



McKay Manor

Welcome

to your new home at McKay Manor

You will find some important information and forms in this package as it pertains to your new property. This package simply highlights a few of the provisions of the Bylaws and policies of the Corporation. Please ensure that all applicable forms are submitted to the Administrative Assistant for your property.

Please also ensure you have read and understand your Corporation Bylaws.

Please keep this package handy for contact and information purposes.

Facebook Page: Register at McKay Manor Resident Group

Key Resident Contact Information

Ayre & Oxford Inc

Suite 203, 13455-114 Ave
Edmonton AB, T5M 2E2

Ph: 780.448.4984 ~ Fax: 780.448.7297

Danika Litke - Property Manager

Ext. 324 ~ Email: danika@ayreoxford.com

Morgan Desrochers- Administrative Assistant

Ext. 319 ~ Email: admin4@ayreoxford.com

After-hours Maintenance Emergency line: 780.499.8424

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Professional Real Estate Management
Accredited Management Organization®(AMO®)

General Building Information

Move in's / outs etiquette:

- a. Book the elevator in advance by contacting Property Management. A key and elevator pads will be supplied to protect the elevator.
- b. Reservations are only between the hours of 9am and 9pm in consideration of other residents.
- c. A deposit in the amount of \$200.00 is required to receive the elevator key. A walk through must be done before and after the move is complete to obtain the deposit back. Please note this must be in the form of a cheque as on site staff do not accept cash. Any damage to the building will be deducted off the deposit.
- d. Elevators held open without a key cause major repair issues; therefore if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00.**
- e. Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door. Any doors left open will result in a \$50.00 fine.
- f. **No driving on the grass or moving through patios.**
- g. Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.
- h. Large item deliveries such as furniture and T.V's should be received through the main (North) entrance doors.

Access & keys

- a. Suite and mailbox locks/ keys are owner responsibilities to replace / maintain.
- b. Intercom programming changes: Call Property Management.
- c. Parkade remotes & building keys can be purchased from the Property Management Office;
 - Purchase a parkade opener (\$100)
 - Purchase an additional Key (\$50)
 - Bike room key is (\$25)
- d. **Loss of keys must be reported to Management as soon as possible.**

Emergencies

- a. If there is a police / fire or medical emergency, call **911**.
- b. Report incidents requiring immediate action to the onsite emergency staff.
- c. Non emergency reports should be made to Property Management the following business day for record purposes.

In-Suite Emergencies

If you have a flood or a similarly urgent issue which requires immediate assistance, please report these incidents first to the onsite staff directly, or if more applicable, the after-hours emergency staff using the **after-hours emergency line: 780.499.8424**. **IF** the situation may impact your neighbors, management needs to know about it immediately.

Charge Back Costs for Emergency Response and Repairs:

1. If the after-hours staff attends the incident, the labor costs may be charged back to the unit owners account.
2. If emergency remediation is completed in your unit or an affected unit, you may be charged back the cost up to the Corporations insurance deductible amount.
3. If rebuild replacement/repairs are required in an affected unit, you may be charged back the cost up to the Corporations insurance deductible.

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Please reference the bylaw section 2.3 Repair and Maintenance

c) in the event of any insured loss, the deductible under any claim shall be the responsibility of the party charged with the responsibility for repair, maintenance and replacement as if the loss was not insured;

Maintenance Personnel

Your Condominium Corporation employs a regular maintenance personnel, ensuring that you have someone familiar with your property to address your building emergencies and complete a regular maintenance checklist. Kindly note that outside of regular business hours, a rotating after-hours emergency staff is available to assist you, however they are paid overtime rates when called.

The Condominium Corporation will always pay the staff for their time on-site, but please keep in mind that many concerns in your suite are a unit owner's responsibility, as outlined in your bylaws.

If personnel are called on-site solely to assist in completing an owner responsibility, the Corporation may have to charge your unit for the expense.

If you are unsure whether your concern is an owner issue, please ask your onsite staff or the management office directly. **All non-urgent reports should be made via email or phone to the office for record purposes.**

Noise and disturbance:

Daily living and its associated noises are expected and suggested to remain from 8am to 9pm. Outside of this timeframe should be quiet hours.

- a. Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- b. Owners with complaint regarding noise in a unit after hours are asked to call the police and report it to Ayre & Oxford the next business day. Please document the date / time and nature of the complaint with as much details as possible.

