

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

WELCOME

to your new home

The Arbor at Avenue 83

You will find some important information and forms in this package as it pertains to your new property.

Please ensure that all applicable forms are submitted to the Administrative Assistant for your property and ensure you have read and understand your Corporation Bylaws.

There is an online community in Google Group and it is available for owners and residents to keep in touch with what's going on at the condo.

Go to <https://groups.google.com>, group "arborave83".

AYRE & OXFORD INC.

#203, 13455 – 114 Avenue NW Edmonton AB T5M 2E2

Ph.: 780-448-4984 Fax: 780-448-7297

PROPERTY MANAGER

Alexis Miner

alexis@ayreoxford.com

780-448-4984 ext. 342

ADMINISTRATION

Carrie Laliberte

carrie@ayreoxford.com

780-448-4984 ext. 334

AFTER HOURS EMERGENCIES

780-499-8424



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Emergency & Reporting Procedures

For floods or similarly urgent issues which require immediate assistance during regular business hours of 8:00 am – 4:00 pm, please contact:

Alexis Miner, Property Manager
780-448-4984 ext. 342

“AFTER HOURS”

**Monday - Friday after 4:00 pm & before 8:00 am
and
Friday 4:00 pm - Monday 8:00 am**

AFTER-HOURS EMERGENCY LINE: 780-499-8424

All non-urgent reports may be sent via email to alexis@ayreoxford.com

Always report suspicious/illegal activity to the police first, then report to management the following business day.

If there is a Police / Fire or Medical Emergency, call 911 first.

If it is not an emergency, call the Police Non-Emergency Line at 780-423-4567.

After providing the details, request the event number and report the event and incident number to Ayre & Oxford Inc. the next 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.

Board

The Board has set up a Google Group and encourage involvement in your community. You can expect timely access to up-to-date condominium news, a message forum and connection the Property Manager and Board of Directors. Go to <https://groups.google.com> group arborave83.

Note: Google Group stores data on the cloud, outside of Canada.

AGM

Annual General Meetings are held once per year and all owners are encouraged to attend. A meeting package with details of time and place will be sent to all owners with a minimum of seven (7) days' advance notice of the meeting.

Balconies

Balconies and Patios are exclusive use common areas for the individual unit owner's enjoyment. Please use them only as an outdoor sitting area- no clotheslines or anything hanging on the railings. No awnings, shades or screens shall be erected over the outside of the windows. No Owner shall feed pigeons, gulls or other birds from the windows or balconies of their Unit, or anywhere in close proximity to the Units or on the Common Property. Nothing may be thrown out of the windows or off the deck of any Unit. At no time shall mops, brooms, rugs or other cleaning utensils be shaken clean out of a window or off the deck of a Unit. Please keep the outside of the building looking good.

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Barbecues

Barbecuing is permitted provided that the barbecue uses electricity or natural gas as a fuel source. There are natural gas connections on all unit balconies. PROPANE BARBECUES OR TANKS ARE NOT ALLOWED ON UNIT BALCONIES.

Blinds

Blinds are to be retractable roller blinds and show the colour of, or similar to, Hunter Douglas Fence Post (white), Hunter Douglas Chalk (cream) or Hunter Douglas Silver Pearl (light grey), when viewed from the street.

Bylaws

These are the formal rules owners and residents are required to follow. The Condominium Property Act (CPA) takes precedence if there is a discrepancy between the Act and the bylaws.

Condo fees

Condo fees are based on unit factors, which were set when the building plans were approved. Condo fees cover operating costs, gas and water. The Arbor at Avenue 83 has 10,000-unit factors, including storage and parking.

Deliveries

For deliveries of large items, please provide 24-hours' notice to allow for padding of the elevator.

Elevators

Please do not prop or hold doors open as this causes damage to the door sensors. Elevator repairs are very expensive and will be charged back to the owner if damages occur during use.

Garbage

Household garbage is to be bagged (double if necessary) and taken outside to the city garbage bins. Bins in the lobby or parking areas are for non-household garbage (i.e. non-smelly). The nearest Recycling Depot is *Strathcona 8505 - 104 Street NW*. Please DON'T put your garbage beside the dumpster – it won't get picked up by the city and ends up being strewn across the property. Do not dispose of furniture or mattresses in the dumpster area, as the city will not remove them and cost of removal will be charged back to your unit if found.

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 to ensure pipes do not freeze 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.

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.

