



Properties on Whyte

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.

Property Management

Ayre & Oxford Contact Information
Suite 203, 13455 -114 Avenue NW
Edmonton AB, T5M 2E2
Ph: **780.448.4984** ~ Fax: 780.448-7297

Danika Litke-Property Manager
E-mail: danika@ayreoxford.com
780-448-4984 ext. 324

Morgan Desrochers – Administrative Assistant
E-mail admin4@ayreoxford.com
780-448-4984 ext. 319

After-hours Maintenance Emergency line: 780.499.8424
Maintenance: Garry Tebelmann

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Move in's / Outs Etiquette:

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 and 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 \$100 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 \$150.00.
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.

Additional information

1. Fob programming changes: To change the name of a fob user in the system, please contact Garry Tebelmann 780-975-7077
2. Intercom programming changes: Garry Tebelmann at Ayre & Oxford at 780-975-7077
3. Additional remotes and fobs can be purchased from Ayre & Oxford for a fee;
 - Purchase an additional Key Fob (\$50)
 - Garage remote (\$100).

Garbage...Garbage:

We strongly encourage everyone to recycle and please be reminded:

- ❌ The garbage chutes are meant for small bags. Large items can get stuck, breakable items can cause serious injury to staff / contractors below. Please only use small bags, ensuring that the bags are secured tightly before depositing into the garbage chute.
- ❌ Please DON'T put your large garbage items 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.
- ❌ Please DON'T put large items, or glass down the garbage chute. Large items become lodged and glass dangerously breaks.
- ❌ Please DON'T put your garbage in the hallway, lobby, mailbox area, garbage or in stairwells.

Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental.

Maintaining Your Home

Condominium ownership means that you are responsible for the space inside your walls. We all need to keep on top of maintenance and to watch major items like furnaces and hot water heaters. Neglecting these can have bad long term consequences that affect all of us. For example, leaking valves on the hot-water tank have led to flooding in the units below. So here are a few things you can do to maintain your unit. Remember that water is the cause of most of the damage to our units, so be especially aware of leaks:

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Furnace: Your furnace should be inspected once a year. ATCO gas offers no charge "advise and adjust" inspection checks. They will check that your furnace is operating safely and efficiently, is properly vented and has the necessary air requirements.

Check http://www.atcogas.com/Safety/home_safety/HomeHeating.asp for more information. Replace your air filter every three months for peak efficiency and to minimize dust. Have a professional check the humidifier on the furnace. The filter may need to be replaced and the hoses may need to be tightened.

Shower & Tub: If you have a one piece unit that has the tub on one side and the shower next to it, you probably have an access port between the two. This port has a tendency to lose the seal that prevents water leaking between the tub and shower. Check that port and use silicon caulking to reseal the panel shut.

Air Conditioners: An air conditioner can make your condo livable. Keep in mind that no AC units are allowed to protrude from a window. The type that exhaust through a hose are fine. Keep the filters clean for improved cooling and make sure that the drip tray collects any condensation. Please ensure your request has Board Approval for the installation of all Central Air Conditioners.

Renovations: Renovations such as flooring upgrades require approval from the Board of Directors in advance. If you are planning a renovation; contact Ayre & Oxford Inc. You should also contact your insurance broker to ensure that the upgrade is covered as a betterment or improvement.

For the prevention of potential freeze ups, please take precautionary measures for winter months;

1. Check to ensure your heat is working daily.
2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. Do check your furnace room frequently to ensure the heat is working properly and that there are no leaks.
4. To prevent window frost up:
 - Ensure your heat can fully circulate through the suite.
 - Open blinds or heavy curtains to allow air flow.
 - Move furniture away from windows and patio doors.
 - Ensure the humidity levels in your suite are not too high.
 - If you still have ice buildup, install a plastic winter kit on your windows.
5. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
6. In suite heating problems are the unit **owners'** responsibility. Please ensure that both your **thermostat** and **furnace** are in working order.
7. If you notice something is wrong call Ayre & Oxford for advice, and to report the issue.
8. Ensure common area doors close properly when entering / exiting the building as broken pipes, and / or heat loss costs everyone.
9. If you have not already provided Ayre & Oxford with your contact information, or if you need it updated, please do so immediately. Having an up- to- date list can save you money, as in the event of an emergency, if we cannot reach you, or the occupant, we will contract a locksmith to provide entry.
10. Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit **owner** responsible.

Insurance:

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

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specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

Noise complaints:

Condominium living can be a new experience for some Owners and Occupants. Please note that although the building is concrete, some noise transference can and will occur. We ask that care is taken to ensure this is taken into consideration.

