



Palisades Pointe Villas

Welcome

to your new home at Palisades Pointe Villas

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

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

Please keep this package handy for contact and information purposes.

**Ayre & Oxford Inc. Property Management
Contact Information**
#203, 13455 – 114 Avenue NW
Edmonton AB T5M 2E2
www.ayreoxford.com

Ph: 780.448.4984 ~ Fax: 780.448-7297

SENIOR CONDOMINIUM MANAGER, ASSOCIATE:
Sandra Hoffman
E-mail: sandra@ayreoxford.com
780-448-4984 Ext. 351

SENIOR CONDOMINIUM ADMINISTRATOR:
Debbie Hollett
E-mail: debbie@ayreoxford.com
780-448-4984 Ext. 313

MAINTENANCE STAFF
Rob Grue

AFTER HOURS EMERGENCIES
780-499-8424

**General Building information
Palisades Pointe Villas**

1. Move-in / Out Etiquette:

- **Elevators must be booked one week in advance by contacting maintenance staff, Rob Grue. Please make arrangements through the Ayre & Oxford Inc. by calling 780-448-4984 Ext. 313.**
- Arrange with site staff to get ELEVATOR PADS and SERVICE KEY. A **deposit in the amount of \$300.00** is required for the elevator key and damage deposit, which will be refunded upon return of the key. Please note this must be in the form of a cheque, as on site staffs do not accept cash.
- Elevators held open without a key cause major repair issues - therefore if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00**.
- NEVER, under any circumstances leave security doors propped open – when security doors are open an adult must be present at all times to monitor foot traffic and if appropriate challenge persons entering to produce a key.
- While moving furniture/effects through the security doors, prop doors open using a piece of furniture DO NOT USE stones or rocks. Bent hinges result when rocks are used and the cost of repairs will be charged back to your suite or to your landlord and paid from your damage deposit.
- Elevator service key – use common sense and show reasonableness when using. This infers you have items at elevator ready to load before you use the key and when you reach your destination floor you immediately offload and release the elevator.
- Sharp objects: ensure corners are padded or taped, bed frames are wrapped etc – damage to the elevators is your responsibility and will be charged back.
- Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.
- **No driving on the grass or moving through patios.**
- Unwanted or damaged furniture/mattresses etc. – these are NOT to be left at garbage/recycle bins. They are yours, dispose of them as any other resident would be expected to do. Items left, when tracked back to your unit will be charged back at significant rates. The items are yours – YOU remove from site or pay to have it removed.
- Parking/stopping vehicle used in your move. Do not block fire/emergency lanes. Once vehicle is offloaded move it to visitor parking. The timelines on visitor parking are enforced. Visitor Parking spots are monitored – ensure Ayre & Oxford representative has license plate numbers or vehicle description so your moving related vehicle(s) are recognized. ALL other vehicles are to be in your parking stall or parked in accordance with the Condominium Associations posted visitor parking rules.
- When taking a break during the move please secure the door - when you are finished moving please ensure the door is locked
- Return of key/return of security deposit – contact the same Ayre & Oxford representative who provided the key.

1. Additional information

- a. Suite and mailbox locks and keys are owner responsibilities to replace/maintain.
- b. Intercom programming changes: Call Property Management.
- c. Additional remotes and fobs can be purchased from the Property Management Office for a fee;
 - Purchase an additional parkade opener for (\$75)
 - Purchase an additional Building Key (\$100)

2. Emergencies

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

3. Noise and disturbance:

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

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

4. Renovations and Repairs:

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

5. Home based business:

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

Bylaw Sec. 42 (a) prohibits the operation of commercial, professional or business purpose that requires attendance of the public in the building.

6. Air conditioners:

Air conditioners cannot be mounted to hang outside of windows and must be fully inside your unit. They cannot alter the building in any way, or cause excessive noise outside your unit that may disturb neighbors. Please do not leave your door open to the hallway as this affects the building pressure equalization.

