

**From:** Truman Homes  
**Sent:** January 11, 2021 9:24 AM  
**Subject:** In Suite Modifications

Dear Residents,

Please be advised that all residents are obligated to advise management of ANY and ALL in suite modifications that are being conducted within the home.

This is primarily for safety reasons and to ensure proper building codes are being followed, but also to ensure that there is no implication to the insurance policy coverage on the property.

**The attached form is to be provided to [info@trumanhomes.com](mailto:info@trumanhomes.com) for review prior to the commencement of any work.**

This is also noted in the Bylaws – which has been attached below for your reference.

Clause 64(c)(xxiii)

An Owner Shall Not:

make or cause to be made any structural, mechanical, plumbing, drainage, gas system or electrical changes, alterations or additions to the Unit or any structural alterations to the outer boundary of any Unit including load bearing walls or any ceiling or floor without first having the design and specifications of such alteration or addition approved in writing by the Board. The Owner requesting such approval agrees to pay the cost of any consultant engineer or architect engaged by the Board to review the design and specifications. Any alteration or addition made by an Owner without such approval may be restored or removed by the Board or its duly authorized representative or representatives and any costs incurred by the Corporation as a result thereof shall forthwith be paid by such Owner to the Corporation and shall bear interest at the Interest Rate from the time such costs are incurred until paid

Thank-you for your consideration in this matter.

Truman Information – On Behalf of Gateway Condo Corp.



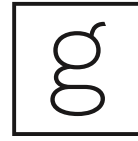
**[info@trumanhomes.com](mailto:info@trumanhomes.com)**

2236 - 10 Aspen Stone Blvd SW  
Calgary, Alberta T3H 0K3

**P** 403.240.3246

**F** 403.240.4570

[trumanhomes.com](http://trumanhomes.com)



## RENOVATION APPLICATION

---

**In-unit renovations must be approved by Gateway Condos prior to commencing work.**

### Renovations Guide:

- If you are installing hardwood flooring, ceramic tile or another similar type of flooring product, you must meet the STC (Sound Transmission Class) rating of no less than 50.
- You must provide Gateway Condos with the name of the contractor(s) retained for any work associated with the renovation and confirm liability insurance and WCB coverage.
- The waste bins provided by Gateway Condos are strictly not to be used for renovation debris. You are responsible to remove all renovation debris from the site and ensure disposal at City designated dump grounds.
- Work hours are restricted in accordance with Gateway Condos Bylaws. Please review the permitted working hours prior to starting any work.

Please complete this form and send it via email to Gateway Condos no later than 5 business days prior to the estimated start date. Gateway will send a reply within the following 5 business days to confirm if the Board has approved your request or if approval is pending.

Building Name: **Gateway** \_\_\_\_\_ Building Number *(if applicable)*: \_\_\_\_\_

Suite: \_\_\_\_\_

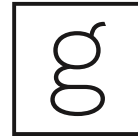
Owner: \_\_\_\_\_

Email & Phone: \_\_\_\_\_

Contractors Name: \_\_\_\_\_

Contractors Phone: \_\_\_\_\_

Contractors WBC Number: \_\_\_\_\_



## RENOVATION APPLICATION

---

Select which applies:

- Copy of contractor's Liability Insurance Certificate attached
- Copy of Personal General Liability Insurance attached

STC Rating *(if applicable)*: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Scope of Work Planned for Renovation: \_\_\_\_\_

As Owner of Unit #\_\_\_\_\_, in providing a completed copy of this renovation application I acknowledge that the renovations I undertake will be completed in compliance within the guidelines of this application and in accordance with requirements of the Bylaws of Gateway Condos and that I will attain any required permits from the local governing authority prior to commencement of any work.

I confirm that my contractor carries adequate liability insurance and WCB coverage. In absence of a contractor, any work I undertake directly will be covered under my personal liability insurance as I acknowledge that I will be held responsible if any damage is caused to other Units and/or common property.

In compliance with provisions of the Bylaws of Gateway Condos, notice may be given for a Board member or representative to attend the Unit to verify adherence to the application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_