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

1. Insurance coverage on your personal property or contents coverage
2. Insurance coverage for personal liability
3. Sewer Back up
4. Contingent insurance
5. Insurance on Betterments, or improvements
6. Loss assessment (coverage for the Corporations deductible should this be assessed back to the unit responsible.)
7. 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.

It is strongly suggested that all owners have proper insurance - a Condominium Unit Owners Policy. 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.

A copy of the insurance documents (owners and tenants) should be presented to the management company for their records. If you rent out your unit proof of renter's insurance is mandatory.

Keys-Fobs

Suite and mailbox keys are the responsibility of the owner. An extra suite key may be provided to management for storage in a secure location to allow entry in the event of an emergency. Building Fobs & Keys \$100 (fee non-refundable) payable by cheque or money order. If you lose your keys, please advise the office so that building fobs can be deactivated for security. Lock boxes anywhere on site are strictly prohibited. If a lock box is found it will be removed at the cost of the Owner immediately.

Maintenance

As an Owner you are responsible for the maintenance of various appliances in your unit including:

1. Refrigerator water lines & filters
2. Washing machines
3. Fireplaces
4. Dishwashers
5. Water filter systems
6. Furnaces and furnace filters
7. Humidifier filters

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Moving Procedures

Move In & Move Outs **must be booked with Ayre & Oxford Inc. ONE WEEK in advance.** Book your move in/out by phone (780)-448-4984 ext. 334 or email carrie@ayreoxford.com. A \$250.00 refundable damage deposit is due prior to a move in/out (Payable by cheque or money order). The deposit must be provided to the Ayre & Oxford Inc. office prior to the move date. Maintenance will provide an inspection before and after the move to ensure no damage was done to the common property. All owners will need to sign off on the inspection form. **ALL moves must be booked by OWNERS not renters.**

Hours for Moves: 8:00 am – 4:00 pm
Days of Moves: Monday, Wednesday & Friday

Any damages to Common Property as a result of an un-booked move will be charged back to the unit owner and a fine may be levied. Please do not leave any doors propped open and/or unattended.

Noise

Daily living and its associated noises are expected and suggested to remain from 8:00 am to 9:00 pm. Outside of this timeframe should be quiet hours, so parties or activities beyond 9:00 pm 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.

Parking

Visitor parking is for guests of owners/residents only. Under special circumstances, Visitor Parking Passes can be acquired for extended visitor parking. Please contact Ayre & Oxford for more information. The parade is for parking only, no maintenance of vehicles please. Bicycles may be stored in the bike room. Each Unit has a specific parking stall designated to the unit. Please ensure that the parking stall area is kept neat and uncluttered. The stall is intended for vehicles only. Please watch your speed in the parade and for the safety of others drive safely.

Payments

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking, etc. can be paid by cheque made out to:

Arbor at Avenue 83
c/o Ayre & Oxford Inc.
#203 13455 114 Avenue
Edmonton Alberta, T5M 2E2

Please note that any payment that is returned is subject to a \$35.00 NSF processing charge, as well as any interest charges as set out in the Corporation Bylaws.

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Pet Policy

1. An owner shall not and shall not permit Tenants, invitees or other occupiers of his Unit(s) to keep any dangerous animals of any kind in the Unit, the Common Property or the Corporation Property.
2. An owner may keep up to 2 domestic animals, or pets provided they are no more than 17 inches tall at the shoulder with Board Approval.
3. The allowable animals are limited to canines or felines. A \$200 non-refundable pet fee must accompany the pet application form.
4. All canines must be hand leashed and kept under control at all times. Felines are to be confined to the Owner's unit at all times.
5. If, solely in the opinion of the Board, any animal including cats or dogs kept in a unit is a danger, or in any way becomes a nuisance, to any other Owner or Occupant, the
6. Board may give notice (on such terms and conditions as the Board shall determine) to the Owner of the animal, to remove the animal permanently.
7. The Occupant shall be responsible for picking up and disposing of any droppings left by the pet and shall ensure that the pet is not noxious or noisy and does not unreasonably disturb or interfere with the rights of the other Occupants.

Renovations

We recommend that you contact building management prior to commencement for guidelines and to seek Board approval for your intended alterations (see Unit Alteration form)

1. Construction in units is to be completed between 8:30 am to 6:00 pm Monday through Friday and between 9:00 am - 6:00 pm on weekends and Statutory Holidays
2. Plumbing or electrical work must be performed by licensed contractors.
3. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builders' grade".
4. Contractors are to remove all renovation materials from the building and dispose of them off site.

