



# Oliver Gables

## **Welcome** *to your new home at Oliver Gables*

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.

**Ayre & Oxford Inc. Property Management  
Contact Information**  
Suite 203, 13455 -114 Avenue NW  
Edmonton AB, T5M 2E2

**Ph: 780.448.4984 ~ Fax: 780.448-7297**

**CONDOMINIUM MANAGER:**  
**Danika Litke**  
E-mail [danika@ayreoxford.com](mailto:danika@ayreoxford.com)

**Administrative Assistant:**  
**Morgan Desrochers**  
E-mail [admin4@ayreoxford.com](mailto:admin4@ayreoxford.com)

**MAINTENANCE STAFF**  
**Colin Hopchin**

**AFTER HOURS EMERGENCIES**  
**780-499-8424**

**Guidelines for the Use & Enjoyment of Common Areas**

**1. Move in's / outs etiquette:**

- a. Please pay close attention to balconies when navigating moving trucks.
- b. Please ensure you do not block emergency fire lanes for any extended duration while conducting your move, and be ready to remove your vehicle promptly if required.
- c. **No driving on the grass or moving through patios.**
- d. Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged backed to the unit owner.
- e. Do not leave any doors propped open and/or unattended.
- f. Do not dispose of any furniture or large items in the garbage room besides domestic garbage.
- g. Use back door to move in/out.

**2. Access & keys:**

- a. Unit and mailbox locks/ keys are the owner's responsibility to replace and maintain.
- b. Purchase of a new key is \$25 and are available at the office. Please call ahead to ensure keys are in stock.

**3. Security:**

The security of the neighborhood is relevant to everyone. If you see unsafe conduct or activities in your area, please report suspicious activity to the police.

- a. If there is a police / fire or medical emergency, call **911**.
- b. If it is not an emergency, call the police non-emergency line at **(780.423.4567)**.
- c. After providing the details, request the event number for this incident.
- d. Kindly report the event and incident number to Ayre & Oxford the next business day, including the date / time and nature of the complaint, with as much detail as possible so that we may keep record or follow up accordingly.

**4. Property Assistance Personnel:**

If you have a flood or a similarly urgent issue which requires immediate assistance, please contact management, or the after-hours emergency staff using the **After-hours emergency line: 780.499.8424**.

Please note that your Condominium Corporation employs maintenance personnel, ensuring that you have someone familiar with your property to address most site emergencies and complete a regular maintenance check on your property. Outside of regular business hours, a rotating after-hours emergency staff is available to assist you, however they are paid overtime rates.

The Condominium Corporation will always pay the staff for their time on-site, however please keep in mind that many concerns you would have within 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(s).

**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.**

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### **5. Noise & 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, so parties or activities beyond 9pm should be conducted with due respect to your neighbors.

Owners with complaints regarding noise in a unit after hours are asked to notify the police as indicated above, then provide the incident number to your Property Manager with accompanying details at your earliest opportunity for record keeping or follow-up.

### **6. Pets:**



All pets must be registered using the available Pet Approval Form, and be kept in compliance with the terms of the agreement as submitted to the Board of Directors.

### **7. Balconies:**

Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. is allowed. Basically if it is an eyesore it's not allowed. We want everyone to be able to enjoy their balconies, so common courtesy in respect to noise levels is also appreciated. If it gets noisy, kindly take the party inside and close the sliding door. Loud noise after 9:00 pm is frowned upon.

### **8. Garbage...Garbage:**

We strongly remind:

-  Please **DON'T** put your garbage beside the dumpster – it won't get picked up by the garbage folks, and ends up being strewn across the property. If we have to hire someone to clean up garbage left outside the bin or in the building, that cost gets passed on.
-  Do not dispose of furniture or mattresses in the dumpster area, as the city will not pay for removal of items, and cost of removal will be charged back to your unit if found.

