

KINGSTREET ON THE PARK

Welcome to Kingstreet on the Park! As a new owner, you will find some important information in this package concerning Property Management contacts, move in policies, rental information and pet registration. This document is not meant to replace your bylaws: please also ensure you have read and understand your Corporation bylaws.



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AYRE & OXFORD INC.

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

Kingstreet on the Park Condominium Plan #094 0864 is run by a Board of Directors who have contracted with Ayre & Oxford Inc. to manage the property.

Site staff, under direction of Management and the Board, looks after:

- Day to day cleaning
- Escorting trades people for common area maintenance
- Keeping the front of the buildings swept
- Removing garbage
- Some snow clearing and watering
- Available for notification of emergencies and breakdown of equipment
- Must be advised of all Move In's and Outs
- On site staff are not responsible for repairs and services within your unit.

The Board of Directors

The Board of Directors is made up of volunteers elected by you, the unit owners, at the Annual General Meeting. All unit owners are eligible to run for the Board and are encouraged to take a turn. The Board of Directors meets on a regular basis and as needed.

All common area concerns can be directed to your Property Manager, Deanna Chacana at 780-448-4984 ext 305 or deanna@ayreoxford.com

Security:

If you see unsafe conduct or activities in your area, please report suspicious activity to the Spruce Grove RCMP at 780-960-6500.

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

After providing the details, request the event number for this incident.

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.

Property Assistance Personnel

If you have a flood or a similarly urgent issue which requires immediate assistance, please contact the after-hours emergency staff using the **AFTER-HOURS EMERGENCY LINE: 780.499.8424. After hours are from 4 pm-8 am Monday to Friday and from 4 pm Fridays to 8 am Mondays.**

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.

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MOVE IN / OUT ETIQUETTE:

Book your move in/out by phone 780-448-4984 Ext 357 or email admin2@ayreoxford.com

Provide your Unit#, date, time and details of your move at least 4 days prior to confirm availability.

ALL moves must be booked by OWNERS not renters.

Hours for Moves Monday – Friday 8 am- 4 pm
Moves are not permitted on Saturdays, Sundays,
or Local, Provincial or Federal Holidays.

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.

All moves are supervised by the building or unit manager or a person designated by the Property Manager.

Do not block emergency fire lanes for any extended duration while conducting your move, and be ready to remove your vehicle promptly if required.

Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged backed to the unit owner.

Do not leave any doors propped open and/or unattended.

ACCESS & KEYS

Unit and mailbox locks/ keys are the owner's responsibility to replace and maintain. Door and garage fobs are \$75.00 each, payable by cheque or money order.

If you are having the lock changed in your unit, it can be rekeyed so that the building master key will work. Please notify management so that the locksmith can rekey it to the master key.

NOISE & DISTURBANCE

Daily living and its associated noises are expected and suggested to remain from 7am to 11pm. Outside of this timeframe should be quiet hours, so parties or activities beyond 11pm 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.

PAYMENT

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:

AYRE & OXFORD INC.

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Kingstreet on the Park
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.

PETS

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

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.

No portion of the Common Property required to be maintained by the Corporation shall be painted, decorated or otherwise altered by anyone other than the Corporation without the written consent of the Board.

Barbecues

Ensure all combustible materials are kept at minimum of 1 meter (3 feet) away from the barbecue while it is in use and remove any unnecessary storage to reduce the change of a tripping/falling hazard.

Barbecuing is permitted provided that the barbecue uses electricity or natural gas as a fuel source but not solid fuel such as wood or charcoal briquettes.

PROPANE BARBECUES OR TANKS ARE NOT ALLOWED ON UNIT BALCONIES.

GARBAGE

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 remove them and cost of removal will be charged back to your unit if found. *Note: Bins are monitored by video.*

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Security Tips

Unauthorized people gain access to the building by following a resident into the building (into the parkade or into the lobby), buzzed into the building, or they have possession of a stolen remote or 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.
- **Do not let a car follow you into the parkade.** When entering the parkade, come to a full stop inside the building and wait for the garage door to close behind you before proceeding. If another resident is behind you in their vehicle, they can open the door with their own opener after you have cleared the entryway.
- **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 please do not buzz them into the building.
- Report any crimes to both the Spruce Grove RCMP 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.

Preventing Theft from Automobiles

Spruce Grove RCMP 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.

Unit & Exclusive Use Areas Guidelines

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.

RENOVATIONS & REPAIRS

Contact building management prior to commencement for guidelines **and to seek Board approval** for your intended alterations (see Unit Alteration form)

- a. 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
- b. Plumbing or electrical work must be performed by licensed contractors.
- 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. Disposal of renovation materials in the city garbage area may result in a chargeback.

PARKADE

The parkade is for parking only.

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 parkade. Some of the corners are difficult to see around and for the safety of others drive safely. The parkade door may be slow at times so please have patience and take your time to avoid damaging the overhead door.

ON SITE PARKING/VISITOR PARKING

Residents are to use the underground parking space assigned to their Unit. Outside on-site parking is for Visitor and Handicapped Parking ONLY. Vehicle utilizing the Handicapped stalls must display a valid permit. Vehicles parked in these areas without a valid permit are subject to a \$250 fine, plus towing and impound charges. All visitors **MUST** register their vehicle on the sign in sheet, failing to do so may result in tagging and towing of your vehicle at the owner’s expense.

