

## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

# Mosaic Vista on the Park

**Welcome to your new home at Mosaic Vista on the Park.**

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.

It would be a good idea to keep this package handy for contact and information purposes.

### **Key Resident Contact Information**

#### **Ayre & Oxford Inc**

Suite 203, 13455 -114 Ave NW  
Edmonton AB, T5M 2E2  
Ph: 780.448.4984 ~ Fax: 780.448.7297

#### **Lise Tetreault-Condominium Manager**

Ext. 350 ~ Email: [lise@ayreoxford.com](mailto:lise@ayreoxford.com)

#### **Jacey Kowalski -Administration**

Ext. 326 ~ Email: [admin3@ayreoxford.com](mailto:admin3@ayreoxford.com)

**After-hours Maintenance Emergency line: 780.499.8424**

# **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

## **1. Move in/ Out Etiquette:**

1. Please pay close attention to balconies with moving trucks. Damages resulting from vehicles/trucks are charged back to the unit owner.
2. No driving on the grass.
3. Any other damages incurred will be the responsibility of the unit owner.

## **2. Emergencies**

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

## **3. Noise and 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.

### **Complaint Procedure:**

- Notify Property Management of the complaint in writing, noting as much detail as possible, including dates, times, type of noise, and pictures if applicable.

**Report to:** Ayre & Oxford Inc.:

Jacey Kowalski, Administrative Assistant:

[admin3@ayreoxford.com](mailto:admin3@ayreoxford.com)

Lise Tetreault, Condominium Manager: [lise@ayreoxford.com](mailto:lise@ayreoxford.com)

- If the complaint is for noise after 11pm, in addition to reporting the occurrence to the Property Management, report it to the police during the occurrence. Police reports can be used to substantiate complaints should further action be required to rectify the issue and can also result in additional City Bylaw fines.
- **The police non-emergency phone number is 780-423-4567.**

### **Types of common complaints:**

- Late night / early morning exterior noise, which carries from yards and balconies.
- Offensive or inappropriate language use.
- Music and loud base.
- Dogs barking or other animal noises.
- Garage / yard or balcony parties.
- Parties indoors with windows open during late nights.

### **Board of Directors action:**

- Complaint #1. First letter (a letter of warning) is issued, stipulating fine for next complaint.
- Complaint #2. FINE.
- Complaint #3. The FINE increases.
- Subsequent Complaints: Depending on the nature of the complaint, double fines or alternate action thereafter i.e.; if tenant renting, eviction.

### **The following Bylaws are in place to ensure compliance with respect for neighbors:**

#### **Noise:**

#### **Sec 62. USE AND OCCUPANCY RESTRICTIONS**

##### **(b) An Owner shall not;**

(v) make or permit noise in or about any Unit or the Common Property which in the opinion of the Board is a nuisance or unreasonably interferes with the use and enjoyment of a Unit or Common Property by any other Owner or occupant. No instrument or other device shall be used within a Unit which in the opinion of the Board causes a disturbance or interferes with the comfort of other Owners.

## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

### **Pets:**

Pets, including visiting pets require approval of the Board. You will find a pet approval form included in this package. As per the Corporation bylaws:

#### **Sec. 62. USE AND OCCUPANCY RESTRICTIONS**

(b) An Owner shall not:

(iii) other than as specifically provided in the By-law, keep or allow any animal, livestock, fowl or pet of any kind at any time to be in his Unit or on the Common Property without the specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn anytime on seven (7) days notice to the effect. Notwithstanding the foregoing, an Owner may keep or allow.

(A) One (1) cat or one (1) dog up to forty-five (45) pounds in weight and seventeen (17) inches in height; or

(B) Two (2) cats or two (2) dogs, or One (1) cat and one (1) dog, up to thirty (30) pounds in weight each and fifteen (15) inches in height each.

(C) All dogs and cats must be hand leashed and kept under control and in the custody of a responsible person at all times who shall not allow the animal to defecate on any landscaped area of the Project. Any municipal By-law in effect in the City of Edmonton with regards to pets and any point in time shall have effect within the Common Property and municipal officers are hereby authorized and are permitted to enforce City By-laws on the Unit and the Common Property;

### **Parking:**

Visitor parking will be monitored by United Parking starting April 15, 2016. Please remember to remind your guests to register their vehicle as soon as they park. Visitors are permitted to park for a maximum of 6 hours per visit and 10 visits per month. Residents are not permitted to park in visitor stalls. Please review the parking signs on site for further instructions.