Types of Common Complaints:

- Late night/early morning exterior noise, which carries from yards and balconies.
- Offensive or inappropriate language use.
- Music and loud base.
- Dogs barking or other animal noises.
- Garage / yard or balcony parties.
- Parties indoors with windows open during late nights.

Board of Directors Action:

- Complaint #1. First letter (a letter of warning) is issued, stipulating fine for next complaint.
- Complaint #2. Second warning
- Complaint #3. FINE.
- Subsequent Complaints: Depending on the nature of the complaint, or alternate action thereafter i.e.; if tenant renting, eviction.

Renovations and repairs:

- a. Construction in units is to be between 8am to 5pm Monday through Saturday.
- b. If you are planning a renovation you are asked to contact building management prior to commencement for guidelines and they will provide permission. This also applies to moving plumbing or electrical fixtures from one location to another.
- c. Garburators are not allowed due to the small size of the drainage pipes.
- d. Unapproved renovations are subject to removal.
- e. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builder's grade".

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Home based business:

Please make your request in writing to the Building Management for approval by the Board. Approval will not be given to business which requires public attendance in the building.

Air conditioners:

Air Conditioners must be approved by the Board. Please submit written requests to Management with all specifications. Air conditioners cannot be mounted to hang outside of windows and must be fully inside your unit. Air conditioners cannot alter the building in any way or cause excessive noise outside your unit that may disturb neighbors.

Heating:

In the winter please make sure your heat is on. Do not leave any windows or patio doors open when you are not around. If you do need to open a window please monitor it closely as there have been problems with pipes freezing when there is a change in temperature. Damage done to your suite and other suites, as a result of frozen pipes that burst, and as a result of negligence on the part of the resident or owners of the suite, is the responsibility of the owner and/or resident of that suite. Edmonton's temperature can change drastically from warm to cold in a hurry.

Pets:

Pets, including visiting pets require approval of the Board. You will find a pet approval Form included in this package. Please also refer to the Corporation bylaws.

Fire Safety

All suites have sprinkler heads in them. They are also outside on the balcony. Each room has at least one in them with larger rooms having more. They are also located inside the closets, and linen closet. Please familiarize where they are so that they can be kept free from objects around them. A burst sprinkler head can cause a lot of damage not only to your suite but to other suites and common areas. If the sprinkler head breaks as a result of negligence on the part of the occupant then they are responsible for the damage. A little common sense goes a long way for prevention. As the fire system and sprinklers are inspected annually, deficiencies may be charged back to the unit. Also not, a large amount of heat or steam may also cause the sprinklers to go off, so please be cautious.

Owner and Corporation Insurance Policy Coverage

It is mandatory that all owners and tenants if renting have proper condo insurance. A copy of the insurance documents must be presented to the management company for their records.

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real property in the condominium complex. This policy does not cover the individual unit owner in two important areas:

- Insurance coverage on your personal belongings and
- Insurance coverage for personal liability
- Insurance on Betterments, or improvements

To protect these important areas you should purchase a Condominium Unit Owners Policy. This a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

Pest Control:

How to determine if you have a bed bug problem within your unit, and what action MUST be taken to mitigate the effects on other owners should bed bugs be found. Please take a few important moments to inspect your unit as follows:

- Step 1: Check your body for bites in the form of red welts that itch. Bed bugs inject an anesthetic that keeps you from feeling their bite, but as the anesthetic wears off you are left with a red welt or groups of them if you have a bad infestation. If you have the welts, chances are you have a bed bug problem.

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- Step 2: Look behind any hanging artwork. Bed bugs love to hide behind paintings and photographs hanging on walls. Use a flashlight: Bed bugs are tiny (adult bed bugs are about 1/5" long and reddish-brown) and come out at night.
- Step 3: Take the bedding off your bed and check under your mattress, under your box spring, and in corners and crevices. Bed bugs like to hang upside down from the bottom of box springs. Also check the frame where they have been known to hide in corners. These are all places that bed bugs will hide during the day.
- Step 4: Pull out dresser drawers and look in the corners and crevices of the drawers. If bed bugs are in your bedding, they're probably in your clothes and drawers.
- Step 5: Look for small red or brown spots on your bed linens. The spots also are a sign of infestation.

If you find bed bugs, firstly, REPORT IT as per above to start mitigation action and minimize the overall costs borne by all Owners.

