWNER hereby acknowledges receipt of a copy of this Agreement, which addition to the bylaws and rules of the STRATA adopted or to be adopted from time to time, constitutes the whole agreement between the STRATA and the OWNER with respect to the Works.
21. The voiding of any part of this Agreement by judicial, legislative, or administrative means will not void the remainder of this Agreement.
22. The waiver by the STRATA of any failure by the OWNER to conform to the provisions of this Agreement will not affect the STRATA's rights in respect of any later failure.

- 23. All covenants, agreements, and undertakings on the part of the OWNER contained in this Agreement will be construed as both joint and several.
- 24. This Agreement will enure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, and permitted assigns.

IN WITNESS WHEREOF, the STRATA and the OWNER have executed this Agreement as of this _____ day of _____, 20__.

THE OWNERS, STRATA PLAN _____
(“STRATA”)
by its authorized signatories

_____ Signature	_____ Signature
_____ Strata Council Member	_____ Strata Council Member
_____ Date (dd/mm/yyyy)	_____ Date (dd/mm/yyyy)

THE OWNER, STRATA LOT _____, STRATA PLAN _____
(“OWNER”)

Signature

Printed Name

Date (dd/mm/yyyy)