Rentals

Notify the Corporation through Ayre & Oxford Inc. Inc within 21 days of the Rental, and provide all contact details requested regarding the tenants. You will find forms attached for your reference. Owners who rent their suite must send in a Refundable Rental Deposit of \$1000.00, payable by cheque or money order. This is to cover any damages tenants or their guests may cause to common property. The deposit is held in trust until such time as you cease to rent your unit and will be returned upon request (less damages if applicable.)

Please note Bylaw Sec. 48 (e) No Owner shall lease or rent any one of their Units more than 3 times in any 12-month period and in no event shall any Owner lease, license or rent any of their Units through any service similar to Airbnb, VRBO, VacationRentals.com or any similar or related service.

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Rooftop Deck

1. Owner/ Resident must be in attendance at all times the rooftop deck is in use.
2. Maximum Adults allowed is 60 - Alberta Fire Code Section 2.7.1.3
3. No pets
4. The deck must be cleaned up after use - furniture wiped down & garbage removed.
5. Access door is to be kept locked at all times.

Security

Please observe the following protocols for building security:

1. STOP after entering the parade and WAIT FOR THE DOOR TO CLOSE BEHIND YOU and DO NOT LET OTHER VEHICLES OR BIKES TAILGATE in behind you. It only takes a few seconds before the next resident can activate the door for entry.
2. DO NOT LEAVE DOOR OPENERS, KEY FOBS, MEDIA DEVICES, SUNGLASSES, CD's, CAMERAS, CIGARETTES, LOOSE CHANGE OR ANY VALUABLES in your vehicle. The police department advise that thieves will smash the window and grab whatever they can.
3. REPORT ANY LOST OR STOLEN FOBS TO THE OFFICE IMMEDIATELY so they can be deactivated.
4. Notify Ayre & Oxford Inc. Inc. immediately if any BUILDING DOORS ARE MALFUNCTIONING at 780-448-4984 (day) or After-Hours Emergency (780-499-8424)
5. Break-ins or thefts may be reported to Edmonton City Police at 780-423-4567 and to Ayre & Oxford Inc. Inc. at 780-448-4984 afterwards for our records.
6. If you see suspicious people or criminal activities in progress, please call 911.
7. Deadbolt locks have been added to all the storage room doors. Please ensure you lock the deadbolt when you exit the storage area.

Thinking of Selling?

When you are selling the real-estate agent you work with or potential buyers are usually interested in some key documents such as, but not limited to, the following:

1. Condo Bylaws
2. AGM minutes
3. Board meeting minutes
4. Insurance Certificate for building
5. Audited financials
6. Reserve Fund Study

All of 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 Inc.), 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 are costs associated. Condominium documents are now available online at <https://condopapers.com>.

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The Arbor at Avenue 83 Contact Information Update Form

How would you like to receive your Condominium Correspondence?

EMAIL ONLY ☐

MAIL ONLY ☐

**** Please ensure that your address filed with Land Titles is kept up-to-date at all times to ensure you receive important Legal documents pertaining to your Property, which will continue to be mailed to the Address registered on Land Title. ****

Suite No.: _____ Building (where applicable): _____

OWNER INFORMATION

Owner Name: _____

Property Address: _____

Mailing Address (if offsite): _____ Prov: _____ Postal Code: _____

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

E-mail: _____

Emergency Contact/Agent: _____

Emergency contact primary phone: _____ Secondary phone: _____

TENANT / RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

Please be reminded that the Owner(s) is/are responsible to ensure the Tenant(s) receive all applicable correspondence.

CARS OWNED OR USED BY OWNER/RESIDENTS parked on Condominium Property:

Car #1.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate

Number: _____

Car #2.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate

Number: _____

Signature: _____ **Date:** _____

The information requested above is required as per your Bylaws and the Condominium Property Act. Please ensure you submit a new form with any changes to any of the above information. Changes are accepted in writing only, to ensure no discrepancies.

Once completed, please sign and return the form to carrie@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

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The Arbor at Avenue 83 **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 Avenue NW

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.)

Please complete and return to: receivables@ayreoxford.com

Commencement Date: _____ 1, 20____ **(We must receive this form by the 23rd of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

**The Arbor at Avenue 83
PET REGISTRATION**

The Owners: **Arbor at Avenue 83 Condominium**

Unit Owner: _____ Unit #: _____ I hereby submit this application 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: _____

Adult Size: (no more than 17" at the shoulder) _____ Color: _____

Age: _____ Up-to-date immunization shots: **Yes** **No** (circle one)

The Pet Policy permits 2 domestic animals- Canines/Felines ONLY, no more than 17 inches at shoulder.