7. Heating:

It is the owner/residents responsibility to maintain and replace the furnace filters. Please contact Ayre & Oxford Inc. if you require further information.

8. Sprinkler Systems:

All suites have sprinkler heads in them. Please familiarize yourself with where they are so that they can be kept free from objects around them. A burst sprinkler head can

cause a lot of damage not only to your suite but to other suites and common areas. If the sprinkler head breaks as a result of negligence on the part of the occupant then they are responsible for the damage. A little common sense goes a long way for prevention.

9.

Pets:

Please be reminded of the bylaws regarding pets at Palisades Pointe Villas

Section 42. (iii) Subject to the restrictions herein set out an Owner shall be entitled to keep in a Residence or Unit one cat or dog, or one cat and one dog, or two cats, or two small dogs but in no event more than two pets. In no event shall an Owner be entitled to keep any aggressive or noisy animal. No other animal, livestock, fowl or pet of any kind shall be kept in any Unit unless approved in writing by the Board, which approval the Board may arbitrarily withhold and may, if given, withdraw at any time on fifteen (15) days notice. If the Board, in its sole discretion, deems any animal whatsoever to be or be causing unreasonable disturbance to other Unit Owners or to be a hazard to or harmful to any Common Property or to other Owners, or should the Owner fail to keep the Unit in a state of good and reasonable repair (ie. Excrement from the animal litters the Unit or the animal causes damage to the landscaping, Unit, or fencing) then the Owner of the Unit in which such animal is kept shall forthwith, on notice from the Board, remove or cause to be removed such animal from his Unit and such animal shall thereafter not be kept in his Unit at any time. No animal, livestock, fowl or pet of any kind shall be kept or allowed to run at large over any part of the Parcel, the Common Property of the Unit. Pets should be carried through the Common Property into the Building.

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

10.

Insurance :

It is recommended that all owners and tenants if renting have proper condo insurance. 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 three important areas:

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

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

11.

Leasing of Units

The rental policy affects all rental units at Palisades Pointe Villas Condominiums effective immediately. Please be aware of Sec. 44. of your Corporation Bylaws which states: Leasing or rental of Units is expressly permitted by the Corporation, provided that any Owner who leases or rents his Unit shall furnish to the Corporation an undertaking, in a form satisfactory to the Corporation, that the proposed lessee or occupant of the Unit will comply with the provisions of the Act and of the By-Laws of the Corporation The Owner shall not be released of any of his obligations and shall be jointly and severally liable with the proposed lessee or occupants with respect to such obligations.

The following guidelines must be met:

- a) Comply with the damage deposit requirements (if any) of the Corporation;

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- b) Cause the Tenant to undertake in writing to be bound by and comply with the Bylaws of the Corporation;
- c) Upon request of the Board, give notice and particulars of any tenancy or other occupancy, accompanied by the written undertaking of the Tenant(s), be bound by the Bylaws of the Corporation; provided that nothing herein shall in any way remove, waive or alter the responsibility of each Owner for the performance of all Bylaws by all persons using or occupying his Unit; and
- d) On notice from the Board; diligently assist in taking such steps as may be necessary to cause the Owner's Tenant to remedy any non-compliance with these Bylaws and any relevant legislation, failing which the Board may issue an eviction notice to the Tenant, which the Owner agrees to be bound by, and further shall assist with and pay the costs of any eviction proceeding which may be taken by the Board, acting reasonably.
- e) Comply with and cause his Tenants and Guests to comply with the Bylaws and Regulations (if any) of the Corporation. Please be advised the new rental policy/regulation requirements **must** be met.

Should your unit be rented out, kindly ensure the enclosed "Notice of Intention and Application to Rent/Lease form" (attached) is completed and submitted to management within 21 days, together with the \$1000.00 rental security deposit.

Maximum rental deposit

74.2(1) For the purposes of section 53 of the Act, the maximum rental deposit that may be charged is prescribed to be \$1000 or one month's rent, whichever is greater.

