

**BOARD OF DIRECTORS AUTHORIZATION FORM FOR INTERIOR AND EXTERIOR
ALTERATIONS**

Condominium Corporation No. 142 3639, Sierras of Michener Hill
6 Michener Boulevard, Red Deer, AB T4P 0K5
(Revised November 2024)

Alterations, Renovations and Maintenance present unique challenges in a condominium building because they can impact common property and neighbouring units, either directly or indirectly.

Before any work is started, for your own protection, it is imperative that you:

1. Arrange to use the services of a licensed business or trades person. They will have the expertise and required insurance to qualify for approval.
2. Obtain the written consent of the Board of Directors by submitting this completed form, with relevant attachments, to the building manager or directly to Sunreal Condominium Management.

See Corporation Bylaws, Article 2, (2.1), "Owner Duties and Obligations"

After obtaining approval, keep the manager informed regarding building access requirements. It is your responsibility to ensure that door access and security is maintained.

Part One: Owner Information and Acknowledgements

- The Owner assumes responsibility for any damages to the Unit or Common Property, along with all future maintenance and repairs which may occur because of the alteration.
- The Owner is required to have the alteration remain with the Unit or return the Unit to its original condition prior to a sale of the Unit.
- Should it become evident that the alteration did not comply with this agreement, the Board of Directors reserves the right to require the alteration to be reversed at the Owner's expense.
- Any materials removed from a Unit must be disposed of off-site and not in the Corporation bins.
- **Owners of Units located on the fourth floor are required to ensure they are aware of the location of fire suppression lines inside their Unit prior to mounting any items to the walls/ceilings. All Owners, of fourth floor Units, submitting a request to mount any item to their walls/ceiling, must contact On-Site Management, at (587) 215-8976, to locate fire suppression lines and confirm there will not be the potential for any damage to the fire suppression line as a result of the alteration.**

Date of Application:			
Owner(s) Name(s)			
Unit Number:		Phone Number:	

Part Two: Alteration Requirements and Details

For each alteration, adhere to the guidelines given and ***attach a written description*** providing:

- Name of Business/Contractor/Trade Person
- Timeline for installation (start and completion)
- Information detailed in the following individual guidelines.

Type of Alteration (Please check all that apply on this page and the next):

- Air Conditioner** - Replacement not to exceed three tonnes and to be attached to the existing lines, without relocation.
- Appliance Replacement** – Dishwasher, Refrigerator, Washer or Dryer ventilation or plumbing lines may not be relocated.
- Cabinets** – Removal and Installation must not negatively impact the structural integrity of any party wall or load-bearing wall within the Unit.
- Doors, Windows, Balcony:** Windows, unit entry door, balcony door and the balcony are Corporation property and alterations are not permitted. Issues with any of these must be reported to the On-site Manager. Door replacement within a unit must not increase or decrease the size of the existing door frame.
- Electrical** - alterations to the electrical supply must only impact the interior of the Unit and not any other units or common property.
- Flooring** –Provide manufacturer’s documentation of minimum soundproofing of IIC-STC 60. This does not apply to Carpet or Linoleum. (**see attachment**)
- Plumbing or Plumbing Fixtures** - Corporation-maintained lines within the plumbing stack may not be altered. Should leaks occur because of improper installation, remediation will be at the Unit Owner’s expense.
- Other:** If the alteration is outside the above categories, provide details on a separate page.

Part Three: Corporation Disclaimers

- The Board of Directors reserves the right to withhold approval with reasonable cause.
- It is the Unit Owner’s responsibility to carry adequate insurance coverage for betterments beyond the Standard Insurable Unit Description.

Part Four: Owner’s Finalization

By signing below, I acknowledge and accept the foregoing terms and conditions.

Signature(s)

(Date Signed)

(Owner(s))

Part Five: For Office Use Only

Approval has been granted/denied this _____ day of _____, _____.

(Signature of Authorized Corporation Representative)