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 dispose of it immediately.
8. **\$200.00** per pet fee to be paid with the submission of the registration.

UNIT Owner: _____

PET 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

AYRE & OXFORD INC.

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The Arbor at Avenue 83

Move In / Move Out Form

(CIRCLE SERVICE)

Property: The Arbor at Avenue 83

Suite No: _____

Address: 10006-83 Avenue, Edmonton AB T6E 2C2

Owner Name: _____ Owner Number: _____

Tenant Name: _____ Tenant Number: _____

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

1. A reservation of the elevator was made through the maintenance coordinator or by contacting the office of Ayre & Oxford Inc.
2. Our reservation is held within the hours of _____ on _____, in consideration of other residents/owners and we will remain within our scheduled time period.
3. 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.
4. 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.
5. We have provided a \$250.00 deposit and acknowledge receipt of the elevator key, which is to be returned no later than the next business day or the deposit will be cashed. CHEQUE or MONEY ORDER will be accepted.
6. The following areas were inspected for damages and cleared of all cause. Should damages be found during the walk through further to the move it will be the responsibilities of the unit owner who may intern charge back the tenant as per their personal agreement to incur the fees of the damages.

	<u>Prior to Move</u>	<u>Further to Move</u>
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) Elevator clear of scratches	LI Yes LI No	LI Yes LI No
d) Time move began	_____	_____
e) Time move was completed	_____	_____
	<u>Provided</u>	<u>Returned</u>
f) Elevator key and door wedges	LI Yes LI No	LI Yes LI No
(If no \$30 charge each)		

Notes: (If there are required repairs to the building due to damages pictures need to be sent immediately to the property manager at Ayre & Oxford Inc.)

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of the Arbor at Avenue 83 Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ in the presence of the Arbor at Avenue 83 Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

The Arbor at Avenue 83
NOTICE OF INTENTION TO RENT/LEASE

1. We, _____ as owner(s) of

Unit Number: _____, intend to rent/lease the unit to:

(name(s) 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 mailing address for service of legal process is:

4. I/We undertake to pay the Condominium Corporation a security deposit of \$1,000 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. 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.

6. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 53 – 57 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

7. 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: Rental Lease Agreement, Owner Contact form, Tenant Receipt of Bylaws & proof of Renter's Insurance

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The Arbor at Avenue 83

Tenants Receipt of Bylaws

To: Board of Directors: The Arbor at Avenue 83

Unit # _____

Address: _____

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

I/We (the tenants) have received a copy of the Corporation bylaws, for review.

I/We (the tenants) _____ agree to undertake the bylaws.

Date: _____

Signature of Tenant 1

Signature of Tenant 2

Print Name of Tenant 1

Print Name of Tenant 2

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The Arbor at Avenue 83

Cease to Rent

To: Board of Directors: The Arbor at Avenue 83

Unit # _____

Address: _____

I / We, the Owner(s) _____ Cease to rent the aforementioned
suite effective: _____ date.

Circle One:

Please refund security deposit & mail to the address above Yes No

OR

Contact the Owner phone # _____ and we will pick up the cheque
at the Ayre & Oxford Inc. office

Date: _____

Owner Signature: _____

Print Name: _____

Owner Signature: _____

Print Name: _____

Witness Signature: _____

FOR OFFICE USE ONLY

RETURN OF RENTAL DEPOSIT CHEQUE REQUEST

PROPERTY: _____

PAYEE: _____

DATE: _____

AMOUNT: _____

APPROVED BY: _____

AYRE & OXFORD INC.

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The Arbor at Avenue 83 **Unit Alteration/Renovation Application**

Date of Application: _____

NAME: _____

ADDRESS: _____

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

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

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

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.)

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:

The Arbor at Avenue 83

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)

The Arbor at Avenue 83

Unit Alteration/Renovation Application ~ Alteration Materials & Specifications

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 _____

IN LEGAL UNIT #_____, CONDOMINIUM CORP # 172 0687 10006-83 Avenue,
EDMONTON, ALBERTA. T6E 2C2

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.

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.

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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. 172 0687 c/o Ayre & Oxford Inc. Inc.

Your project will be able to commence once this form is signed and returned.

_____ Address	_____ City, Province	_____ Postal Code
_____ Signature of Homeowner	_____ Name (printed)	_____ Date

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The Arbor at Avenue 83 **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: _____

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:

1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____