Guidelines for enjoyment and use of Common Areas

For sale / rent signage:

Signs cannot be placed on the common property or surrounding grounds of McKay Manor. A for sale sign is allowed in the window. Rental signage is not allowed.

Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental and provide details of the tenants. A rental deposit will be required in the amount of \$300.00 and is to accompany the notice of intention and application to rent form. You will find a rental forms attached for your reference.

Exercise Room:

The exercise room is located on P1 level.

- a. Hours of use are between 9am to 9pm.
- b. Please wipe down equipment after use.
- c. Indoor shoes only.

Common Room (suite 111):

- a. Noise restrictions apply the same as all other areas of the building.
- b. Hours of use are between 9am to 9pm.
- c. The room is available on a first come first serve basis.
- d. The room can be booked through the Property Management Company.
- e. Indoor shoes only.

Courtyard:

The courtyard is available for resident use. Noise is to be kept to a minimum after 9pm.

Balconies:

Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. allowed. Basically if it is an eyesore it's not allowed. The Corporation wants everyone to be able to enjoy their balconies so common courtesy in respect to noise levels is appreciated. If it gets noisy, please take the party inside and close the sliding door. Loud noise after 9:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents please keep it down. **Satellite Dishes** are not allowed on balconies.

BBQ's:

Propane BBQ's tanks are not allowed to be carried through the elevator. The propane must be carried up the stairs and not by elevator this is for insurance purposes. The BBQ should be kept away from the siding as it could melt. Any damage to the outside of the building from BBQ's is the responsibility of the owner's or residents of the suite with the damage.

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Hallways:

Items are not to be left in the hallways of the building. Please store all items including, shoes, garbage, and strollers within your unit.

Garbage...Garbage:

There is a storage cage south of the garage doors inside the parkade. The Corporation strongly encourages everyone to recycle and please be reminded:

- ❌ Please DON'T put your garbage beside the dumpster – it won't get picked up by the City of Edmonton and ends up being strewn across the property. If the Corporation has to hire someone to clean up garbage left outside the bin or in the building that cost gets passed on to the Owners.
- ❌ Plastic milk jugs and other recyclable plastic jugs now carry a refundable deposit. These items can also be contributed into the McKay Manor Condominiums "Bottle fund".
- ❌ If you are placing milk jugs into the containers, please ensure they are crushed to allow more space.
- ❌ Please DON'T put your garbage in the hallways, parkade, lobby mailbox area garbage or in stairwells.

Funds from the deposit refunds are used for various items and activities at McKay Manor. Once items are in the cage they are considered the property of McKay Manor, and anyone found removing bottles will be penalized.

Bulletin Board Etiquette:

The bulletin boards are for communication to owners and any information posted should be respected. Please refrain from writing comments on existing postings.

Security:

The security of the building is relevant to everyone to make sure to avoid allowing strangers into the building.

- a. Do not allow people to follow you through doors.
- b. Wait for the garage door to close before entering / exiting the parkade.
- c. Report suspicious activity to the police.

There are security cameras throughout the building to monitor daily activity for move in/outs processes and for anyone that lets another person into the building without the use of their key or using the intercom. The Board may issue fines for violations recovered on the security cameras.

Visitors Parking:

Visitor parking is on the west side of the building.

- a. The visitors parking is for guests of residents only.
- b. Residents should only use the underground parking stall they own or rent.
- c. Visitors are permitted to be parked in visitor parking for a maximum of 4 hours.
- d. Long term visitors must use street parking.
- e. All visitors need to sign in their vehicles in the lobby. Vehicles not signed in are subject to a fine and/or towing by the City.

Parkade:

The parking stalls in the parkade are owned by individual owners.

- a) Tires are the only item allowed to be stored in the parking stall.
- b) Studded tires are not to be used while in the parkade. If you have studded winter tires, please park outside or change the tires.

Bike room:

There is a storage room for bikes located near the south elevator on P1.

- a. Use at your own risk

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- b. Make sure the deadbolt is lock upon exiting.
- c. Please keep this room organized.
- d. A key can be purchased from Property Management.

Storage stalls:

Storage stalls in the parkade are owned by individual owners. Only the owner can decide who uses it.

- a. No flammables are to be kept in the storage stalls.
- b. It is recommended that anything in storage is kept in a water proof container for protection.
- c. Nothing is to be kept outside of the storage stall.
- d. Items are left at your own risk.

