

RENOVATION INFORMATION - STRATA PLAN BCS 1172 – BRAVA TOWERS

- Please ensure to check the strata bylaws to ensure the requested renovation/alteration is permitted. Section 2.5 of the Brava bylaws contains additional information with respect to renovations.
- Complete the Renovation Request Form below and submit it to the strata management office. Forms can either be emailed to abc.service@associa.ca or can be dropped off to the Brava Concierge Desk in the 1155 Seymour Street lobby.
- Once Strata approval is given for the requested renovations a signed Assumption of Liability form must be provided by the owner **PRIOR** to any work commencing.
- Flooring – As per the bylaws, *laminated or hardwood flooring must be installed over insulation with a minimum FIIC65, IIC73 or STC73 rating. Owners are encouraged to use higher quality sound insulation materials if available.*
- Flooring - The strata corporation shall be permitted during any flooring installation to verify that the required materials are being used. You must schedule a visit by the building manager after 30% of the underlayment has been laid or before 80% of the flooring has been laid. Contact the building manager via email or call the Concierge.
- **All required city permits must be obtained and submitted to the Strata Corporation.** Owners will be required to keep a copy of all permits and renovation approvals.
- Owners are encouraged to obtain additional insurance for their renovations. Upgrades inside a unit, including new flooring, are not covered under the Strata Corporation's insurance policy.

Strata Renovation Rules:

- Work may only be done between the hours of 9am to 5pm, Monday to Friday. Work on Statutory holidays is not permitted.
- You will inform the Building Manager of your scheduled renovation start date and provide the email address for your contractor. Email manager@bravatowers.org
- You will inform the Building Manager of your scheduled installation date for any flooring changes. Email manager@bravatowers.org
- If a noise complaint involving your new flooring is received in the future, you will comply, upon request of the Strata Council, with the Bylaw that reads as follows: *"An owner of a residential strata lot who has or installs hard floor surfaces such as hardwood floors or tile in*

his or her strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpet and avoiding walking on such flooring with hard shoes.

- Renovation materials and tools may NOT enter or leave the building through the lobby. Your contractor must use P1 or another parkade level. If their vehicle is too large for the parkade they'll need to use a dolly to go down the parkade ramp. Best to inform your contractor before they arrive.
- All waste material, including the old flooring/cabinets and all packaging for new materials, must be removed from Brava property by your contractor. Disposing of this material on Brava property is not permitted. This includes the garbage compactors and recycling bins.
- Book the elevator with the Concierge for materials coming in or going out. Give them a heads up 1 hour before you need the elevator so they have time to put up the protective padding. Private elevator use is limited to 20 minutes per time.
- There is **NO** contractor parking on Brava property. They'll either need to park in the stall assigned to the unit, at the parking meters on Seymour Street or in the Howard Johnson's parking lot behind Tower B. Tell the hotel front desk that you are working at Brava and they may give you a discount for weekly use.
- Placing sticky carpet protection material on the hallway carpet is permitted but only for the time it takes to do any required demolition. It must be removed within 10 days of applying it. If it's needed again at a later date it must be re-applied then. Long term use of this product has discoloured the carpet on two occasions and we'd like to prevent it from happening again. Any discolouration caused by your contractor will be your responsibility to repair.

I, (print name) _____, by signing below verify that I have read this "Renovation Information" document and that I will ensure that I and my contractor abides by all Strata requirements.

Owner Signature _____

RENOVATION REQUEST FORM - STRATA PLAN BCS 1172 – BRAVA TOWERS

Date submitted: _____
Owner's Name: _____
Tower: (Circle One) 1155 or 1199 Unit # _____
Strata lot number: _____
Phone number: _____
Email address: _____

Section A: General Description of the Proposed Work

Describe all the work that is being proposed. Please include a floor plan, photographs, digital renderings, etc., if necessary, showing the proposed changes in red.

Section B: Flooring Changes

List areas planned for new flooring and include the flooring and underlayment details including sound reduction specifications. (Note – The minimum Bylaw requirements must be met.)

Section C: Contractor

List the name of contractor/company that will be doing the work. (Note – The contractor/company must carry Liability Insurance. A minimum coverage of \$2M is recommended).

Please allow 1-2 weeks for processing time.

It is important that you NOT commence any work until you have received written approval.

Owner Signature: _____