

VILLAGE GLEN PAINT POLICY

The co-op understands that to keep units in good clean and safe condition, regular unit painting is necessary.

Paint is budgeted for on a three (3) year cycle according to the co-op By-Laws. After March 1/96, units can only receive the allotted amounts below once every year or their full allotment every three years, pending budget approvals. Paint allocations are as follows:

2 bedroom: 2 gallons of eggshell and 1 gallon of semigloss or a combination of 3/year
3 bedroom: 3 gallons of eggshell and 1 gallon of semigloss or a combination of 4/year
4 bedrooms: 4 gallons of eggshell and 2 gallons of semigloss or a combination of 6/year

Bathroom and kitchen will be a semigloss, pending approval of by-law change by membership. Please cover these only in latex at this time until the membership approves or disapproves of oil.

Door and window frames stay the same off-white, in semigloss. Before applying the semigloss, you **MUST** lightly sand the surface of the frames to allow maximum quality of coverage.

Bedrooms eggshell and hallways semigloss

Colours: Can pick any colours from the Para Paint Chart available in the office. All units must be left in any of the approved colours as on the Para Paint Chart. Any other colours must be painted over, unless member moving into the unit wishes to keep it as is.

PRIOR TO MARCH 1/96

*** All units are entitled to receive 2 gallons of paint.

- 1) A paint request form is attached for your unit. It must be 100% complete, signed and dated. If not completed, your unit will be bumped to the end.
- 2) Units that decline or request forms not submitted will not receive paint until there are scheduled to do so.
- 3) Members are responsible to provide their own brushes and tray. The co-op will pay for paint ONLY.
- 4) If members request a particular tint to the base white colour, they can request it at Hartlieb Hopkins Paint Centre where the co-op is purchasing the paint. Only the pastel colours on the Para Paint commercial chart is acceptable. When member hands in their paint request form, they will receive a purchase order for Hartlieb Hopkins and a copy of this order will be filed in unit files. Purchase orders will state only: number of gallons of eggshell, number of gallons of semigloss.

Sept 2-95
Date

Kevin Ball
For the Maintenance Committee

Sept 31/95
Date

Paul Overolen
For the Board of Directors

PAINT POLICY REQUEST FORM

UNIT # _____	NAME _____
PHONE# _____	

PROPOSED DATE OF STARTING _____

PROPOSED DATE OF COMPLETION _____

(Inspection of painted areas to follow completion)

PAINT REQUIRED (CHECK APPROPRIATE BOX)

1. Entrance	Ceiling <input type="checkbox"/>	7. Bedroom _____	Ceiling <input type="checkbox"/>
	Walls <input type="checkbox"/>		Walls <input type="checkbox"/>
	Doors / Trim <input type="checkbox"/>		Trim <input type="checkbox"/>
2. Washrooms:	Ceiling <input type="checkbox"/>	8. Bedroom _____	Ceiling <input type="checkbox"/>
	Walls <input type="checkbox"/>		Walls <input type="checkbox"/>
	Doors / Trim <input type="checkbox"/>		Trim <input type="checkbox"/>
3. Living Rm.	Ceiling <input type="checkbox"/>	9. STAIRS	Ceiling <input type="checkbox"/>
	Walls <input type="checkbox"/>		Walls <input type="checkbox"/>
	Trim <input type="checkbox"/>		Trim <input type="checkbox"/>
4. Dining Rm.	Ceiling <input type="checkbox"/>		Woodwork <input type="checkbox"/>
	Walls <input type="checkbox"/>	10. BATHROOM	Ceiling <input type="checkbox"/>
	Trim <input type="checkbox"/>	upstairs <input type="checkbox"/>	Walls <input type="checkbox"/>
5. Kitchen	Ceiling <input type="checkbox"/>	downstairs <input type="checkbox"/>	Door / Trim <input type="checkbox"/>
	Walls <input type="checkbox"/>		
	Trim <input type="checkbox"/>	HALLWAY	Ceiling <input type="checkbox"/>
6. Bedroom _____	Ceiling <input type="checkbox"/>	upstairs <input type="checkbox"/>	Walls <input type="checkbox"/>
	Walls <input type="checkbox"/>	downstairs <input type="checkbox"/>	Trims <input type="checkbox"/>
	Trim <input type="checkbox"/>		