Car wash:

There is a car wash for everyone's convenience located in the parkade.

- a. Please be careful with the hose.
- b. Squeegee the floor after use.
- c. Notify the Property Management if the soap is empty.
- d. Carwash Hours are 9:00am to 9:00pm.

More detailed instructions are posted at the carwash on the wall.

Zone valves:

Zone valves located within the unit are the responsibility of the Owner to have repair and replaced as necessary.

Thinking of selling?

It happens – everyone's needs change over time. Note though that when you are selling the real estate agent you work with or potential buyers are usually interested in some key documents:

- Condo Bylaws
- Previous AGM minutes
- Insurance Certificate for building
- End of year financials
- Reserve Study

All these documents have been provided to owners in the past. By law you only have to make these available for VIEWING (by appointment at Ayre & Oxford) however to speed up the sales process most sellers keep a copy of the documents handy. Please remember that if you need this documentation reproduced there is a fee which can be \$300-400 depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

Attachments:

McKay Manor Information Sheet
Move-in Move-out Form

Notice of Intention to Lease Form
Notice of Tenants' Receipt of Bylaws
Notice to Cease Rental Form
Pet Policy Form for Signature
Pet Registration Form
Electronic Funds Transfer Form (Automatic Condo Fee Withdrawal)
Unit Alteration Form
Activity Room Booking Agreement
Intercom Update Form
Email Authorization Form
Complaint Form

McKay Manor Contact Information

Suite No.: _____

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OWNER INFORMATION

Owner Name: _____

Address: _____

SEND MAIL TO CONDO ADDRESS? Circle YES or NO -If you circled no, please enter mailing address below

Address: _____

_____ Province _____ Postal Code _____

Primary Phone No.: _____ Secondary Phone No.: _____

E-mail: _____

****Anti-Spam Email Legislation Consent:** By providing my email address I am granting permission for Ayre & Oxford Inc. to email me for communication purposes related to the property. To remove consent, please notify our office requesting removal of your email from our system.**

Emergency Contact/Agent: _____

Emergency contact daytime phone: _____ Evening phone: _____

OWNER OCCUPIED UNIT Please circle YES or NO (if you circled no please complete the section below)

RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

Attached is a cheque for the deposit in the amount of \$250.00 for renting the unit. Initial: _____

CARS OWNED OR USED BY OWNER/RESIDENTS which are parked at or near the condominium:

Car #1.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Car #2.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested is for our records only. In order to ensure confidentiality to all occupants, site staff has been instructed not to provide personal information contained in our files.

Once completed, please sign and return the form attention *Morgan Desrochers*, contact info provided on the letter head.

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McKay Manor Move In – Move Out Form

Suite No: _____ Expected Move Date: _____ Please Circle: Move-In / Move-Out

Owner Name: _____ Tenant Name: _____

I/We _____, hereby declare the following move in/move out etiquette are to be followed through the duration of our move.

1. Notice of the move has been provided to Ayre & Oxford, and reservation and padding of the elevator was arranged by contacting the maintenance coordinator, or the office of Ayre & Oxford Inc. between Monday and Friday 8am to 4pm.
2. Our reservation is held within the hours of 9am and 9pm in consideration of other residents/owners, and we will remain within our scheduled time period.
3. A Moving Security Deposit of \$200 is to be provided to the Maintenance personnel. Any site damage caused by the move will be deducted from the deposit. A full review of the site will be conducted before the deposit is returned.
4. We acknowledge receipt of the elevator key, which is to be returned immediately upon the completion of the move: cost of \$30/key if not returned.
5. Elevators held open without a key cause major repair issues; therefore if we are found holding open the door, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that these repairs have been known to be in excess of \$500.00.
6. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the parkade overhead door. Breach of such policy will result in a fine of \$50.00.
7. The common areas were inspected for damages and cleared of all disrepair. Should damages be found during the walk through further to the move, it will be the responsibility of the unit owner, who may in turn charge back the tenant as per their personal agreement to incur the fees of the damages.

Notes:

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of the McKay Manor Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

After Move: Signed this _____ day of _____, 20 ____ in the presence of the McKay Manor Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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NOTICE OF INTENTION TO RENT/LEASE McKay Manor Condominiums

1. We, _____ ' as owner(s) of Unit
Number _____, intend to rent/lease the unit to:

(name and address of proposed tenant/lessee)

2. A copy of the proposed rental agreement/lease showing the terms thereof, the amount of the rental to be paid and the circumstances under which it may be terminated prior to expiry is attached.