### **9. Preventing Unauthorized Access to the Building:**

Unauthorized people gain access to the building by following a resident into the building, being buzzed into the building, or they have possession of a stolen key.

In order to prevent unauthorized access to the building, everyone is expected to observe the following practices:

- Do not let anyone follow you into the building through the front or back door. This includes residents, visitors, delivery people and service people. While it can feel awkward or impolite to not hold the door open for someone, it's essential to maintaining security in our home. And if someone is waiting outside the door as you're entering or exiting the building, please make sure the door closes behind you so that they don't gain entry unless buzzed-in.
- Never buzz anyone into the building that you do not know. One common tactic that property criminals use is to buzz random suites, and claim to be a resident or visitor who has lost their keys and is locked out. Unless you know the individual personally, and have confirmed their identity do not buzz them into the building.
- Do not keep your keys in your vehicle. If a thief steals keys they will be able to gain access to the building in the future.
- The front entrance doors are locked down in the late evening. This means that visitors cannot gain access to the outside lobby at night to request that they be buzzed-in; guests must be physically let into the building by a resident going down to the lobby

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- Report any crimes to both the Edmonton Police Service and to the Property Manager. Neither the Property Manager nor the Board will be made aware of thefts or break-ins unless they are directly reported to us, and this information is important to have when we review current and future security systems.
- For additional security tips from the City of Edmonton, you can access:  
<http://www.edmontonpolice.ca/CommunityPolicing/PersonalPropertyCrimes/AutoTheft/TheftFromAuto.aspx>  
For recent crime statistics you can access the city statistics site:  
<http://www.edmontonpolice.ca/CrimeFiles/NeighbourhoodCrimeStats/CrimeStatsFAQ.aspx>

### **10. Preventing Theft from Automobiles:**

Edmonton Police Services advises that most vehicle crime is opportunistic and preventable. They recommend that all car owners observe the following tips in order to prevent thefts from vehicles:

Remove all Valuables - Never leave anything on display when you leave your vehicle. Even loose change, cigarettes, cigarette lighters, sunglasses, CD's, cell phones, stereos, cameras, and clothing, if they can see it they will steal it.

Park Safely - When parking at home, always lock your vehicle and ensure all windows are closed.

Remove Portable Accessories - Removing stereo face plates and locking them in the trunk or taking them with you, will deter thieves.

Get an Alarm Installed - Alarms can deter thieves not only from stealing items from your vehicle, but also from stealing your vehicle. Even if you have an alarm installed never leave anything in your vehicle. Thieves can smash a window, reach in grab an item and be gone in seconds, before your alarm is even activated.

Use a Steering Locking Device (The Club) - Use a steering wheel lock every time you leave your vehicle. A vehicle that is well secured has a tendency to deter criminals. A steering wheel lock will also deter theft of your vehicle.

### **Guidelines Within your Unit & Exclusive Use Areas**

#### **11. BBQ's:**

**BBQ's are not to be left unattended and appropriate precautions are to be taken to ensure the safety of the other Occupants.** Any damage to the outside of the building from BBQ's is the responsibility of the owner of the suite upon which damage was incurred.

#### **12. Air conditioners:**

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. They cannot alter the building in any way or cause excessive noise outside your unit that may disturb neighbors.

#### **13. 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, 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. Our temperature can change drastically from warm to cold in a hurry.



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### **14. Renovations & repairs:**

We recommend that you contact building management prior to commencement for guidelines and to seek Board approval for your intended alterations.

Please strongly consider the following before proceeding:

- a. Construction in units is to be completed between 8am to 5pm Monday through Saturday, and not to take place on balconies or common area space.
- b. Please seek advice before moving plumbing or electrical fixtures from one location to another.
- c. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining “builders’ grade”.
- d. Unapproved renovations may be subject to removal.
- e. Disposal of renovation materials in the City garbage area may result in a chargeback.

### **15. Insurance :**

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real common property and Directors and Officers Liability. Only common property and improvements installed by the Developer will be covered under your Condominium insurance coverage.

Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for their reference in ensuring your coverage is relevant to areas of your responsibility.

It is strongly suggested that all owners have proper insurance. A copy of the insurance documents should be presented to the management company for their records.

This policy does not cover the individual unit owner in these important areas:

- Insurance coverage on your personal property or contents coverage
- Insurance coverage for personal liability
- Sewer Back up
- Contingent insurance
- Insurance on Betterments, or improvements
- Loss assessment (coverage for the Corporations deductible should this be assessed back to the unit responsible.)
- If the unit is rented to tenants, the owner should carry a condo package that also covers tenant liability; the tenant must carry a tenants’ policy.

To protect yourself in 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.

### **16. 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.

### **17. Rental Units:**

If you intend to rent your suite, please ensure your residents send confirmation to the Condo Corporation of receipt of the bylaws.

Notify the Corporation through Ayre & Oxford Inc within 21 days of the Rental, and provide all contact details requested regarding the tenants. You will find a form attached for your reference.

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### **18. For sale / rent signage:**

No signs, billboards, notices or advertising matter of any kind shall be placed on any part of the Common Property or delivered door-to-door without the prior written consent of the Board.

### **19. 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!

### **20. Smoking**

Cigarette butts are not to be thrown off the balcony and extinguished properly.

OLIVER GABLES CONDOMINIUMS

# **REALTOR BOXES NOTICE**

Please be advised that realtors are not permitted to have lockboxes placed at the front doors or the fence by the front door entrance. The realtor lockboxes must go on bottom corner grey fence.

Should your realtor have a lockbox placed at the front doors or front door fence please advise them to have it moved to the allotted lockbox area.

If anyone is caught with a realtor box at the front door or anywhere else on the property other than the allotted spot, the Board may impose a fine in the amount of \$100.00 to the unit owner.

Should you have any questions regarding this please contact our office at 780-448-4984.

*Sincerely,*

***Ayre & Oxford Inc.***

Agents on Behalf of Oliver Gables Condo



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## ***Oliver Gables Contact Information***

Suite No.: \_\_\_\_\_

### **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: \_\_\_\_\_

**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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**NOTICE OF INTENTION TO RENT/LEASE  
Oliver Gables**

We, \_\_\_\_\_ as owner(s) of Unit  
Number \_\_\_\_\_, intend to rent/lease the unit to:

\_\_\_\_\_  
(Name and address of proposed tenant/lessee)

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.

My/Our address for service of legal process is:

\_\_\_\_\_  
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.

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.

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.

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.

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 \_\_\_\_\_.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

\_\_\_\_\_

\_\_\_\_\_

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

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**Tenants' Receipt of Bylaws Confirmation – Oliver Gables**

To: Board of Directors: Oliver Gables Condominium

Unit # \_\_\_\_\_

Address: \_\_\_\_\_

In consideration of the attached application to lease unit # \_\_\_\_\_ at Oliver Gables, 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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## **Cease to Rent**

To: Board of Directors: Oliver Gables Condominium

Unit # \_\_\_\_\_

Address: \_\_\_\_\_

I / We \_\_\_\_\_

Cease to rent the aforementioned suite effective: \_\_\_\_\_ date.

Check One:

Please refund security deposit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please keep security deposit on file	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please apply security deposit to outstanding balance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

### OFFICE USE ONLY

Initial

- Verified Outstanding fines & charges in relation to tenancy \_\_\_\_\_
- Apply \$\_\_\_\_\_ of deposit to cover: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PM Signature

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## **APPLICATION FOR PET APPROVAL-Oliver Gables**

In accordance with The Owners: Condominium Plan No. **062 5033** By-law Part 5 5.2, approval for a pet is required. Please complete this application for the pet residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted.