**Register online at: [www.iStall.ca](http://www.iStall.ca) Text or Call 1-844-332-2212 Location ID: 113.**

### **Renovations and Repairs:**

There is a Unit Alteration Application/Request Form attached in the Welcome Package.

#### **62. USE AND OCCUPANCY RESTRICTIONS**

(b) An Owner shall not:

(xxiv) make or cause to be made any structural, mechanical or electrical alterations or additions to his Unit or any load bearing wall without first having the design and specifications of such alteration or addition approved in writing by the Board. Any alteration or addition made by an Owner without such approval may be restored or removed by the Board or its duly authorized representative or representatives and any cost incurred by the Corporation as a result thereof shall forthwith be paid by such Owner to the Corporation and shall bear interest at the Interest Rate from the time such costs are incurred until paid;

(xxvi) permit a contractor or workman to do any work in his Unit that would disturb any residents between the hours of 6:00 p.m. and 8:00 a.m. or on Saturdays, Sundays or legal holidays without the prior consent of the Board.

### **Fining/Violation of Bylaws:**

#### **43. VIOLATION OF BY-LAWS**

(b) In addition, the Corporation may exercise the powers provided for in Section 35 of the Act, namely, that upon resolution, the Board may impose a reasonable non-monetary or monetary sanction, the minimum monetary sanction to be \$50.00 per breach to a maximum monetary sanction of \$10,000.00 per breach, to be levied upon the expiry of the time specified to rectify the breach if the breach has not been rectified, provided the notice to an Owner alleging the breach shall specify the monetary or non-monetary sanction to be levied against such Owner; provided further that where an Owner fails to abide by a non-monetary sanction or to pay to the Corporation a monetary sanction imposed hereunder, the Corporation may proceed against the Owner pursuant to Section 36 and 67 of the Act to enforce the sanction including without limitations, the eviction of an Owner and including remedies open to the Corporation under By-law 49 of these By-laws;

(c) Each day that an Owner, tenant or other person resident in or on a Unit contravenes these By-laws shall be considered a separate contravention.

# **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

## **Guidelines for enjoyment and use of Common Areas**

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

- Signs cannot be placed on the common property or surrounding grounds.

### **2. Rental Units:**

- If you rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental and provide details of the tenants. You will find a notification form attached for your reference, along with a bylaw sign off form. You must submit the Owner Update form each time you have a new Tenant.

### **3. Air Conditioners:**

- Based on the electrical power of the pedestal's that service the property, the maximum electricity capacity has been reached therefore no further air conditioners will be granted. The City is also aware of this power limitation and will not approve installation permits.

### **4. Balconies:**

- Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. allowed. Basically if it is an eyesore it's not allowed.
- We want everyone to be able to enjoy their balconies so common courtesy in respect to noise levels is appreciated. If it gets noisy take the party inside and close the sliding door. Loud noise after 10:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents please keep it down.
- **Satellite Dishes** are not allowed at Mosaic Vista on the Park.
- **Holiday Decorations** must not cause damage and may be displayed one week prior to the seasonal holiday event and must be removed one week after the seasonal holiday event.

### **5. BBQ's:**

- Only gas barbecues are permitted and must be on the Unit's balcony. Any damage to the outside of the building from BBQ's is the responsibility of the owners of the suite with the damage.

### **6. Garbage...Garbage:**

- We strongly encourage everyone to recycle and please be reminded:
  - ⊗ 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 to the Owners.
  - ⊗ Balconies and yards are not to be used for garbage storage or storage of any items
- If you see a resident or vehicle dumping garbage or large pieces of furniture beside the bins, please report the date, time, items dumped, and license plate to Ayre & Oxford, as these persons can be charged back the costs incurred by the Corporation for clean-up. This will save all Owners from sharing the costs.

### **7. Home based business:**

- Units or any part of the common property cannot be used for any commercial or professional purposes.

### **8. Speed limits:**

- The speed limit is 15 kilometers per hour.
- If you see someone speeding, please record his/her license number and call it in to the property manager.

### **9. Garages:**

- Oversized vehicles which do not fit within the garage structure not allowing the door to close, are a safety concern, obstruct the fire lane and open doors may cause pipes to freeze in the winter. Vehicles must fit properly within the garage, and must not be permitted to have any portion thereof extruding from the garage for any length of time.
- Your garages must be kept closed at all times. This action is necessary to address a couple of issues.
- **Safety and security.** According to the Edmonton Police Service, open garage doors attract criminal activity.
- Garage doors must be kept clean and must be repaired promptly when damaged.

## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

- Garage doors must be maintained in good working order.
- If and when garage door trim is damaged, the Condo Corporation will have the damage repaired and the cost will be charged back to the owner.
- Doorbell switches next to the garage doors must be kept in good repair and must be properly affixed to the building.
- The lights above the garage doors must be kept in good working order.
- Building structure.
  - Pipes can freeze and burst causing extensive damage. Unit owners are responsible for the cost of this damage.
  - Occupants who leave garage doors open will be sent a warning letter. Should the occupant repeatedly leave the garage door open, a fine will be issued.
  - Vehicles must not be parked outside the garage in the emergency access lane.
  - Violation of the above garage policies may result in a fine of \$250.00.

### **10. Insurance :**

- It is strongly suggested that all owners and tenants 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 as well as Directors and Officers Liability. 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 backup
  - Contingent insurance
  - Insurance on Betterments or improvements
  - Loss assessment (coverage for the Corporations deductible should it be assessed back to them).
  - If the unit is rented to tenants, the owner should carry a condo package that also covers tenants' liability and the tenant must carry a tenants' policy
- To protect these important areas you should purchase a Condominium Unit Owners Policy. This is a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met. Provide your insurance agent with a copy of the Corporation Bylaws and the current Corporation insurance certificate for reference.

### **11. Sump pump Maintenance:**

- Each end unit has a sump pump installed which requires some owner responsibility.
- Each unit owner is responsible to ensure the installed sub pump is operational at all times. Should the sump pump remain inoperable for a period of time, damages can result in repair costs and restoration costs in the event of flooding.
- Should damages occur, the repair costs will be levied against the responsible unit Owner.
- **The main benefit of having a sump pump in your home is that it alleviates the worry of accidental water damage. At this time, we take this opportunity to provide you with some tips for care of the sump pump:**
  - Ensure discharge pipe is connected and allows water to drain away from the foundation.
- Go outside to check that the pump is actually discharging water (sometimes the pump will run but it won't pump any water out).
- **Visual Check:** In general, a sump pump does not require extensive maintenance. Most homeowners find it beneficial to do a visual check on the pump every few months. Once annually, it is important that a more thorough sump pump maintenance routine be performed. On the rare occasion of persistent rainfall, your sump pump should be monitored more often to ensure it is operating smoothly.
- Fill the sump pit with water to make sure the pump is working properly.
- Clean the air hole in the discharge line.

## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

- **After Heavy Rainfall:** A build up of debris in your sump pump is one of the major causes of sump pump failure. It is important that you check your inlet suction screen to make sure that there is no blockage. This sump pump maintenance routine should be performed every few months and especially after heavy or persistent rainfall.
- **Check the Motor:** Once annually, it is necessary to check on the effective operation of the sump pump motor by pouring water into the drain area of the pump. If the pump is working well, the motor will turn on just as the float rises with the water level. You should repeat this procedure for a few cycles. Keep track of when you last performed this task as it is a very important part of your sump pump maintenance program.
- **Check Float:** Ensure that the float of your sump pump is able to freely move. If the float is obstructed, your pump may fail to start. This task does not have to be performed regularly, but you should get in the habit of doing it every few months.
- **Verify Oil Seal:** If you spot an oily film on the surface of the water in your sump pump, verify the condition of the oil seal. The appearance of oil probably indicates a faulty oil seal which may cause the motor to burn out.

For assistance, please call the onsite Maintenance personnel Dwain Laflamme to inspect at 780-807-4108.

### **Humidity and Condensation in your Home**

It is a home owner's responsibility to maintain the proper humidity level within their home in efforts to reduce moisture. Routine things like cooking, showers, dishwasher and laundry machine use and hang drying clothes can produce high amounts of moisture in your home. If the moisture is not vented outside, it can cause damage in your home. In efforts to reduce excessive moisture please ensure to use the appropriate fans listed below:

- Adjust the humidifier on your furnace to match the chart below when temperatures change outside.
- Use your bathroom and kitchen fans every time you cook or shower. Run them for an hour after each use.
- Use the main ventilation switch located below the thermostat at least once a day for an hour each time.
- Keep the window curtains open and/or blinds lifted one (1) foot from the bottom of the window.