3. My/Our address for service of legal process is:

4. I/We undertake to pay the Condominium Corporation and to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

5. Notice of Move in and move out must be notified in advance, at which time an elevator key will be provided if applicable to assist with the move.

6. I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against Condominium fees paid; resulting in action taken as per the Corporation bylaws. The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

7. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

8. I/ We understand that the Residential Tenancies Act may affect us and our tenant. If there is a conflict between the Residential Tenancies Act and the Condominium Property Act, the Condominium Property Act applies.

DATED at Edmonton this ____ day of ____ , 20 ____.

9. Attached is a cheque for the deposit (\$300.00), in the amount of _____.

SIGNATURE OF OWNER SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement, signed bylaw received. Tenant's insurance certificate

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Cease to Rent McKay Manor

To: Board of Directors for McKay Manor

Unit #: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

My/Our mailing address for future correspondence is:

Contact Number: _____

I/We would like to request that our Rental Deposit be returned by (check the applicable box):

☐

Mail to the above noted address.

☐

I/We would like to be notified when the cheque is ready and come to the Ayre & Oxford office to pick it up in person.

FOR OFFICE USE ONLY RETURN OF RENTAL DEPOSIT CHEQUE REQUEST

PROPERTY: _____

PAYEE: _____

DATE: _____

AMOUNT: _____

APPROVED BY: _____

NOTES: _____

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Tenants' Receipt of Bylaws – McKay Manor

To: Board of Directors: McKay Manor Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at McKay Manor, please be advised of the following:

I / We _____
have received a copy of the Corporation bylaws, for review.

I / We _____
agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

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Pet Policy

The Board of Directors of McKay Manor ~ Owner's Condominium Plan 032 3971

1. The purpose of this policy is to provide standards to ensure the best possible environment for both pet owners and non-pet owners and to insure the responsible care of pets. All residents wanting to have a pet must read and sign a copy of this policy. Return the signed copy with your Pet Application form. A copy of the form you signed will be returned to you once the Board makes a decision.
2. The following is the criteria for the allowance of pets into McKay Manor as established by The Board of Directors:
3. Each animal in your home requires express written consent from The Board.
4. A pet application form must be filled out in full for each animal and submitted to The Board of Directors. Pet application forms are available from Board members.
5. The Board reserves the right to disallow certain breeds.
6. The Board retains the right to order the immediate removal of pets that are deemed to be a nuisance or a threat.
7. A maximum of two pets allowed per unit
8. Size restrictions (fully grown) 16 inches (to the top of the head) and maximum weight (fully grown) 30 pounds.
9. All pets over the age of six months must be spayed or neutered as applicable. If medical issues prevent the pet from being spayed or neutered, a veterinarian's certificate is required in order to allow the pet to become or continue to be a resident of the development.
10. All pets must be tagged, tattooed, licensed.
11. All pets in common areas must be restrained at all times, on a leash, in a carryall, or held.
12. Owners must be responsible for clean up of their pets when they are in the common areas and accordingly should be considerate with respect to adjacent properties. Pet owners shall be liable for
13. Damage caused by their pets, and it is strongly recommended that pet owners obtain liability insurance.
14. Pet owners must be considerate of other residents and not allow their pet to disturb other residents.
15. Pet owners must supply alternate contact information in order for The Board to be able to rectify problems concerning their pet in the absence of the owner.
16. Pets will not enter areas designated as "no pet" areas by the Condominium Corporation.
17. All costs incurred by the Condominium Corporation (inclusive of legal, Management, etc but not limited there to) will be expensed to the unit and will form part of the common area fee for that unit and subject to all collection under the bylaws.

Resident Maintenance Obligations

- The resident agrees to promptly and regularly perform the following obligations with respect to ownership of a pet at McKay Manor:
- Keep your unit and patio clean and free of pet odours, insect infestation, pet feces, urine, waste, and litter.
- Restrain and prevent the pet from gnawing, chewing, scratching, or otherwise defacing the doors, walls, windows, and floor coverings of the resident's unit, other units, or common areas, buildings, landscaping and shrubs.
- Immediately remove, clean up, and appropriately dispose of any pet feces, waste, and litter deposited by resident's pet on the common grounds, shrubs, flower beds, sidewalks, access ways and parking lots.

