

## Excerpts from the Association regulations

### Renovations, deliveries, moving, balconies and terraces

#### 1. Renovations

A co-owner can not unilaterally modify or have modified the bounds or limits of his exclusive part (his dwelling unit). Moreover, he cannot modify the layout of the common areas of which he has the exclusive use and enjoyment, for example a balcony, without having obtained the prior written consent of the administrators.

In addition, any transformation or modification to his exclusive part must comply with the provisions of Article 7 of the Declaration of Co-ownership (pages 27 and following). Therefore, each co-owner can modify the interior of his exclusive part for interior refit purposes (kitchen, bathroom, non-load-bearing partition, flooring, etc.). In so doing, he must take into account certain conditions including the following:

- The soundproofing membrane must respect the standards applied for the projected results. The manager will advise you which acoustic membranes are allowed.
- The manager will also advise you of any other conditions that must be respected during installation in order to ensure that the soundness and the integrity of the structure, soundproofing and common areas are not affected.

#### 1.1 Restrictions on days and hours for renovation

Renovation work must take place between 08:00 and 17:00 from Monday to Friday. No renovations are permitted during public holidays.

#### 1.2 Obligations

##### *The co-owner must:*

- Provide the manager, at least a month in advance, with a **written** description of the work that will be undertaken and await the receipt of **written** authorization from the board of directors before proceeding.
- Notify the manager of the start date and the duration of the work at least 7 days prior to its start.
- Ensure that all construction waste is removed and sent to the dump by the contractor in charge of the work, this includes plasterboard, studs, old carpets, tiles, left-over paint, etc. A container can temporarily be installed on the co-ownership property on condition the contractor check with the administration where it can be parked.
- Instruct the contractor to deliver all materials and tools for major work through the garage.

- Ensure that no construction waste is left in the garage or in the waste receptacles belonging to the co-ownership.
- Ensure that the common areas used by the contractor and his employees (corridor carpets, elevator, garage-level and ground-level floors) are cleaned at the end of each day.

### **Damage liability and security deposit**

The co-owner who carries out work is liable for all damages caused to the co-ownership by his contractors. A \$ 200 refundable deposit will be required in the event of potential damage. Should the common areas be damaged, the sums committed to correct the situation will decrease the amount returned to the co-owner responsible for those damages.

## **2. Deliveries**

- Instruct delivery persons that they must not obstruct the building's entrance.
- Ensure the delivery company cleans the premises and removes any waste resulting from its work, otherwise the administration will require that you to pay for the clean-up costs.
- The building staff cannot take responsibility for signing delivery slips or accepting items sent to co-owners.
- You must notify the manager, at least 48 hours in advance, of the delivery of your furniture or any device or object that requires you to monopolize the elevator so that appropriate measures can be taken (e.g. hanging protective covers in the elevator).
- Deliveries must take place Monday to Saturday between 08:00 and 17:00.

## **3. Moving**

- Never on Saturdays or Sundays.
- Notice must be given as soon as possible to the manager so that the appropriate measures can be taken (e.g. hanging protective covers in the elevator).
- A \$ 200 refundable deposit will be required in the event of potential damage before a lift key is issued.
- The co-owner must organize permanent surveillance at the entrance.
- The co-owner concerned must ensure a control over keys and remote controls used by the moving company.
- The move must take place through the main entrance.

#### 4. Balconies and terraces

Note that balconies and terraces are subject to the following stipulations:

1. Only seasonal furnishings are allowed on balconies and terraces (section 7.1.23). Any other items may only be installed or stored with the written consent of the administrators.
2. The outdoor unit of an air conditioning system is allowed on the balcony. Consult the regulation which applies to air conditioning installations before proceeding. Contact the building manager for information and support.
3. It is forbidden to cook on the balcony of an exclusive part (article 7.1.18).

*These excerpts do not replace the **Declaration of Co-ownership, nor the regulations concerning the replacement of hot water tanks, the installation of an air conditioner or the shot-term rental of one's apartment** for example.*

We strongly recommend that you read those documents which are available on the Association's website under the *Regulation* tab.

<http://jardinsdugolf4.com>

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