

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)



Paisley Canvas Townhomes

Welcome

to your new home at Paisley Canvas

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.

Key Resident Contact Information

PROPERTY MANAGEMENT

Ayre & Oxford Inc

Suite 203, 13455 -114 Ave

Edmonton AB, T5M 2E2

Ph: 780.448.4984 ~ Fax: 780.448.7297

Lise Tetreault-Condominium Manager

Ext. 350 ~ Email: lise@ayreoxford.com

Jacey Kowalski – Administrative Assistant

Ext. 326 ~ admin3@ayreoxford.com

After-hours Maintenance Emergency line (Builder warranty expired): 780.499.8424

Brookfield Service contact for 1 year Interior warranty items: Crystal Saville Ph: 780.669.2026

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Property Assistance Personnel

If you have a flood or a similarly urgent issue which requires immediate assistance and you are now part of the property that has been fully turned over to Paisley Canvas Townhomes Condominium Corporation, please contact the after-hours emergency staff using the **After-hours emergency line: 780.499.8424.**

Outside of regular business hours, rotating after-hours emergency staffs are available to assist you; however, they are paid overtime rates.

The Condominium Corporation will always pay the staff for their time on-site, however please keep in mind that many concerns you would have within your suite are a unit owner's responsibility, as outlined in your bylaws. **If personnel are called on-site solely to assist in completing an owner responsibility, the Corporation may have to charge your unit for the expense.**

Security:

The security of the neighborhood is relevant to everyone. If you see unsafe conduct or activities in your area, please report suspicious activity to the police.

- a. If there is a police / fire or medical emergency, call **911**.
- b. If it is not an emergency, call the police non-emergency line at **(780.423.4567)**.
- c. After providing the details, request the event number for this incident.
- d. 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.

Move In's / outs etiquette:

- a. Please ensure you do not block emergency fire lanes for any extended duration while conducting your move, and be ready to remove your vehicle promptly if required.
- b. **No driving on the grass or moving through patios.**
- c. Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged backed to the unit owner.
- d. Do not dispose of any furniture or large items in the garbage room besides domestic garbage.

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:

Paisley Canvas
C/O Ayre & Oxford Inc.
#203 13455 114 Avenue
Edmonton Alberta, T5M 2E2

CondoCafe

This is an online portal offered exclusively by Ayre & Oxford Inc. where you will have access to view your own account balance in real time and you can make payments with your bank card, credit card, or chequing account for any costs you may incur (other than recurring Condo Fees). In addition to the new payment options, you will also have access to your condominium's documents and communications from our office.

Pet Policy:

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

- a. an Owner may keep or allow 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.

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A/C Units Installation:

No A/C is allowed unless approved by Owner Controlled Boards. Please provide Unit Alteration Forms and technical details to Ayre & Oxford Inc. Please note that there are restrictions on the amount of a/c allowed on the site.

Rental Units:

If you intend to rent your suite, please ensure you send confirmation to the Condo Corporation of your own and the tenants' contact information and receipt of the bylaws through Ayre & Oxford Inc within 21 days of the rental. Provide all contact details regarding any third parties involved in the suite as well: You will find a form attached for your reference.

If you are found to be renting out your suite without sending the Condominium Corporation the full contact information and confirmation required, please note that this may result in a fine of \$250.

Visitor parking:

Visitor parking will be monitored by United Parking starting February 10th, 2020. Please remember to remind your guests to register their vehicle as soon as they park. Visitors are permitted to park for a maximum of 12 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 Text or Call 1-844-332-2212 Location ID: 162.

Bylaws:

Please be advised that all Owners & Tenants must be familiar with Paisley Canvas Townhomes' bylaws. Please note specifically section 3 (Duties of the Owners) & 62 (Use and Occupancy Restrictions). **Any violation of the bylaws may attract a fine for every infraction.**

Water shut offs:

Please note that the water shut offs connect to more than one unit especially on units with a single garage door. In these units the door will be considered as common property and access to same would be expected to be granted should a request be made by / on behalf of the corporation.

Preventive Maintenance - Humidity:

Unit holders should be advised that recommended run time of minimum 30 minutes of the bathroom fan AFTER Showering or bathing is critical to avoid damages now and into the future. When the weather warms this ice melts and runs back down through the vent ducting and through the Fan housing in the bathroom. This condition and prevention is a maintenance issue

Garbage Rooms

PLEASE DO NOT LEAVE garbage outside the room, if door is not working, please use the overhead door code: 4470. You will be fined \$250 if you are caught leaving your garbage outside.

Guidelines Within your Unit & Exclusive Use Areas

Yards / landscaping:

Owners are responsible to maintain, weed, and water your own shrub beds. Owners are also responsible to water your own grass.