Resident's signature _____

Date _____

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McKAY MANOR PET REGISTRATION

Owner Name: _____

Unit Address: _____

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description (**Note:** Please submit a photograph with this application.):

Pet Name: _____

Breed: _____ Color: _____

Full Grown Size/weight: _____ Age: _____

Up to date immunization shots: Yes _____ No _____ (check one)

Other Description:

In consideration of this permission being granted I agree:

1. That at all times when this animal is not in the Unit, or contained in the privacy area, it shall be kept on a leash while coming to or leaving the property.
2. That I will pay immediately for any damage done by said animal to the common property or person.
3. That I will indemnify and save you harmless from any and all claims which may be against the Condominium Corporation by reason of the Condominium Corporation permitting me to keep said animal in my Condominium Unit.
4. That permission granted by the Board of Directors on behalf of the Condominium Corporation may be revoked at any time, at the Board of Director's discretion.
5. That I shall not permit my animal to run at large on any part of the property.
6. Continual barking is acknowledged as disturbing the quiet enjoyment of Condominium Owners, and the Condominium Corporation has the right to withdraw approval of pets that are deemed to be a problem.
7. Animals are not allowed to defecate and if so it is the Owner's responsibility to remove immediately.

Per Unit Owner _____

Per Unit Owner _____

Permission to maintain the above described animal, subject to the Condominium Bylaws and aforementioned conditions, is hereby granted.

Dated this _____ day of _____, 20____ Per: _____ (Property Manager) on behalf of The Owners: McKay Manor Condominiums

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McKay Manor

Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Unit #: _____

Surname: _____ First Name: _____ Initial: _____

Name: _____
Complete if the name the account is under is different from Condominium Owner's name

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No : _____ (work) _____

CIRCLE YES or NO

1. New Pre Authorized Plan for Ayre & Oxford Inc.? YES NO
2. Bank Information Change (If Applicable)? YES NO
3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and:

Ayre & Oxford Inc.
#203, 13455-114 Ave; Edmonton, AB T5M 2E2
Telephone: (780) 448-4984

To transfer monies in the amount of the monthly condominium fees from my account at the following location:

Financial Institution Name _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No.: _____

I authorize Ayre & Oxford Inc. and ATB to use the services of any member or affiliate of the Canadian Payments Association (CPA) in carrying out this authorization. I agree to be bound by the standards, rules and practices of the CPA as they may exist from time to time. I agree to give written notice of cancellation of this authorization to Ayre & Oxford Inc. and to be bound by this authorization until Ayre & Oxford Inc. has had reasonable time to act on the notice. Ayre & Oxford Inc. and/or ATB may terminate this authorization by providing me with ten (ten) days notice. I undertake to inform Ayre & Oxford Inc. within ten (10) days of any changes to branch, account and institution number while this authorization is in effect.

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 23rd of the current month.

I understand there will be a service charge of \$35.00 if any withdrawal is returned. (This service charge is subject to change without notice.)

Commencement Date: _____ 1, 20____ (We must receive this form by the 24th of the month before the commencement date.)

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

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Unit Alteration/Renovation Application

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____ **Interior Enhancement** (needing insurance) **Y / N**

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Flooring, Screen Door, A/C, Other)

City of Edmonton Permit Required: **YES** _____ **NO** _____ (If yes, enclose copy for file)

IF the installation is an air conditioner: Installation is allowed as a residential grade, the condensing unit is to be located in the fenced yard on the cement pad with the discharge fan on top or facing toward the owner's yard, it is professionally installed at no cost to the Condominium Corporation, and the unit owners sign the waiver. Professional maintenance is required to keep the condensing unit functioning normally. As per the City of Edmonton Bylaw 1400, the A/C unit is not to be more than 75DB from 7am-10pm and 50DB from 10pm-7am. The Board of Directors holds the right to revoke approval if there are reported complaints on file or if the air conditioner is found to overload the community electrical panel. If the City of Edmonton or the Board finds the A/C non-compliant with the Bylaw and orders that it be removed, the owner is responsible for any cost associated with removal and restoration of the property to previous condition. Please visit the link to the City of Edmonton Bylaw 14600 Community Standards Bylaw

http://www.edmonton.ca/bylaws_licences/C14600.pdf for more information.

