

AYRE & OXFORD INC.

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

Grove on 25th Townhomes

Welcome to your new home at Grove on 25th Townhomes

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

Ayre & Oxford Inc

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

Becky Lillico -Condominium Manager
Ext. 310 ~ Email: becky@ayreoxford.com

Dawn Billo -Senior Condominium Administrator
Ext. 347 ~ Email: dawn@ayreoxford.com

AYRE & OXFORD INC.

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

Guidelines for the Use & Enjoyment of Common Areas

Ayre & Oxford Inc. assists the Owners with common area issues such as grass cutting, watering of the trees and lawn, snow removal, garbage removal, parking, pet issues and items pertaining to/ in accordance with the Bylaws. Ayre & Oxford Inc. ensures that all bills are paid in a timely manner and take care of the collection of the condominium fees.

All common area concerns can be directed to your Condominium Manager, Becky Lillico.

Bylaws:

Please be advised that all Owners & Tenants must be familiar with Grove on 25th 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.**

A/C Units Installation:

Central Air Conditioners are not permitted.

Move in's / outs etiquette:

- a. Please pay close attention to balconies when navigating moving trucks.
- b. 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.
- c. **No driving on the grass or moving through patios.**
- d. Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged backed to the unit owner.
- e. Do not dispose of any furniture or large items in the garbage room besides domestic garbage.

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.

Noise & disturbance:

Daily living and its associated noises are expected and suggested to remain from 8am to 9pm. Outside of this timeframe should be quiet hours, so parties or activities beyond 9pm should be conducted with due respect to your neighbors.

Owners with complaints regarding noise in a unit after hours are asked to notify the police as indicated above, then provide the incident number to your Property Manager with accompanying details at your earliest opportunity for record keeping or follow-up.

Visitor Parking:

Visitor parking will be monitored by United Parking starting July 22, 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 12 hours per visit and 6 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: 150

Speed limits:

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

AYRE & OXFORD INC.

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

Yards / landscaping:

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

- The bylaws for Grove on 25th specify that no toys, chairs or furniture are to be kept on lawns.
- 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.
- If you have a pet, please be responsible and practice immediate clean up in your yard and other common areas.
- 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.)

Balconies:

Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. is 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 also appreciated. If it gets noisy, kindly take the party inside and close the sliding door. Loud noise after 9:00 pm is frowned upon. **Satellite Dishes** are not allowed on balconies.

Garbage...garbage:

There are garbage garages located every few buildings along the central laneway. Please keep the garbage area clean, and do not dispose furniture or mattresses in the dumpster area. The city will not remove these types of items. The cost of removal is paid through condominium fees and will be charged back to your unit if found dumping large household items.

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 City of Edmonton, and ends up being strewn across the property. If the Corporation has 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 disposing of milk jugs, please ensure they are crushed to allow more space.

Pets:

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.

- an Owner may keep or allow one (1) pet with no height or weight restriction: or
- two (2) pets, with no weight restriction but a combined height restriction of forty (40) inches from the ground to the shoulder.

Guidelines within your Unit & Exclusive Use Areas

1. 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.

2. 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.

3. 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

AYRE & OXFORD INC.

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

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.

4. 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.

5. Insurance:

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real common property and Directors and Officers Liability. Only common property and improvements installed by the Developer will be covered under your Condominium insurance coverage. **Please complete the attached Improvement Installation Checklist for the Corporation to properly insure these improvements, as the Developer is not responsible to provide this information.**

Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for their reference in ensuring your coverage is relevant to areas of your responsibility.

It is strongly suggested that all owners have proper insurance. A copy of the insurance documents should be presented to the management company for their records.

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

- Insurance coverage on your personal property or contents coverage
- Insurance coverage for personal liability
- Sewer Back up
- Contingent insurance
- Insurance on Betterments, or improvements
- Loss assessment (coverage for the Corporations deductible should this be assessed back to the unit responsible.)
- If the unit is rented to tenants, the owner should carry a condo package that also covers tenant liability, the tenant must carry a tenant's policy.

To protect yourself in 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.

6. 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 in the building.

AYRE & OXFORD INC.

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

7. 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.

8. For sale / rent signage:

Signs cannot be placed on the common property or surrounding grounds of Grove on 25th Townhomes. A Realty Tree is available, so sale signage can be coordinated accordingly with the signage company.

9. Sump pumps

Each end unit has a sump pump installed. With this equipment comes some responsibility, as its continued operation will affect all other units. Costs associated to its operation are metered separately for its electrical intake. The main benefit of having a sump pump in your home is that it alleviates the worry of accidental water damage.

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 as a result of unit owner negligence- the repair costs will be levied against the unit owner responsible. In addition, Brookfield Homes may void structural warranty terms should any resulting foundation issues be uncovered.

Please take this opportunity to review some tips for care of the sump pump:

- **Ensure the 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.
- **Replace the battery** on the back-up sump pump every second or third year.
- **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.
- **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.

AYRE & OXFORD INC.

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

10. 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

Thinking of selling?

It happens – everyone's needs change over time. Note though that when you are selling the real estate agent you work with or potential buyers are usually interested in some key documents:

- Condo Bylaws
- Previous AGM minutes
- Insurance Certificate for building
- End of year financials
- Reserve Study

All these documents have been provided to owners in the past. By law you only have to make these available for VIEWING (by appointment at Ayre & Oxford) 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

Grove on 25th Contact Information Sheet

Betterments and Improvements Form

Notice of Intention to Lease Form

Notice of Tenants' Receipt of Bylaws

Notice to Cease Rental Form

Pet Policy

Pet Registration Form

Unit Alteration Form

Electronic Funds Transfer Form (Automatic Condo Fee Withdrawal)

Sump Pump Information

AYRE & OXFORD INC.