- a. The bylaws for Paisley Canvas specify that no toys, chairs or furniture are to be kept on lawns.
- b. The grounds-keeping / Snow removal contractor will mow the grass within your fenced yard if it is clear of pets, pet feces, toys, debris, or any other objects.
- c. If you have a pet, please be responsible and practice immediate clean up in your yard and other common areas.
- d. Even if you have a pet, you are responsible to keep your grass alive, green, and free of feces. (Tip: Pet urine tends to kill grass. The bylaws are clear that this is unacceptable. Heavy watering and some fertilization of your grass might reduce the problem.)

Landscaping alterations are not permitted at this time. The Corporation is under contract with the City of Edmonton for the landscaping of the Common Property and Exclusive Use areas. This is part of the development plan with the city and cannot be altered. The Developer will provide notice to the corporation when the expiry occurs. Temporary items like planters located on the concrete that can be easily removed and fall within the use guidelines of the current bylaws

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BBQ's:

BBQ's should be kept away from your siding, and off of rear balconies, as they could melt the vinyl exterior. Any damage to the outside of the building from BBQ's is the responsibility of the owner of the suite upon which damage was incurred.

Downspouts

Downspouts should remain DOWN at all times to ensure water drainage is directed away from your foundation. Lawn companies occasionally forget to place these back down, so please monitor this ongoing, and notify management if this becomes an issue.

Heating:

Please monitor the temperature of your unit to ensure it is reasonable, and not humid. 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 as there have been problems with pipes freezing 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. Our temperature can change drastically from warm to cold in a hurry.

Renovations & repairs:

Please note that any alterations of your existing unit (including a change of light switch facing) can void the warranty on your unit if not completed by a professional. For any questions regarding your warranty, please contact Brookfield directly.

If you plan on a major alteration such as developing your basement, we advise you to contact the City of Edmonton at #311 to inquire further about your responsibilities and obligations in receiving a permit. We also recommend that you contact building management prior to commencement for guidelines and to seek Board approval for your intended alterations.

Please strongly consider the following before proceeding:

- a. Construction in units is to be completed between 8am to 5pm Monday through Saturday, and not to take place on balconies or common area space.
- b. Please seek advice before moving plumbing or electrical fixtures from one location to another.
- c. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builder's grade".
- d. Unapproved renovations may be subject to removal.
- e. Disposal of renovation materials in the City garbage area may result in a chargeback.

Insurance:

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 tenant's policy.

Home based business:

Please make your request in writing to the Building Management for approval by the Board. Approval will not be given to business which requires public attendance on the property.

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Paisley Canvas **Contact Information Update Form**

How would you like to receive your Condominium Correspondence?

EMAIL ONLY

☐☐

MAIL ONLY

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

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

OWNER INFORMATION

Owner Name: _____

Property Address: _____

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

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

E-mail: _____

Emergency Contact/Agent: _____

Emergency contact primary phone: _____ Secondary phone: _____

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

Name(s): _____

Daytime phone: _____ Evening phone: _____

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

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

Car #1.

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

Car #2.

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

Signature: _____

Date: _____

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

Once completed, please sign and return the form to admin3@ayreoxford.com, or via fax, regular mail, or drop it off to our office

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Paisley Canvas Townhomes Betterments/Improvements Insurance Coverage Form

Did you know that your Bylaws state the Corporation must insure to replacement value any Improvements installed in your suite by the Developer? This means that, in the event of a fire or water escape incident, the Condominium Corporation is obligated to replace your interior finishes if the repair needed is above the deductible.

Your cooperation is essential in ensuring that the Corporation may correctly insure your unit to full replacement value. By not completing this form, you accept responsibility for any gaps in the Corporation's information, and coverage may not extend to the following betterments installed in your unit.

Please circle all that apply:

The flooring at time of purchase included:

Hardwood Laminate Carpet Linoleum Tile

The countertops installed at the time of my purchase were:

Laminate Granite Other: _____

I have a balcony installed by the developer (Yes/No)

I have a tile kitchen backsplash installed by the developer (Yes/No)

Per unit owner(s) of Unit # _____

_____ Signature	_____ Print Name	_____ Date
--------------------	---------------------	---------------

_____ Signature	_____ Print Name	_____ Date
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Witness:

_____ Signature	_____ Print Name	_____ Date
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Please submit this form to the Board through the Ayre & Oxford office to ensure the proper coverage of betterments and improvements installed in your unit **by the Developer at your time of purchase.**

Note: Please keep a copy of the above for your records, and consult your bylaws to determine the scope of coverage required under your own unit owner insurance policy.

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Paisley Canvas Townhomes 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.