Material(s) to be used in construction:

NOTE: low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements

Color(s): NOTE: If enhancement is exterior, it must coordinate to existing exteriors

Dimensions, Specifications:

(attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required. If for an air conditioner please specify the make, model and decibels.)

Contractor(s) or persons responsible for construction and contact numbers:

Estimated start to completion dates of project(s): _____

NOTE: owner(s) accepts responsibility for timely completion of construction project

Units that may be affected and/or impacted by construction: _____

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Specifications as Follows:

IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- If the flooring being installed is an engineered floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid disturbance to adjacent suites.
- A further recommendation for sound barrier would be an FIIC rating of 80.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.

Plumbing/Dishwashing changes: That this work is conducted by a professional.

If you have any questions about coordinating the work, contact Becky Lillico, Property Manager.

This decision will stand as long as all of the following conditions are met:

1. The work is to be completed during normal working hours 8:00 a.m. to 6:00 p.m. Monday to Friday, and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this may be considered replacement of the builders' grade; therefore this will be considered betterment, or improvement is covered by the Corporation insurance policy. Be sure to complete and submit the betterment and improvement form from the welcome package.
3. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
6. Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
7. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board will result in this request being denied.
8. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
9. All building permits are responsibility of home owner not the Condominium Corporation.
10. You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.

If you agree with all of the above conditions, please sign and return one copy of this form to the Board of Directors of Condo Corp. **032 3971** c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

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McKay Manor Unit Alteration/Renovation Application – Third Parties Agreement

Owner(s) to complete the following section:

I/we, _____, as homeowner(s) of Unit _____, accept all responsibility for construction and associated costs including permits as well as any/all related maintenance of these projects. I/We also accept full liability for any and all damages caused as a result of the failure of any electrical, plumbing and/or structural components changed during the course of the renovation.

When these enhancements are complete, these projects will be discussed with my/our insurance agent. If applicable my/our insurance coverage will be increased to cover replacement costs associated with these items. I/We are aware and accept full responsibility for any additional insurance premiums incurred as a result of these improvements to my/our property and unit.

Dated this _____ day of _____, 20____

Owner's Signature

Owner's Signature

Office to complete the following section

Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20____, _____
(Property Manager)

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McKay Manor Activity Room Booking Agreement

Suite No: _____ Event Date: _____ Time: _____

Resident Name: _____ # of Guests _____

I/We _____, hereby declare the following etiquette will be followed through the duration of our event:

1. Notice of the event has been provided to Ayre & Oxford between Monday and Friday.
2. Our reservation is held within the hours of 9am and 10pm, and noise levels will be conducted in consideration of other residents/owners.
3. A Deposit of \$200 is to be provided to the Maintenance personnel upon receipt of the Activity Room key. Any site damage caused by the move will be deducted from the deposit. A full review of the site will be conducted before the deposit is returned.
4. We acknowledge that no doors are to be propped open and unattended to permit guests, including the building access doors, stairwell doors, elevator vestibule doors and the parkade overhead door. Breach of such policy will result in a fine of \$50.
5. The following areas were inspected for damages and cleared of all disrepair. Should damages be found during the walk through further to the move, it will be the responsibility of the unit owner, who may in turn charge back the tenant as per their personal agreement to incur the fees of the damages.

	Prior to Move	Further to Move
a) Walls clear of makings/damages	LI Yes LI No	LI Yes LI No
b) Flooring clean and clear of damage	LI Yes LI No	LI Yes LI No
c) Time event began	_____ (Key Provided)	_____
d) Time event was completed	_____ (Key Returned)	_____

Notes:

Prior to Event: Signed this _____ day of _____, 20 ____ in the presence of the McKay Manor Maintenance Coordinator.

x _____
Resident

x _____
Maintenance Coordinator

Further to Event: Signed this _____ day of _____, 20 ____ and submitted to the McKay Manor Maintenance Coordinator.