<u>Outside Air Temp</u>	<u>Maximum Indoor Humidity</u>
-30°C or below	15%
-30°C to -24°C	20%
-24°C to -18°C	25%
-18°C to -12°C	35%
-12°C to 0°C	40%

Please contact Ayre & Oxford if any condensation from the attic leaks onto the ceiling or from the bathroom fan

# **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

**Mosaic Vista 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.: \_\_\_\_\_ 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 dawn@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.**



# **AYRE & OXFORD INC.**

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

## **Mosaic Vista 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: \_\_\_\_\_ 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 24<sup>th</sup> of the current month.**

**I understand there will be a service charge of \$35.00 if any withdrawal is returned. (This service charge is subject to change without notice.)**

Commencement Date: \_\_\_\_\_ 1, 20\_\_\_\_ (We must receive this form by the 24<sup>th</sup> of the month before the commencement date.)

Please send completed form and banking information to [receivables@ayreoxford.com](mailto:receivables@ayreoxford.com)

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

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



**AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

**Mosaic Vista on the Park  
NOTICE OF INTENTION TO RENT/LEASE**

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

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

A copy of the proposed rental agreement/lease showing the terms thereof, the amount of the rental to be paid and the circumstances under which it may be terminated prior to expiry is attached.

My/Our address for service of legal process is: \_

I/We undertake to pay the Condominium Corporation and to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against Condominium fees paid; resulting in action taken as per the Corporation bylaws. The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

I / We understand that the Residential Tenancies Act may affect us and our tenant. If there is a conflict between the Residential Tenancies Act and the Condominium Property Act, the Condominium Property Act applies.

DATED at Edmonton this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

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

**AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

**Tenants Receipt of Bylaws – Mosaic Vista on the Park**

To: Board of Directors: Mosaic Vista on the Park

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

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

In consideration of the attached application to lease unit # \_\_\_\_\_ at Mosaic Vista on the Park, please be advised of the following:

I/We \_\_\_\_\_  
have received a copy of the Corporation bylaws of Mosaic Vista on the Park Condominiums Plan # 142 5274 for review.

I / We \_\_\_\_\_ agree  
to undertake the bylaws of the Corporation.

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

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

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

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

# **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

## **Cease to Rent Mosaic Vista on the Park**

To: Board of Directors: Mosaic Vista on the Park

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

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

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

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: \_\_\_\_\_

# **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

## **Mosaic Vista on the Park Unit Alteration/Renovation Application**

---

**Date of Application:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Unit #/Address:** \_\_\_\_\_

**Interior Enhancement** (add any betterments to your insurance policy to ensure coverage)

**Description of Project(s)** – Exterior: Check description below.

Patio Stones ☐ Rocks ☐ Mulch ☐ Shrubs ☐ Fake Grass ☐ Fence ☐  
Screen Door ☐ BBQ Gas Line ☐

Interior: Check description ☐ Flooring ☐ Electrical ☐ Plumbing ☐

**Describe project in Detail below:**

---

---

---

---

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

**List Material(s) to be used in construction:**

**NOTE:** low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements

---

---

**Color(s): NOTE:** If enhancement is exterior, it must coordinate to existing exterior. Rocks must be 2 inches in size and be beige or rainbow color. Mulch must match existing color. Must keep 2 shrubs within the yard. Screen doors must be white and all glass.

---

---

**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.)

## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

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

---

**Estimated start to completion dates:** \_\_\_\_\_

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

**Units that may be affected and/or impacted by construction:** \_\_\_\_\_

### **Specifications as Follows:**

IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- If the flooring being installed is an engineered floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid disturbance to adjacent suites.
- A further recommendation for sound barrier would be an FIIC rating of 80.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.

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

If you have any questions about coordinating the work, contact Christine Sheskey, Condominium Manager.

### **This decision will stand as long as all of the following conditions are met:**

1. The work is to be completed during normal working hours 8:00 a.m. to 6:00 p.m. Monday to Friday, and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this may be considered replacement of the builders' grade; therefore this will be considered betterment, or improvement is covered by the Corporation insurance policy. Be sure to complete and submit the betterment and improvement form from the welcome package.
3. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
6. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board will result in this request being denied.
7. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
8. All building permits are responsibility of home owner not the Condominium Corporation.
9. You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.

If you agree with all of the above conditions, please sign and return these forms to Ayre & Oxford Inc for the Board of Directors of Condo Corp. **142 5274** to review. Your project will be able to commence once this form is signed and returned.

