

Request for Approval - Replacement Reserve Expenditure

Date: _____

Co-op Name: _____

Full address of unit(s) where item will be replaced: _____

Description of item(s) to be replaced: _____

Balance of Replacement Reserve Fund after submission: _____

Estimate No. 1 _____ Contractor _____

Estimate No. 2 _____ Contractor _____

Estimate No. 3 _____ Contractor _____

Which contractor has been approved in accordance with your by-laws / policies: _____

Other comments: _____

GREEN ALERT!

Sustainable measures in your construction work help reduce greenhouse gas emissions. To implement these measures, you may consider using *green building materials* and/or *improving the energy efficiency within your buildings*. [See back page for more info!](#)

Guidelines:

1. A tender is recommended for work costing more than \$30,000 and obtain bids from three sources.
2. A public tendering process is required for work costing \$100,000 or more and obtain bids from six sources if possible.
3. Competitive quotes are not required for expenses under \$5,000 but are recommended, although approval is required for such expense.
4. Spending approval is required for capital expenses not listed in an Approved Replacement Reserve Plan. Spending approval is not required for items contained in the pre-approved list in the Operating Agreement or approved capital plan.
5. Emergency replacement does not require approval prior to replacing or repairing a capital item. Although, such spending must be reported soon after the fact.
6. Please contact your Relationship Manager should you require additional information regarding the guidelines and process concerning replacement reserve expenditure approval.

Please provide your rationale if lowest bid is not chosen. Please fax copies of the estimates to your Relationship Manager.

Approved by Agency _____, Relationship Manager

Date _____

Please note: Kindly advise your auditors regarding this approval so that the Replacement Reserve fund can be adjusted at your fiscal year end.

GREEN ALERT! (Continued)

Green building materials are:

- resource efficient
- energy efficient
- help improve water conservation and indoor air quality

Green building materials can be:

- made with recycled material
- can be recycled or reused at the end of their lives (example: metals, wood)
- are locally available
- require no or minimal processing
- are durable to last longer so they do not need to be replaced often, etc.

Once you have selected your green building materials, notify your project manager to include clear language in the scope of work for the *tender documents* and specific language in the construction contract. You may also get tips from energy auditors on using or selecting green building materials.

Improve energy efficiency in your buildings. Improving your building's energy efficiency will help reduce heating and electricity costs and may also reduce water use. A way to increase the energy efficiency of your buildings is to consider installing energy efficient products such as low-flush toilets/ shower heads, high efficiency furnaces, compact fluorescent lamp (CFL) or light-emitting diode (LED) lighting, if your construction work includes replacing these building components. You may also consider using above code required /higher rated insulation if your construction work includes replacing insulation in attics or walls.

To encourage co-ops to improve the energy efficiency within their buildings, various funding programs are available from major utility companies or provincial/territorial governments or municipalities. To help search for current funding programs, *National Resources Canada* has a database on incentive programs across Canada: <https://www.nrcan.gc.ca/energy/funding/efficiency/4947>.