x _____
Resident

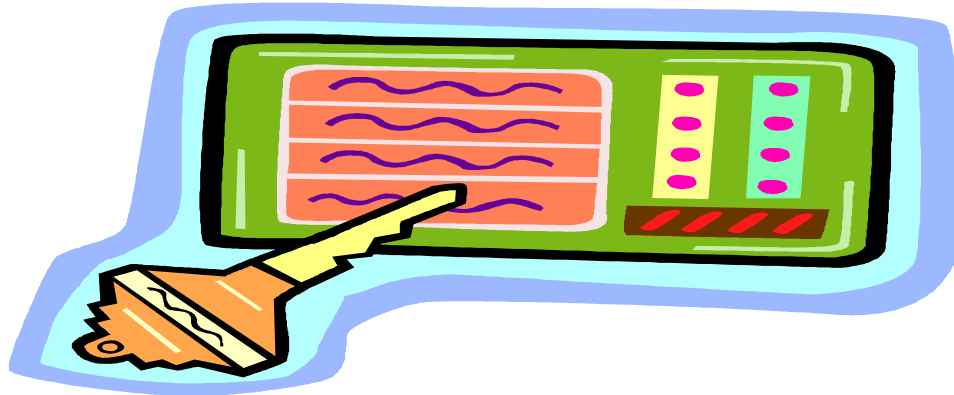
x _____
Maintenance Coordinator

Maintenance Notes: _____

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Intercom Update McKay Manor Condominiums



Please be advised an Intercom system is installed and all entrance doors to the building is secured.

The system works by using a digit number assigned to your suite which has to be entered by your guest. This will then activate the number you have registered with Ayre & Oxford Inc. You may then allow your guest access to the building by pressing “6” or “9” on your phone pad.

To activate your Intercom, we require the one (1) local telephone or cellular number you wish to use along with your name or “Occupied” to be displayed.

Please fill out the following information and return it to admin4@ayreoxford.com or to the office at:

**Ayre & Oxford Inc.
Suite 203, 13455-114 Avenue
Edmonton, AB T5M 2E2
FAX: (780) 448- 7297**

****Can only be hooked up to one (1) local number.**

Unit # _____
Owner/Tenant Name(s) _____
Name Displayed or “Occupied” _____
Phone Number _____

AYRE & OXFORD INC.

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Date: _____

McKay Manor Condominiums

ANTI-SPAM LEGISLATION EMAIL CONSENT / REMOVAL OF CONSENT FORM

Due to some recent changes to Canada's Anti-Spam Legislation, Ayre & Oxford Inc. now requires written consent from Owners in order to be able to communicate via email, effective July 1, 2014.

Please be reminded that Ayre & Oxford Inc. is governed by PIPA (Personal Information Privacy Act) and therefore would never provide your personal information to any third parties, other than what is required by law.

For more information on the changes please visit <http://fightspam.gc.ca>

EMAIL CONSENT

I/we _____, Owners of
Unit # _____ at McKay Manor hereby give my/our permission to Ayre & Oxford Inc. to use my/our
below noted email address(es) for communication purposes related to Condominium matters.

REMOVAL OF CONSENT

I/we _____, Owners of
Unit # _____ at McKay Manor hereby REMOVE my/our permission to Ayre & Oxford Inc. to use
my/our below noted email address(es) for communication purposes related to Condominium matters

Email Address

Email Address

Signature

Signature

Please note: All formal legal notices will remain distributed by letter mail via Canada Post or other mail carrier services.

Please return this form to Ayre & Oxford Inc. via one of the following methods:

Mail/In Person: #203, 13455 – 114 Avenue NW Edmonton AB T5M 2E2

#203, 13455 – 114 Avenue NW Edmonton AB T5M 2E2
Telephone (780) 448-4984 • Fax (780) 448-7297
www.ayreoxford.com

AYRE & OXFORD INC.

Professional Real Estate Management
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Email: admin4@ayreoxford.com

Fax: 780-448-7297

PROPERTY RESIDENT COMPLAINT FORM

Today's Date: _____ Building Name / Address: _____

Name: _____ Suite: _____ Owner or Tenant? _____

E-mail address: _____ Phone Number: _____

Complaint Against Suite #: _____ Type of complaint: _____

If the complaint is noise, describe the type of noise: _____

How frequent is this occurring? _____

How long does this occur? _____

At what time of day? _____

Location / source of the complaint? _____

How is it affecting you? _____

Is it affecting anyone else? _____

Other relevant details: _____

Have you discussed / communicated this with the source of the complaint if applicable? If yes provide details: _____

Are you willing to attend court in the event that this issue escalates to that point: _____

The information collected here is for legal and record keeping purposes only. Your information will not be shared with the offenders unless required by law.

FOR OFFICE USE ONLY:

AYRE & OXFORD INC.

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1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____