Owner: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

> Mailing Address if Owner lives Off-Site: \_\_\_\_\_

### **TO BE COMPLETED BY OWNER/LANDLORD IF UNIT IS RENTED:**

Tenant Name(s) \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Pet Description: Cat/ Dog (breed): \_\_\_\_\_

Sex: \_\_\_\_ Color: \_\_\_\_\_ Height: \_\_\_\_ Weight: \_\_\_\_ Age: \_\_\_\_ Fixed? Circle Y or N

Municipal License # \_\_\_\_\_ Tag # \_\_\_\_\_

**I/We**, the Owner(s) of the above Unit do hereby make application for approval for the pet as described above and agree to the following terms and conditions:

- 1. The maximum height of a full-grown four-footed pet is 18 inches from the top of the shoulders to the ground. The maximum weight of a full-grown pet is 25 pounds.**
2. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
3. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
4. In the event that the animal described about is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be tied to any part of the Common Property, including posts, trees, shrubs, fences or signs.
7. No animal shall be allowed to create noise or disturb other residents in any way.
8. No animal shall be left unattended while on Common Property or exclusive use areas.
9. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
10. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
- 11. No more than 1 pet per household will be approved by the Condo Corporation.**
12. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

**SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ Signature: \_\_\_\_\_**

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## **Oliver Gables Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer**

Building & 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 Avenue  
Edmonton, Alberta 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 23<sup>rd</sup> 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 24<sup>th</sup> of the month before the commencement date.)

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED**



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**Oliver Gables  
Unit Alteration/Renovation Application ~ Alteration Notice**

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**Date of Application:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

**DESCRIPTION OF PROJECT(S)** – Exterior: (Deck, Fence, Flooring, Sun/Screenroom, Other)

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

**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

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

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**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.)

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

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**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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**Oliver Gables**

**Unit Alteration/Renovation Application – Third Parties Agreement**

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**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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**Oliver Gables**

## **Unit Alteration/Renovation Application ~ Alteration Materials Specifications**

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Date\_\_\_\_\_

This notice will confirm the Board of Directors decision to approve your request to adjust the unit or common area as follows:

INSTALLATION OF \_\_\_\_\_  
ON LEGAL UNIT #\_\_\_\_\_, CONDOMINIUM CORP \_\_\_\_\_ EDMONTON, ALBERTA.

### **Specifications as Follows:**

IF the installation is an air conditioner: Installation is allowed insofar as it a residential grade, a low noise unit (Below 75DB), the condensing unit is to be located in the fenced yard, it is professionally installed at no cost to the Condominium Corporation, and the unit owners sign the waiver.

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.

Exterior walling alterations: the impacts on insulation or exterior sheathing are accounted for.

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

### **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. Mon to Fri), and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this is considered replacement of the builders' grade; therefore this will be considered a betterment, or improvement, **not covered by the Corporation insurance policy**. The owner's personal insurance covers this.
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 Manager 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 board.
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. \_\_\_\_\_ c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Signature of Home Owner

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

# **AYRE & OXFORD INC.**

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

## **Intercom Update**

### **Oliver Gables Condominiums**

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

**The system works by using a 3 digit number assigned to your suite which has to be entered by your guest which activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing “7” on your phone pad.**



**To activate your Intercom we require the telephone or cell number you wish to use along with your name to be displayed.**

**Please fill out the following information and return it to [admin4@ayreoxford.com](mailto:admin4@ayreoxford.com) or to the office at:**

**Ayre & Oxford Inc.  
# 203, 13455 – 114 Avenue  
Edmonton, AB T5M 2E2**

**FAX: (780) 448- 7297**

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

**Unit #: \_\_\_\_\_**

**Owner/Tenant Name(s): \_\_\_\_\_**

**Name Displayed: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

# **AYRE & OXFORD INC.**

Professional Real Estate Management  
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## **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:**

1<sup>ST</sup> COMPLAINT

2<sup>ND</sup> COMPLAINT

3<sup>RD</sup> COMPLAINT

4<sup>TH</sup> COMPLAINT

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_