# **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

## **Mosaic Vista on the Park 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)

## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

### **Mosaic Vista on the Park APPLICATION FOR PET APPROVAL**

In accordance with the Board of Directors 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 Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted. **NOTE:** A size restriction is in effect. All pets must receive conditional pet approval & be registered with the Board.

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: \_\_\_\_\_ Age: \_\_\_\_\_ Fixed? Circle Y or N

Full Grown Height: \_\_\_\_\_ Full Grown Weight: \_\_\_\_\_

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 62 (b) iii.
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 cat or dog 45 pounds in weight and seventeen inches in height, or two dogs or two cats thirty pounds in weight and fifteen inches in height.
12. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.



## **AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

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. It is the Owner's responsibility to remove pet feces from common areas and exclusive use areas immediately.

Per Unit Owner \_\_\_\_\_

Per Unit Owner \_\_\_\_\_

**SIGNED THIS      DAY OF      , 201      .      Signature: \_\_\_\_\_**

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: Mosaic Vista on the Park

### **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)

## **AYRE & OXFORD INC.**

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

**Re: Security Surveillance Camera Policy;  
Mosaic Vista on the Park Condominiums**

---

Dear Owner(s):

Please be advised the Board of Directors has implemented the following policy pertaining to the installation of security surveillance cameras at Mosaic Vista on the Park Condominiums.

Exterior alterations including the installation of security surveillance cameras are not permitted and as a result, the Board will not approve any requests for external security surveillance cameras. The Board may consider the installation of a doorbell camera however, a Unit Alteration Form must be submitted for Board review and approval prior to its installation.

As outlined in Mosaic Vista on the Park Bylaw:

**62. USE AND OCCUPANCY RESTRICTIONS**

(b) An Owner shall not:

(ix) permit, erect or hang over or cause to be erected or to remain outside any other part of a Unit or on the Common Property or on the Parcel or real property of the Corporation, clothes lines, garbage disposal equipment, recreational or athletic equipment, fences, hedges, barriers, partitions, awnings, shades, screens, miniature satellite dishes or any other matter or thing without the consent in writing of the Board first had and obtained. No television or mobile telephone or radio antenna, tower or similar structure or appurtenances thereto shall be erected on or fastened to any Unit except in connection with a common television antenna or cable system as authorized by the Board then only in accordance with the regulations therefor which may be established by the Board.

Please be advised if a security surveillance camera is installed, the Board holds the rights to have the camera removed, and all costs for removal and repairs will be charged back to the owner.

This information will be posted in the Welcome Package and on documents for new purchasers/sellers.

Should you have any questions or concerns, please contact our office at 780-448-4984 ext. 326 or [admin3@ayreoxford.com](mailto:admin3@ayreoxford.com).

Yours Truly,

**Ayre & Oxford Inc.**

Agents on behalf of Mosaic Vista on the Park Condominiums

**Lise Tetreault**

Condominium Manager

# **AYRE & OXFORD INC.**

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

## **PROPERTY RESIDENT COMPLAINT FORM**

Today's Date: \_\_\_\_\_ Building Name / Address: \_\_\_\_\_

Name: \_\_\_\_\_ Suite: \_\_\_\_\_ Owner or Tenant? \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Complaint Against Suite #: \_\_\_\_\_ Type of complaint: \_\_\_\_\_

If the complaint is noise, describe the type of noise: \_\_\_\_\_

How frequent is this occurring? \_\_\_\_\_

How long does this occur? \_\_\_\_\_

At what time of day? \_\_\_\_\_

Location / source of the complaint? \_\_\_\_\_

How is it affecting you? \_\_\_\_\_

Is it affecting anyone else? \_\_\_\_\_

Other relevant details: \_\_\_\_\_

Have you discussed / communicated this with the source of the complaint if applicable? If yes provide details: \_\_\_\_\_

Are you willing to attend court in the event that this issue escalates to that point: \_\_\_\_\_

*The information collected here is for legal and record keeping purposes only. Your information will not be shared with the offenders unless required by law.*

### **FOR OFFICE USE ONLY:**

1<sup>ST</sup> COMPLAINT

2<sup>ND</sup> COMPLAINT

3<sup>RD</sup> COMPLAINT

4<sup>TH</sup> COMPLAINT

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

**Effective Date: April 15, 2016**

**Re: Mosaic Vista on The Park**

Dear Residents,

The Management and Board of Directors have contracted our company, UNITED PARKING SERVICES INC. to assist the community with parking management services. Our services include visitors' stall management, as well as general parking enforcement patrols on the property.