For your reference, we would like to take this opportunity to remind owners and occupants of the current procedure in place for notification of noise complaints at Properties on Whyte, should you experience noise causing you discomfort.

Complaint Procedure:

- Notify Property Management of the complaint in writing, noting as much detail as possible, including dates, times, type of noise.
- Report to: Ayre & Oxford Inc.
- Morgan Desrochers, Administrative Assistant admin4@ayreoxford.com
- Danika Litke, Property Manager danika@ayreoxford.com
- If the complaint is for noise after 10pm, or of extreme nature, in addition to reporting the occurrence to the Property Management, report it to the police during the occurrence. Police reports can be used to substantiate complaints should further action be required to rectify the issue and can also result in additional City Bylaw fines.

Types of common complaints:

- Late night / early morning exterior noise, which carries from balconies.
- Music and loud base.
- Dogs barking.
- Parties indoors with windows open during late nights.
- Banging / thumping late at night.

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!

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Properties on Whyte 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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PET REGISTRATION

The Owners: _____ Properties on Whyte _____

Unit Owner: _____

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.):

Common Name: _____

Breed: _____

Approximate Full Grown Size: _____

Color: _____

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 on common property and if so it is the Owners 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: Properties on Whyte

Office to complete the following section

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20____, _____

(Property Manager)

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NOTICE OF INTENTION TO RENT/LEASE

Properties on Whyte Condominium Corporation

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, the circumstances under which it may be terminated prior to expiry and containing the proposed lessee's signature in agreement to undertake the bylaws, and the Condominium Rental Policy / Regulation 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 two weeks 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 . 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 ____.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement, Undertaking outlined per section 2. Above, information update form, Tenants insurance certificate.

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Properties on Whyte – Tenants Receipt of Bylaws

To: Board of Directors: Properties on Whyte Condominiums

Unit # _____

Address:_____

In consideration of the attached application to lease unit #_____, 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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Properties on Whyte – Cease to Rent

To: Board of Directors: Properties on Whyte Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

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Properties on Whyte 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

- | |
|---|
| <ol style="list-style-type: none">1. New Pre Authorized Plan for Ayre & Oxford Inc.? YES NO2. Bank Information Change (If Applicable)? YES NO3. 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 NW
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: _____ PostalCode: _____

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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Properties on Whyte

Properties on Whyte Unit Alteration/Renovation Application

Date of Application: _____ **Phone #:** _____

Name: _____ **Unit #** _____

Off Site Address: _____

Description of Project(s) Remember to add betterments to your insurance policy.

Check description ☐ Flooring ☐ Electrical ☐ Plumbing ☐ Framing/Structural
 ☐ Parking Stall Cage

Describe of project in Detail below:

Is a City of Edmonton Permit Required: ☐ YES ☐ NO (If yes, enclose copy)

List 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

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:

Estimated start date to completion date:

NOTE: owner(s) accepts responsibility for timely completion of construction project. Please be advised if work is not completed in a reasonable amount of time considered by the Board, the approval of the alteration may be revoked by the Board.

Units that may be affected or impacted by construction:

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 must 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 Danika Litke, 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.

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4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. 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.
6. 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.
7. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
8. All building permits are responsibility of home owner not the Condominium Corporation.
9. 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 these forms to Ayre & Oxford Inc. for the Board of Directors of Condo Corp. **012 3147** to review. Your project will be able to commence once this form is signed and returned.

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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Properties on Whyte Move In – Move Out Form

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

Owner Name: _____ Tenant Name: _____

Phone number of the person for us to contact to schedule the move common area inspection before the move: _____

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 and 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 \$100 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 \$150.00.
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 Properties on Whyte Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

After Move: Signed this _____ day of _____, 20 ____ in the presence of Properties on Whyte Maintenance Coordinator.

x _____
x _____ Owner and/or Tenant
Maintenance Coordinator

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PROPERTY RESIDENT COMPLAINT FORM

Today's Date: _____

Complaint submitted by: _____

Full Name: _____

Building: _____

Suite: _____

E-mail address: _____

Phone Number: _____

Complaint Against: _____

Building: _____

Suite: _____

Type of Complaint (noise, parking, garbage, etc.): _____

What is the problem? _____

How often is the problem happening? _____

Where is the problem coming from? _____

How long is the problem lasting? _____

What time of day is the problem happening? _____

How is the problem affecting you? _____

Is the problem affecting anyone else? _____

If the problem is noise describe it: _____

Other relevant details: _____