(2) Despite subsection (1), any rental deposit that is greater than the amount prescribed in subsection (1) that was collected from an owner by a corporation before January 1, 2020 may be retained until the owner gives written notice that the owner's unit is no longer rented.

Thinking of selling?

It happens – everyone's needs change over time. Note* 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 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), however, to speed up the sales process, most sellers keep a copy of the documents handy. Please remember that if you need this documentation reproduced there is a fee which can be \$300-\$400 depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

Attachments:**Rental Unit Forms****Notice to Cease Rental Form****Information Request Form****Pet Approval Form****Intercom Update****Unit Owner Maintenance Responsibilities**

**Guidelines for Enjoyment and Use of Common Areas
Palisades Pointe Villas**

1. **Please observe the 15k speed limit on all Condominium Property**
2. **For sale / rent signage:**
Signs cannot be placed in windows, on the common property or surrounding grounds.
3. **Rental Units:**
If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental.
4. **BBQ's:**
No propane barbecues are allowed. All units have gas lines installed on the balcony. Your barbecue may be retro-fitted to connect to the gas line. The BBQ should be kept away from the siding as it could melt. Any damage to the outside of the building from BBQ's is the responsibility of the owners or residents of the suite.
5. **Garbage...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.
 - ⊗ Plastic milk jugs and other recyclable plastic jugs now carry a refundable deposit.
 - ⊗ If you are placing milk jugs into the containers, please ensure they are crushed to allow more space.
 - ⊗ Please DON'T put your garbage in the hallway, lobby, mailbox area or in stairwells.
6. **Security:**
The security of the building is relevant to everyone - so please make sure to avoid letting strangers into the building.
 - a. Don't allow people to follow you through doors.
 - b. Wait for the garage door to close before entering / exiting the parkade.
 - c. Report suspicious activity to the police.

Visitor Parking

Visitor parking is for “visitors” only.

Visitor parking is restricted to a maximum of 8 hours. Temporary permits can be obtained for special circumstances- however not for regular usage.

**Unit Owner Maintenance Responsibilities:
Palisades Pointe Villas**

Balcony / Patio Standards:

1. Balconies must be kept free of garbage and household items except for barbeques and appropriate outdoor furniture.
2. Christmas decorations must be removed by April 1st.
3. Balconies may not be used for storage or hanging laundry.
4. Balconies must not contain anything that is unsightly, offensive, or that reduces the general attractiveness of the area.
5. For apartments on the main floor with a railing around the patio, note: any alterations to the rail including the addition of a gate is to be approved by the Board of Directors in advance.

Window, Patio Door, and Door Standards:

1. Windows

- a. Foil, blankets, signs, sheets, flags, boards, cardboard, and window coverings containing logos, pictures, or words in any language are not allowed.
- b. Ornaments or objects that, at the sole discretion of the Condo Corp Board, are unsightly or offensive must not be placed where they are visible through windows or doors.
- c. Windows may not be painted.
- d. Christmas decorations must be removed by April 1st.
- e. Windows must be kept free of damage.

2. **Patio Doors:** All the same standards apply to patio doors as apply to windows.

3. Doors:

- a. Only makes and models of screen doors approved by the board may be installed on a unit.
- b. New locksets must be the same color, finish, and style as the original locksets.
- c. Doors must be kept clean and free of damage.

Remedies: If a unit owner fails to maintain his unit or balcony according to the above standards then the following will occur:

1. Fines will be levied by the Condo Corporation at their discretion
2. The condo corporation, at their discretion, will bring the unit up to the required standard and will charge the cost of the maintenance and repairs back to the unit owner.

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Palisades Pointe Villas
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 debbie@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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**Palisades Pointe Villas
Alberta Treasury Branch Pre-Authorized Chequing
Authorization for Debit Transfer**

Unit #: _____ Building # _____

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) day's 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 24th 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 23th of the month before the commencement date.)**

Witness: _____

Signature: _____ Date: _____

Please fill in this form and email it to receivables@ayreoxford.com Thank you.

