

GLEN OAKS CO-OPERATIVE HOMES INC.

IMPROVEMENT POLICY

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- i) Any changes to the units not covered by the Decorating and Housekeeping Policy or the House Rules must be approved by the Board of Directors prior to any change taking place.
- ii) This change will be approved by the Board through means of the attached Improvement Agreement of the Co-operative.

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- i) The member will acquire an Improvement Agreement from the Co-op office.
- ii) The member will complete the Improvement Agreement:
 - explaining what work will be done;
 - who will do the work (submit a copy of the quote - if available); and
 - have the Waiver of Lien signed by the contractor.
- iii) The above will be submitted to the Co-op office.
- iv) The Maintenance Committee will review the information submitted and make recommendation to the Board of approval, approval conditions, or denial. If it is denied, they should indicate their reasons. If they have conditions, they should indicate such and explain to the Board.
- v) The Board will review the information submitted by the Member and the Maintenance Committee. The Board will make the final determination. They will reply to the Member, in writing, indicating their decision.
- vi) If the Member disagrees with the Board's decision, they will be given the opportunity to meet with the Board. The Board will then make a final ruling, and indicate such in writing to the Member.
- vii) If the go ahead is given for the Improvements, then the Maintenance Committee will inspect these Improvements immediately after the work is completed. The Improvements must meet with the Co-op's approval.
- viii) When the Member gives notice to move, the Board (upon recommendation from the Maintenance Committee) will indicate to them, in writing, what the Co-op wants to be done with the Improvements.
- ix) Copies of the final, signed Improvement Agreement will go in the member file and in the unit maintenance file.