

# Woodland Court

Condominium Corporation No. 7520358  
Switzer Drive  
Hinton, Alberta



Address for service:  
Hallmark Management  
#301, 9768-170 Street  
Edmonton, Alberta T5T 5L4

## RENOVATION PROTOCOL

April 28, 2020

- 1) Purpose:
  - a) to establish standards for renovations conducted within the condominium that may result in alterations to the plumbing, electrical, heating, drainage systems, and /or the disturbance of drywall
  - b) to raise awareness regarding risks and hazards, as well as the necessary precautions required to control them, during projects such as renovations
  - c) to facilitate the comfort and safety of all owners and tenants and to maintain the environment, integrity and functionality of the building
- 2) Owner Requirements and Responsibilities:
  - a) gaining approval from the Board for renovations involving mentioned activities by submitting a completed Request to Renovate form at least one week prior to commencing work
  - b) only proceeding with the work upon receipt of written permission from the Board
  - c) ensuring renovations are completed in compliance with the applicable laws, bylaws and regulations, including permitting, when required
  - d) ensuring work is performed by qualified persons and ensuring that contractors have sufficient insurance and WBC coverage
  - e) communication with, and control of, the hired contractors
  - f) ensuring common areas are kept clean and unobstructed during renovations
  - g) proper removal and off-site disposal of any construction debris or materials as well as cleanup of the common areas
- 3) Facts:
  - a) lab tests have shown presence of asbestos fibers in the drywall mud compound at Woodland Court.
  - b) disturbance of drywall necessitates testing for asbestos by a qualified company, notifying the building management company of the results of this test result as well as of the results of the required air monitoring should the test be positive.
- 4) Submissions:
  - a) via email at [info@hallmarkmanagement.ca](mailto:info@hallmarkmanagement.ca), or
  - b) delivered to mailbox #301, 9768-170 Street Edmonton, AB T5T 5L4