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

PET REGISTRATION
Palisades Pointe Villas

The Owners:

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 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 and if so it is the Owners responsibility to remove immediately.

Per Unit Owner _____

Per 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)
on behalf of The Owners: Palisades Pointe Villas Condominiums

**NOTICE OF INTENTION TO RENT/LEASE
Palisades Pointe Villas Condo Corporation #082 3543**

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 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 Bylaws. 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.

8. Attached is a cheque for the deposit in the amount of \$1,000.00.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

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**Tenants receipt of Bylaws
Palisades Pointe Villas**

To: Board of Directors: Palisades Pointe Villas 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:_____

Appendix #1. Rental Policies/Regulation
Palisades Pointe Villas Condo Corporation #082 3543

1. Application for rental units will be made by owners using the format of the Notice of Intention and Application to rent form provided by the Palisades Pointe Villas Board of Directors. Applications will not be processed without all of the required information.
2. **A deposit will be required in the amount of \$1000.00** and is to accompany the Notice of Intention to rent form. Deposits are kept in a separate trust account for the duration of the unit being rented. To request a deposit refund, fill out the Cease to rent form.
3. **Move in and out procedures are strictly enforced.**
4. Tenants/Lessees will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of **Palisades Pointe Villas Condominium Corporation #082 3543.**
5. Ensure contact information is kept up to date for Owner and occupants.
6. As per the Corporations Bylaws Sec. 42.(a) An Owner shall not:
 - (i) Use or permit the use of his Building or Unit other than as a single family dwelling or for a purpose other than for residential purposes.
 - (iv) permit his Building or Unit to be occupied as a place of residence by more than seven (7) persons (whether adult or minor) at any given time without the consent in writing of the Board;
7. Notice to vacate will be sent by registered mail, three months in advance, should this be deemed necessary by the Board of Directors upon review of the rental agreement.
8. All other notices by the Corporation to give up possession will be given in compliance with Section 54 of the *Condominium Property Act*:
 - 54 (1) The Corporation may give a tenant renting a unit notice to give up possession of that unit if any person in possession of the unit;
 - a) Causes damage, other than normal wear and tear, to the real or personal property of the Corporation or to the common property, or
 - b) Contravenes a bylaw.
 - (2) When the Corporation gives a tenant notice under subsection (1),
 - a) The tenant shall give up possession of the unit, and
 - b) Notwithstanding the *Residential Tenancies Act* or anything contained in the tenancy agreement between the tenant and the tenant's landlord, the tenancy agreement terminates,

On the last day of the month immediately following the month in which the notice is served on the tenant.

 - (3) A notice given under subsection (1) shall be served on the tenant and the tenant's landlord.

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Cease to Rent
Palisades Pointe Villas

To: Board of Directors: Palisades Pointe Villas

Unit #: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

My/Our mailing address for future correspondence is:

Contact Number: _____

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

☐ Mail to the above noted address.

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

FOR OFFICE USE ONLY
RETURN OF RENTAL DEPOSIT CHEQUE REQUEST

PROPERTY: _____

PAYEE: _____

DATE: _____

AMOUNT: _____

APPROVED BY: _____

NOTES: _____

Unit Alteration/Renovation Application
Palisades Pointe Villas

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Sun/Screen room, 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)

Intercom Update Palisades Pointe Villas



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

The system works by using a 4 digit number assigned to your suite which has to be entered by your guest, which then activates your home telephone or your cell phone. You may 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 (****Can only be hooked up to one (1) local number**) you wish to use, along with your name for display on the intercom list.

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

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

Building: _____ Unit: # _____

Owner/Tenant Name(s): _____

Display: Name or "Occupied": _____

Phone Number: _____

Code: (Assigned by Ayre & Oxford Inc.) _____