

Management Directive No.:	MD10
Management Directive Name:	Unit Alteration
Date Approved by CEO or Designated Person:	April 2008
Date revision approved by CEO or Designated Person:	March 6, 2013 December 5, 2018
Related SOP, Management Directive, Board Policy, Forms	MA20 Swimming Pools

Policy Statement and Rationale

The Kawartha Lakes-Haliburton Housing Corporation (KLH Housing Corp.) strives to provide residents with accommodations to suit their needs.

The purpose of this policy is to define:

- What changes may be made to the unit, balcony, tenant patio space and common area.
- What items may be affixed to the building structure.
- Identify issues and processes pertaining to Unit Alterations, Additions and Attachments.

Scope

The unit, including any balcony and/or patio space is for the use of the tenant for the period in which they reside in the unit.

KLH Housing Corp. has established limitations which balance the tenants' personal use of the space with the Landlord's need to maintain the assets in good condition.

Policy

In order to permit a household to make the rental accommodation into a home which reflects their own individual lifestyle, KLH Housing Corp. will permit households to make most alterations without written approval from KLH Housing Corp. However, it is responsibility of the household to return the unit back to its original state upon move out. Failure to do so will result in Tenant Charges being assessed in accordance with Policy M.D.20-Tenant Charges.

There are certain alterations, additions and attachments which do require the written permission of the Property Coordinator. They are as follows:

1. Any requested change to electrical or lighting fixtures
2. Any requested change to plumbing fixtures
3. Any requested change to appliances
4. Any requested change to the flooring, doors & windows, cabinetry and hardware
5. Any addition or attachment to the structure, patio/balcony or fences.

These requests must be made in writing to the Program Supervisor-KLH.

All requests will be reviewed by the Program Supervisor-KLH in consultation with the Maintenance Supervisor, if required. A written response will be provided to the tenant. The written response by Program Supervisor-KLH will detail all alterations, additions and attachments which are approved or denied and include instructions to the tenants for any actions required at move out. Approval of alterations, additions and attachments is at the sole discretion of KLH Housing Corp. .

A copy of the response will be held in the tenant's file.

All alterations, additions and attachments must comply with the Building Code, the Fire Code and any local bylaws.

A written notice will be given to the tenant by Program Supervisor-KLH if any alterations, additions or attachments have been made without written approval. This will result in one of the following:

1. The notice will include instructions to the tenant to remove the alteration, addition or attachment by a deadline date and if not removed, KLH Housing Corp. will have it removed and any related costs charged to the tenant.
2. The notice will include written permission for approval of the alteration, addition or attachment but with a reminder that the tenant must receive written approval prior to any changes and that continuous disregard for the pre approval process could result in the tenancy being put in jeopardy.

Unit - Alterations, Additions and Attachments

1. Approval will not be granted for any request to permit the basement to be turned into a bedroom or sleeping area.
2. Installation of additional cable jacks is permitted. The tenant must complete and submit to the Program Supervisor-KLH, a Cable Installation Form. This form is

available from the KLH Housing Corp. office. KLH Housing Corp. has the sole discretion to refuse an application if it feels the installation will interfere with the building structure.

Balcony & Outside Patio Area -Alterations, Additions and Attachments

1. All balcony items must be contained within the balcony or patio area
 - Baskets must be hung on the railing to face inward to prevent injury to others if they should fall off.
 - Plants, bird feeders and summer patio furniture must remain within the tenants' personal patio area and not extend into the common area so that emergency personnel entry and summer grounds maintenance can be accomplished effectively and efficiently.
 - The balcony and patio cannot be used to store items such as tires and large household articles.
2. Items must be freestanding and not affixed to any part of the building.
 - Only portable and free standing sun screens and umbrellas can be used.
 - Screws, anchors and attachments cannot be secured into any building structure including concrete balcony slabs
 - Materials, including but not limited to, chicken wire, lattice and tarps cannot be attached to the building.
3. Seasonal decorations must be taken down within 2 weeks after the celebration.
4. If written approval has been obtained for a storage shed, it must be attractive and maintained by the tenant.
5. Tenants cannot make alterations to the drainage or disruptions to the soil outside the unit if written approval has not been obtained from the Program Supervisor-KLH.
6. Satellite dishes may be permitted. Written approval from KLH Housing Corp. must be obtained by submitting a completed Satellite Installation Form. This form is available from the KLH Housing Corp. office. KLH Housing Corp. has the sole discretion to refuse an application if it feels the installation will interfere with the building structure.
7. Tenants are not permitted to plant trees or large shrubs.

Pools and hot tubs are dealt with in separate policy.(M.A. 20 Swimming Pools)

Revision History:**Proposed Date of Review:** December 2020

Revision	Date	Description of changes	Requested By
v1	April 2008	Initial Release	
v2	March 6, 2013		
v3	Dec 2018	New template format	CEO