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

***Grove on 25th* 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 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®)

Grove on 25th 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
--------------------	---------------------	---------------

Witness:

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

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.

AYRE & OXFORD INC.

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

Grove on 25th 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

AYRE & OXFORD INC.

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

Grove on 25th Townhomes Tenants' Receipt of Bylaws Confirmation

TO BE COMPLETED BY THE TENANT(S)

To: Board of Directors: Grove on 25th Townhomes Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at Grove on 25th 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: _____

AYRE & OXFORD INC.

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

**Grove on 25th Townhomes
Unit Owner's Cease to Rent Notification**

TO BE COMPLETED BY THE UNIT OWNER(S)

To: Board of Directors: Grove on 25th Townhomes Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

AYRE & OXFORD INC.

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

Grove on 25th 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. **In the event the animal is under the age of a (1) year, tentative approval may be given and a new application must be submitted to the Board at (1) year of age to confirm height & weight are within the By-laws.**

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 no height or weight restrictions, or two dogs or two cats no weight restriction and combined height of 40 inches from the ground to the shoulder.**

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

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.
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 _____, 20____. **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 Grove on 25th 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)

AYRE & OXFORD INC.

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

Grove on 25th Townhomes Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____

NAME: _____

ADDRESS: _____

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

DESCRIPTION OF PROJECT(S) – Exterior: (Landscaping, Door bell, Flooring, Screen door, 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: _____

AYRE & OXFORD INC.

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

Grove on 25th 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)

AYRE & OXFORD INC.

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

Grove on 25th 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) _____

CIRCLE YES or NO

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

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: (Please note outstanding balances CAN NOT be paid thru Pre-authorized and must be paid by either cheque/money order or Condo Café)

Financial Institution Name _____

Address: _____

City: _____ Province: _____ PostalCode: _____

Telephone No.: _____

I authorize Ayre & Oxford Inc. and ATB to use the services of any member or affiliate of the Canadian Payments Association (CPA) in carrying out this authorization. I agree to be bound by the standards, rules and practices of the CPA as they may exist from time to time. I agree to give written notice of cancellation of this authorization to Ayre & Oxford Inc. and to be bound by this authorization until Ayre & Oxford Inc. has had reasonable time to act on the notice. Ayre & Oxford Inc. and/or ATB may terminate this authorization by providing me with ten (ten) days notice. I undertake to inform Ayre & Oxford Inc. within ten (10) days of any changes to branch, account and institution number while this authorization is in effect.

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 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.)**

Please send completed form and banking information to 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®)

Grove on 25th - 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.

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.
- Replace the battery on the back-up sump pump every second or third year
- **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.**
- **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.**

AYRE & OXFORD INC.

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

- **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.

AYRE & OXFORD INC.

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

June 29, 2018

RE: Central Air Conditioner Policy-Grove on 25th Condominiums

Dear Owner(s),

It has been brought to the attention of the Board of Directors that the electrical panels which service power to the complex do not have the capacity to allow for a central air conditioner in each unit. The information reported by an electrical engineer was reviewed and discussed at the June 11, 2018 Board Meeting.

Through careful deliberation and in effort to prevent problems that may arise in the future, the Board has decided not to approve central air conditioning units within the complex. Any unit that has installed a central air conditioner without the approval of the Board of Directors or from the developer Brookfield, must remove the unit by August 31, 2018 at the owner's expense.

The Board would like to remind owners that there are interior air conditioners that can be installed within your unit. The interior air conditioning units do not hang out of the window, they ventilate through the window and are portable so you can bring it into any room within your unit.

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

Please be advised if an air conditioner is installed after this date, the Board holds the rights to have the owner remove it at their cost.

Should you have any questions pertaining to the above information, please do not hesitate in contacting our office at 780-448-4984 ext. 347 or dawn@ayreoxford.com.

Yours truly,

Ayre & Oxford Inc.

Agents on behalf of Grove on 25th Condominiums



Becky Lillico

Property Manager, ARM®
Associate

AYRE & OXFORD INC.

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

January 14, 2019

**Re: Security Surveillance Camera Policy;
Grove on 25th 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 Grove on 25th 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 Grove on 25th 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. 347 or dawn@ayreoxford.com.

Yours Truly,

Ayre & Oxford Inc.

Agents on behalf of Grove on 25th Condominiums



Becky Lillico

Property Manager, ARM®
Associate

Effective Date: October 1, 2018

Re: Grove on 25th

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: October 1, 2018: The strict enforcement of the parking rules and regulations will begin. United Parking Services Inc. is authorized by laws of contract to issue Citations, 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 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 any vehicle found on the property with overdue unpaid citation/tickets.

**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 1-844-332-2212. Each option requires the specific Location ID for your property. **The site-specific Location ID for your property is 150 and can be found on the bottom left corner of the visitor parking signs.**

Visitor are permitted to park for 12 hours and register 6 times a month are permitted, any vehicles exceeding the 6 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:150

Visitor parking – ways to register

1. Online at www.iStall.ca

- 1) Enter your Location ID (**150**), 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 1-844-332-2212**

- 1) You will be prompted to enter this information:
 - a. Location ID (**150**)
 - 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 1-844-332-2212**

- 1) You will be prompted to enter Location ID (**150**), 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 for an extended visitor:

You may request an extension 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.