Notice of Move in and move out must be notified in advance, at which time an elevator key will be provided if applicable to assist with the move.

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

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**Paisley Canvas Townhomes
Tenants' Receipt of Bylaws Confirmation**

TO BE COMPLETED BY THE TENANT(S)

To: Board of Directors: Paisley Canvas Townhomes Condominiums

Unit # _____

Address: _____

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

I / We _____
have received a copy of the Corporation bylaws, for review.

I / We _____
agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

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Paisley Canvas Townhomes

Unit Owner's Cease to Rent Notification

TO BE COMPLETED BY THE UNIT OWNER(S)

To: Board of Directors: Paisley Canvas Townhomes Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

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Paisley Canvas Townhomes 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.

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.

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

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

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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: Paisley Canvas Condominiums

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)

**BOARD OF DIRECTORS
CONDOMINIUM CORPORATION 162 2832
ADJUSTMENTS TO COMMON AREA DECISION**

This notice will confirm the Board of Directors decision to approve your request to adjust the common area as follows:

INSTALLATION OF **CENTRAL AIR CONDITIONING**,
ON LEGAL UNIT _____, CONDOMINIUM CORP 162 2832 EDMONTON, ALBERTA.

Specifications as Follows:

That installation of air conditioning is allowed insofar as they are Goodman GSX14-0241L (or equivalent) with a rated current of 10.3A air conditioner, and are low noise. Condensing unit to be located in the fenced yard and professionally installed at no cost to the Condominium Corporation and that unit owners sign the waiver.

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

1. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
2. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
3. Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
4. Although this area is no longer considered common area it must be maintained as to all other common areas of this project.
5. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board Manager will result in this request being denied.
6. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
7. All building permits are responsibility of home owner not the condominium board.

If you agree with all of the above conditions, please sign and return one copy of this form to The Paisley Canvas Board of Directors Condo Corp. 162 2832 c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

Address

City, Province

Postal Code

Signature of Home Owner

Name (printed)

Date

Signature of Property Manager

Name (printed)

Date

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Paisley Canvas Townhomes **Unit Alteration/Renovation Application ~ Alteration Notice**

Date of Application: _____

NAME:_____

ADDRESS:_____

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

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

City of Edmonton Permit Required: **YES** **NO** (If yes, enclose copy for file)

Material(s) to be used in construction:

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

Color(s): NOTE: If enhancement is exterior, it must coordinate to existing exteriors

Dimensions, Specifications:

(attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required.)

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

Estimated start to completion dates of project(s):_____

NOTE: owner(s) accepts responsibility for timely completion of construction project

Units that may be affected and/or impacted by construction: _____

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Paisley Canvas Townhomes 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)

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Paisley Canvas Townhomes 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) _____

- | |
|--|
| <p>1. New Pre Authorized Plan for Ayre & Oxford Inc.? YES NO</p> <p>2. Bank Information Change (If Applicable)? YES NO</p> |
|--|

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and:

Ayre & Oxford Inc.
#203, 13455 – 114 Avenue
Edmonton, Alberta T5J 3M1 Telephone: (780) 448-4984

To transfer monies in the amount of the monthly condominium fees from my account at the following location: (Please note outstanding balances CAN NOT be paid thru pre-authorized and must be paid by either cheque/money order or CondoCafe).

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 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 24th of
the month before the commencement date.)

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

Please send completed form and banking information to receivables@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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Paisley Canvas - SUMP PUMP MAINTENANCE

Each end unit has a sump pump installed, which owners are made aware of at the time of purchase. With this comes some responsibility.

Each unit owner is responsible to ensure the installed sump pump is operational at all times. Should the sump pump remain inoperable for a period of time, damages can result in repair costs, along with restoration costs in the event of flooding, which can be excessive.

Should damages occur, the repair costs will be levied against the unit owner responsible. Contact Ayre & Oxford Inc. with any issues or concerns immediately.

In addition, Brookfield Homes may void structural warranty terms, should resulting foundation issues be uncovered.

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 its smooth operation.
- Fill the sump pit with water to make sure the pump is working properly.
- Clean the air hole in the discharge line.
- **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's 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.
- **Make sure the pump is plugged in to a working ground fault circuit interrupter (GFCI) outlet and the cord is in good shape. In damp areas, GFCI -breakers may trip, effectively shutting off the sump pump. Check in on your sump pump periodically so you can reset the GFCI if necessary.**

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- **Ensure the pump itself is standing upright. Vibrations during operation can cause it to fall or tilt onto one side. This can jam the float arm so it can't activate the pump.**
- **Periodically pour a bucket of water into the pit to make sure the pump starts automatically and the water drains quickly once the pump is on. If the pump doesn't start, have it serviced.**
- **Physically remove a submersible pump from the pit and clean the grate on the bottom. The sucking action of the pump can pull small stones into the grate, blocking the inlet or damaging the pump over time.**
- **Ensure the outlet pipes are tightly joined together and draining out at least 20 feet (6 meters) away from your foundation.**

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.

