



Helping to make WHISTLER the place you call HOME
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Resident Housing Capital Improvement Policy- Bear Ridge, Beaver Flats and all Resales and New Projects from 2006 Onwards

The Resident Restricted Capital Improvements Policy is intended to help ensure that units in the Resident Restricted Housing inventory are kept in a well maintained, livable and functioning condition. Long term affordability for local employees is a primary component of these units for future residents. All upgrades must conform to RMOW building codes and require a building permit to complete.

This Capital Improvement Policy is based on the Capital Improvement requirements outlined in Housing Agreements ST070090, ST080100 and ST060094 and ST010091 and includes the following Resident Restricted projects:

- Solana
- Fitzsimmons Walk
- Rainbow
- Nita Lake
- The Terrace
- The Rise
- Whitewater
- The Springs
- The Falls
- The Heights
- Bear Ridge
- Beaver Flats
- Any Resale completed after June 12th 2006

For a capital improvement request to be considered, the following steps must be completed:

1. **Prior to commencement of a capital improvement**, an owner should complete and submit to the WHA the attached form: **Request for Conditional Capital Improvement Credit**.
2. WHA staff will review the capital improvement request and notify the owner in writing whether or not the proposed expenditure is approved conditionally as an eligible capital improvement.
3. Upon completion of the conditionally approved improvement, the owner must submit copies (not originals) of receipts and the associated Building Permit to the WHA verifying the actual cost of the capital improvement.
4. The WHA (and/or RMOW staff) shall have the right to inspect the property at times that are mutually convenient to the WHA and the homeowner to confirm that the capital improvement has been completed in an appropriate manner and for a cost consistent with the costs outlined in the **Request for Conditional Capital Improvement Credit**.
5. Upon satisfaction that the improvement has been completed in an appropriate manner and

consistent with the request, the WHA will send a written statement of approved capital improvement credit to the owner.

Examples of Improvements Not Eligible for Capital Improvement Credit

Capital Improvements that do not require a Building Permit to complete are not eligible for capital improvement credit. The following items are examples of improvements that do not require a Building Permit and are considered to be non-permanent or cosmetic and will not be given recognition:

1. Interior or exterior painting or wallpaper
2. Paneling on previously finished walls or ceilings
3. Replacement of existing fixtures (kitchen, bathroom, light)
4. Removable shelving
5. Substitution of towel racks and other bathroom or kitchen accessories
6. Kitchen countertops and backsplash
7. Flooring upgrades including laminate floors, carpeting, tiling, flooring heat pads, baseboards
8. General landscaping
9. Installation of a hot tub
10. Window Coverings



Request for Conditional Capital Improvements Credit

RE: Civic Address: _____ Whistler, BC (the "Property")

I/We _____, registered owner(s) of the Property, request to the Whistler Housing Authority that the following capital improvements be considered for credit:

Capital Improvement*	Confirmation of type of Building Permit required	Estimated cost of Capital Improvement	Name of person or company completing the work

*Request should include 3rd party quotes confirming anticipated costs

Signature

Date

Please Confirm Your Contact Information:

Name _____
 Mailing Address _____
 Phone _____
 Email _____

