

BODY CORPORATE FOR ATLANTIS WEST CTS 8790

PROCEDURE FOR APPROVAL OF RENOVATION AGREEMENTS

There are 5 forms of agreement:

1. Atlantis West Renovation Procedure Agreement & Conditions

For renovations, alterations or modification to internal design of kitchens, bathrooms, laundry, walls, ceilings, floors, tiling, doors cupboards, fittings, plumbing electrical works or other alterations inside an apartment, particularly as most renovations involve some change to Body Corporate property (walls, ceilings etc.)

- 1) **Atlantis West Renovation Agreement**
- 2) **Atlantis West Car Space Storage Cupboard Installation Agreement**
- 3) **Atlantis West Split System Air Conditioner Installation Agreement**
- 5) **Notice to Contractors engaged in Building & Installation Work in Atlantis West**

2. Procedure

- A. Prior to commencing work on any of the above an owner (or tenant) must present 2 signed copies of the appropriate agreement to the Building Managers office prior to the commencement of work and must include 2 legible copies of plans, specifications and the scope of work. The owner must also present a signed copy of the **“Notice to Contractors engaged in Building & Installation Work in Atlantis West”**
- B. The Building Manager will register the agreement and provide the 2 copies of the agreement to the Body Corporate’s suitably qualified engineer registered as an RPEQ or another suitably qualified person (the Body Corporate’s Consultant).
- C. The Body Corporate’s Consultant to whom the agreements are given will inspect the apartment for which the agreement has been prepared and determine whether the work is within the By-Laws and complies with relevant Codes, Acts and Regulations. If the Body Corporate’s Consultant agrees that the proposed work, as specified in the agreement and detailed in the plan of proposed works, is appropriate, he is to advise the Building Manager in writing and recommend that approval be given for the works to proceed and what notifications will be required of progress of the work to enable arrangements to be made for any required progress inspections.
- D. If the Body Corporate’s Consultant does not agree that the proposed work, as specified in the agreement and detailed in the plan of proposed works, is appropriate, he is to advise the Building Manager in writing of the problem(s)

and in what way the agreement should be amended to conform with the Body Corporate's By-Laws. The Building Manager will forward this information to the owner for amendment of the proposed works and re-submission of the agreement.

- E. Within 7 days of receiving the Body Corporate's Consultant's report recommending approval of the proposed renovation work, the Building Manager will obtain a signature from one of the executive members of the Committee on the Approval Letter that has been worded to include any information on requirements for progress inspections, and forward this Approval Letter to the Owner. It is only after this approval is given that work may commence.
- F. The Building Manager will enter into a register that approval has been given for the work and table the entries of the register at the next meeting of the Committee.
- G. When the work is completed, the Building Manager will arrange for a final inspection by the Body Corporate's Consultant to ensure that it complies with the agreement and relevant Codes, Acts and Regulations. If the work is taking more than 3 months, the Building Manager will report the progress at the next meeting of the Committee.
- H. On Satisfactory Completion of the work as determined after final inspection, the Body Corporate's Consultant will certify that all work has been completed in accordance with the agreement and relevant Codes, Acts and Regulations. The work may then be signed off and the Building Manager will record that fact in the register with the date and signature of an Executive member of the Committee and table the entries of the register at the next meeting of the Committee.
- I. If the work is not deemed to be compliant with the relevant Codes, Acts, Regulations, and By-Laws, and/or is not deemed adequate, suitable, or in some way in conflict with the agreement, the Building Manager, in consultation with the Body Corporate's Consultant as may be required, will determine what action must be taken to correct the situation, and the Owner is to be immediately informed of that decision. In this event the procedure will recommence at G above.