**Visitor Registration Options and Examples**

You can register visitors online at [www.iStall.ca](http://www.iStall.ca), or by texting or calling 1-844-332-2212. Each option requires the specific Location ID for your property. **The site specific Location ID for your property is 113 and can be found on the bottom left corner of the visitor parking signs.**

**Visitors' are permitted to park 6 hours per visit and a maximum of 10 visits per month, any vehicles exceeding these times will be in violation or may be considered a resident and subject to a violation.**

**NOTE:**


- The Virtual Parking Permit stays with the license plate number of the visiting vehicle; the maximum visiting time limit will be posted on the new signs.
- Residents may not park resident owned vehicles in the visitor parking locations at any time.
- Inoperable and/or unregistered vehicles are not permitted to park anywhere on the property.

Each registration option is laid out by example below in order of convenience.

**Any requested registration that is longer than what is posted on the signs at your location must be approved by the board of directors.**

**1. Register online**

**You can register online at <http://www.istall.ca>**

To register a visitor using iStall, simply visit <http://www.iStall.ca> (there is no need to create an account), click the  icon on your location and then clicking "Select" or alternately by clicking "iStall Location ID" from the top menu and entering the location ID shown on bottom left corner of the sign. iStall will then display the registration options and confirm your registration.

IMPORTANT: Internet connections occasionally fail. If you can not reach iStall.ca on your device, please use the text or phone registration systems explained below. It is your responsibility to ensure your visitors are registered. If you do not receive a registration confirmation, or if your registration is denied, you are not registered and are not authorized to park on the property.

If you have used up all of your parking passes you can request more with a free iStall account. To request more passes from your property manager, log in with your iStall account, select your property in iStall, and then click the top right option button and select “Pass Request”.

## 2. TEXT registration

**Our text registration phone number is: 1-844-332-2212**

The new text registration system supports text in for registration with a text response sent back to you for confirmation. To register a license plate by text, add the phone number as a contact, simply text 1-844-332-2212 with a formatted string containing the License Plate being registered, the Location ID, and the Unit Number, in the following format: License Plate=Location ID=Unit No

The Location ID can be found on the bottom left corner of the visitor parking signs. Your unit number is the same unit specific number you use at the beginning of your mailing address.

**EXAMPLE:** If your visitor’s license plate is ABC123, your Location ID is 15, and your unit number is 102, you would send us this text message: **ABC123=15=102**.

IMPORTANT: SMS texting systems can be unreliable. **If you do not receive a text confirmation, you are not registered and must use the online or telephone registration systems.** If you receive a text indicating that your registration is denied, or if you do not receive a text reply, you are not registered and are not authorized to park on the property.

**These passes are for visitors’ vehicles only.** If you require an additional parking stall for your own vehicle, there may be rental options for you at <http://www.iStall.ca> (see option 1 for more info).

## 3. Register by phone

**Just call 1-844-332-2212 and follow the prompts.**

**Enforcement of the Parking Rules and Regulations:**

**Effective Date: April 15, 2016:** The strict enforcement of the parking rules and regulations will begin. United Parking Services Inc. is authorized by laws of contract to issue Citations, Immobilize (*BOOT*), and or Tow at the owner's expense, any Vehicle in violation of the Community Parking Rules. Fees for enforcement will range depending on severity of the offence.

**Fines Charged:**

- Any vehicle immobilized will pay a **\$175.00 (+ GST)** release fee.
- Any vehicle tagged with a citation/ticket will be fined **\$125.00**, if the fine is paid within 7 days it will be reduced to **\$75.00**.
- Any vehicle towed will be charged the going tow rate based on size and type of vehicle.
- Citations paid within 7 days will receive a reduction. Citations not paid within the 7 days will be added to an overdue Citation account.

All unpaid citations will remain in the overdue database, United Parking reserves the right to tow or immobilize any vehicle found on the property with overdue unpaid citation/tickets.

## **Hot Line for Parking Issues**

**United Parking offers a 24/7 HOT LINE, at 1-844-5-PATROL or 1-844-572-8765.**

This number is available to all residents to report a violation, i.e. for if a vehicle is parked in a fire lane. We will request the property name or Location ID, the license plate of the vehicle causing the problem, and a description of that vehicle. The response time for a call out will depend entirely on the availability of a patrol vehicle.

Thank you for your cooperation in the Parking Program.

Yours sincerely,

United Parking