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January 14, 2020

Re: Security Surveillance Camera Policy; Paisley Canvas 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 Paisley Canvas 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 whatsoever.

As outlined in the Paisley Canvas 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 window or door or 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 and 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 of Directors holds the rights to have the camera removed, and all costs for removal and repairs will be charged back to the owner.

The Board of Directors 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.

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. 347 or dawn@ayreoxford.com.

Yours Truly,

Ayre & Oxford Inc.

Agents on behalf of Paisley Canvas Condominiums



Christine Sheskey

Condominium Manager

Effective Date: February 10, 2020

Re: Paisley Canvas

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.

Parking and visitor registration is now easier than ever with **iStall™**, your new parking system! Enjoy the following enhanced features with iStall:

- Mobile-friendly visitor registration via any browser!
- Dramatically enhanced text registration wizard
- Registration by touch-tone phone also available

Enforcement of the Parking Rules and Regulations:

Effective Date: February 10, 2020: The strict enforcement of the parking rules and regulations will begin. United Parking Services Inc. is authorized by laws of contract to issue a Notice of Parking Violation to any vehicle, and or Tow at the owner's expense, any Vehicle in violation of the posted signs and or the Community Parking Rules. Fees for enforcement will range depending on severity of the offence.

Fines Charged:

- Vehicles tagged with a Notice of Parking Violation will be fined between **\$125.00** and **\$200.00**, if the fine is paid within 10 days the fine will be reduced.
- Any vehicle towed will be charged the going tow rate based on size and type of vehicle.
- Notices paid within 10 days will receive a reduction. Notices not paid within the 10 days will be added to an overdue account, if the amount remains unpaid for more than 30 days it can be forwarded to a debt collection agency. United Parking Services INC reserves the right to use the services of a debt collection agency who can submit large files to small claims court. Should the charge proceed to collections or court costs and interest will be added. Any vehicle found on the property with overdue unpaid Notices can also be towed.

**1-844-5-PATROL
(1-844-572-8765)**

Parking Hotline

24-7 Hotline for violations (e.g. unauthorized vehicle parked in your assigned parking stall)

This number is available to all residents to report a violation, i.e. for if a vehicle is parked in your assigned parking stall or in a fire lane etc. 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.

Visitor registrations

You can register visitors online at www.iStall.ca, or by texting or calling 587 200 0320. Each option requires the specific Location ID for your property. **The site-specific Location ID for your property is 162 and can be found on the bottom left corner of the visitor parking signs.**

Visitor are permitted to park for 12 hours and are permitted to register at total of 10 times per month, any vehicles exceeding the 10 visits per month will be considered resident and subject to a violation.

Please read and retain the enclosed “iStall Parking Registration” guide below.

NOTE: Visitor passes are for visitors’ vehicles only. **Residents are not allowed to park in visitor parking areas at any time without prior management approval.**

iStall™ Parking Registration Guide

Your Location ID:162

Visitor parking – ways to register

1. Online at www.iStall.ca

- 1) Enter your Location ID (**162**), click “Park”, and select “Visitor Parking”.
- 2) Enter the Unit Number, License Plate, and Building if required.
- 3) iStall will confirm your registration.
- 4) iStall account holders will receive an emailed copy of every visitor parking registration

2. **NEW: TEXT THE WORD ‘PARK’ TO 587 200 0320**

- 1) You will be prompted to enter this information:
 - a. Location ID (**162**)
 - b. License plate
 - c. Building (Only shown if your property has multiple apartment style buildings)
- 2) You will receive confirmation by text response, along with a template that you can copy & paste or forward back to us for future parking registrations. Just update the license plate and hit send!

3. **PHONE 587 200 0320**

- 1) You will be prompted to enter Location ID (**162**), license plate, your unit number and security pin if required.

IMPORTANT: It is your responsibility to ensure your visitors are registered. Internet and Text/SMS connections occasionally fail. If one registration method is not working, please register using an alternate option as noted above. If you do not receive a registration confirmation, or if your registration is denied, your visitor is NOT authorized to park on the property.

To register a extended visitor or request more visitor passes?

You may request additional pass privileges from the board or your property manager through iStall (this requires you create an iStall account). After logging in, click the gear on the top right corner, select “My Account”, then “Request Parking”. **NOTE:** Parking requests are only reviewed by your property manager during weekday office hours.