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OWNER RESPONSIBILITIES

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

Refrigerator water lines & filters	Anything else that can leak water, catch fire or release poisonous gas
Washing machines	Water filter systems
Fireplaces	
Dishwashers	

AMENITIES ROOM

Please notify Ayre & Oxford Inc. to book a date/time for. There is a non-refundable \$25/per use fee for booking the amenities room. Please ensure the amenity's room is cleaned up after use, if the room is not cleaned, there will be a **\$50 clean-up fee applied** to the owner's unit.

Fitness Room

Open to residents of the building ONLY. Please notify Brian if you see any non-residents in the facility. Instruction manuals for the equipment are located in each room. **Please clean the equipment after each use.**

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

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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.

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. This restriction does not apply to signs erected by the Developer. There is a realty tree at the entrance of the property, please ask the Property Manager for additional information.

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 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 is a fee which can be \$300-400 depending on the needs of the buyer. Condominium documents are now available online at <https://condopapers.com>

Attachments:

Contact Information Sheet
Anti-spam legislation email consent
Resident Complaint Form
Electronic Funds Transfer Form
(Automatic Condo Fee Withdrawal)
Notice of Tenants' Receipt of Bylaws
Pet Registration Form
Unit Alteration Form
Intercom Update Form
Amenities Room Exclusive Use Agreement

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KingStreet on the Park **Contact Information Update Form**

**** 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.: _____

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: _____

**** 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 in writing, requesting removal of your email from our system****

Emergency Contact/Agent: _____

Emergency contact daytime phone: _____ Evening phone: _____

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

Name(s): _____

Daytime phone: _____ Evening phone: _____

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

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 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 admin2@ayreoxford.com or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

203, 13455-114 Avenue, Edmonton, AB T5M 2E2

Telephone (780) 448-4984 Fax (780) 448-7297

www.ayreoxford.com

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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:

1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____

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Kingstreet on the Park

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

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 23rd of the month before the commencement date.)**

Please complete and return to: receivables@ayreoxford.com

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

Witness: _____ Signature: _____ Date: _____

203, 13455-114 Avenue, Edmonton, AB T5M 2E2

Telephone (780) 448-4984 Fax (780) 448-7297

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APPLICATION FOR PET APPROVAL KINGSTREET ON THE PARK

In accordance with The Owners: Condominium Board approval for a cat or dog is required. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of SPRUCE GROVE) 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 (breed): _____ 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 (cat or dog) as described above and agree to the following terms and conditions:

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation, in accordance with By-law 25 (b) ii.
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:** _____

Office Approval _____

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Kingstreet on the Park– Suite Renovation/Alteration Form

Date of Application: _____

NAME: _____ ADDRESS _____

PHONE: _____

Interior Enhancement: _____

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

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 completion date 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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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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Intercom Update

Kingstreet on the Park

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



The system works by using a 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 "9" on your phone pad.

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

Please fill out the following information and return it to admin2@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 Edmonton phone number.**

Unit #: _____

Owner/Tenant Name(s): _____

Name Displayed or "Occupied": _____

Phone Number: _____

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**Kingstreet On The Park Condominiums
AMENITIES ROOM EXCLUSIVE USE AGREEMENT**

By executing this agreement, the undersigned hereby agrees to abide by and adhere to the following conditions, regulations and posted signs as they may relate to the use of the Amenities Room.

Name(s): _____ Suite # _____

Address: _____

Date of Function: _____ Time(s) of Function: _____

Phone: _____ Cell: _____ Work: _____

Email: _____

1. CONDITIONS OF USE:

- Available for use by all owners/tenants of Kingstreet On The Park Condominiums – only bookings regulating access require a private booking.
- Hours of Use: 9:00 A.M. – 11:00 P.M., 7 days a week.
- **(Initial Here: _____) Please note *Bookings must be reserved a minimum of 7 days in advance of your function.* A onetime payment \$25.00 is to be paid upon booking. Please allow up to 2 days processing.**
- The Room is to be cleaned up after each use. This includes disposal of garbage.
- The Management/Board reserves the right to cancel access at any time if the undersigned is in violation of this agreement.
- Dirty Footwear and Smoking are not permitted in the Amenities Room.
- NO PETS allowed.
- No unattended children are allowed in the Amenities Room.
- **Consumption of alcohol is strictly prohibited without the consent of management, within designated areas as a part of a signed rental agreement. A liquor license must be obtained as this is considered a Public Facility.**

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- Neglect or abuse of the building and/or its equipment will not be tolerated.
- Guests must be accompanied by an Owner/Tenant at all times.
- Contravention of any or all of the above regulations by a resident/owner or their guests shall constitute a breach of this agreement.
- The Board of Directors may from time to time make such other and further reasonable rules and regulations and the residents/owners, their families, visitors and guests shall adhere to such rules.

2. **After the event, should any damages be found, the costs for repairs will be charged back to the Unit Owners.**

- | | Prior to Use | Further to Use |
|--|--|--|
| a) Walls clear of markings/damages | ☐ Yes ☐ No | ☐ Yes ☐ No |
| b) Flooring clean and clear of damage | ☐ Yes ☐ No | ☐ Yes ☐ No |
| c) Nearby common areas clear of damage | ☐ Yes ☐ No | ☐ Yes ☐ No |
| d) Furniture clear of damage | ☐ Yes ☐ No | ☐ Yes ☐ No |
| e) Time event began: _____ | Key Provided by: _____ | |
| f) Time event was completed: _____ | Key Returned by: _____ | |
| g) Payment of \$25.00 has been provided to the Ayre & Oxford Inc. Office with this agreement | | |
| Initial here: _____ | | |

Prior to Event:

Signed this _____ day of _____, 20 ____

in the presence of _____

x_____

x_____

Post Event:

Signed this _____ day of _____, 20 ____

in the presence of _____

x_____