



Westridge

Welcome ***To Your New Home at Westridge***

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

Please keep this package handy for contact and information purposes.

Ayre & Oxford Inc. Property Management
Contact Information :

Suite 203, 13455 -114 Avenue NW
Edmonton AB, T5M 2E2
Ph: 780.448.4984 ~ Fax: 780.448-7297

CONDOMINIUM/PROPERTY MANAGER:
Amanda Edwards
E-mail aedwards@ayreoxford.com
780-448-4984 ext. 349

ADMINISTRATIVE ASSISTANT:
Trish Reilly
E-mail admin5@ayreoxford.com
780-448-4984 ext. 340

MAINTENANCE STAFF:
Norbert George

AFTER HOURS EMERGENCIES
780-499-8424

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1. **Moving In** – There is a \$150.00 move in fee.
 - Moving in times are between 9:00 AM to 8:00 PM. No after hours moving in or out. This cuts down on undue noise in the evenings as there are residents that have young children and those that retire early as they need to get up early.
 - Absolutely no moving in or out from the parkade level.
 - Do not leave doors propped open and unattended.
 - No driving on the grass or moving through patios.
 - Any damages incurred will be the responsibility of the unit owner.

Moving Out – There is no charge upon moving out.

2. **Booking the Elevator** – To book elevator for moving in or out please contact Trish Reilly 780-448-4984 ext 340 or email admin5@ayreoxford.com. ****Please book elevator at least 3 business days in advance****. The elevator will be locked down for main floor and the floor you are moving to or from. Elevator pads are provided to protect the walls from any damage that might occur. Please use caution when moving your items, so as not to damage the hallway walls.

Elevators held open without a key cause major repair issues, therefore if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00.**

3. **Parkade** - Entering and exiting the parkade is by FOB. As the locations for the controls to enter the parkade are on the left, all persons entering or exiting the parkade must stay to the left. We realize that this is backwards to normal entry, but this will avoid any potential accidents. You should use your fob, drive in or out when the door opens, stop and wait for the door to shut before proceeding. This is to prevent persons from entering and exiting the parkade who do not belong there. These measures were put in place as a result of vehicle break-ins over the last few years. Do not allow anyone to piggy back in or out behind you. That was the way the criminal element was getting in. It is only a few extra minutes of your time but goes a long way to the safety of yourself and others. Failing to stop on entering and exiting the parkade will result in a \$50.00 fine. There is no parking allowed in front of the doors to the elevators. Persons with parking stalls opposite this area have too hard of a time getting in and out of their parking stalls. For insurance purposes, no one is allowed to store gasoline cans, batteries, or any other corrosive, explosive or combustible substances in the parkade. We will permit the 4 tires for your vehicle, as long as they are stored neatly. Bicycles and motorcycles are allowed.
4. **Visitor Parking** – There is a 12 hour parking limit in effect for visitor parking. This area is for Visitors not residents. Vehicles parked in violation will be tagged and towed.
5. **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 is 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 11:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents please keep it down. Not allowed are Charcoal BBQs or smokers.
6. **BBQ's** – Propane BBQ's are allowed. The propane must be carried up the stairs and not by elevator - this is for insurance purposes. The BBQ should be kept away from the siding as it could melt. Any damage to the outside of the building from BBQ's is the responsibility of the owners or residents of the suite.

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7. **Garbage Cans** – Garbage cans are located by the carwash, by the elevator in the parkade and in the lobby. It is common courtesy to not put any food waste in these as they tend to give off unpleasant smells. Keep in mind that they do not get emptied every day. Take the extra few minutes and place any household garbage into the outdoor bins provided (PLEASE NOT BESIDE THE BINS)
Don't put recycling or large items into the dumpster. Take these to the proper Eco or recycling stations in the city. Visit edmonton.ca to find a station best suited for you.
8. **Outdoor Bins** – The garbage bins are emptied at regular intervals. These bins are not for large household items. Mattresses, furniture, computers, old TV's etc must not be put in them or beside them. They do not get picked up. It costs the condo board an additional \$75.00 per item to have them removed. Anyone caught putting any of these items there will be charged the additional cost to have them removed.
9. **Building entry**
 - **Main entry door**-The exterior main door to the building locks at 10:00 PM at night. Guest arriving after this time must be made aware of this. They should let the person they are visiting know that they are coming and at what time, so that the person can come down to the lobby and let them in. No access to the paging system is available from the outside. This is a building security measure. Please do not allow anyone to follow in behind you when entering the building - if you don't know them do not let them in. Also, please advise your guests not to let anyone in behind them. Access during normal daytime hours for guests, requires them to buzz you to be let in. The buzzer number is the same as your mail box number. Do not give this out randomly, the number is not posted. These measures are put in place to provide a safer environment for everyone.
 - **Intercom programming**- Please email the intercom form to admin5@ayreoxford.com to make any intercom phone number or name listing changes. Please allow 7 days for intercom requests to be completed
 - **Fob programming**-In the event of a lost or stolen entry fob, please contact Trish Reilly at 780-448-4984 ext 340 or admin5@ayreoxford.com with the fob number which is located on the back of the fob.
10. **Heating** – In the winter please make sure your heat is on. Do not leave any windows or patio doors open when you are not around. If you do need to open a window, please monitor it closely 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. Remember - Our temperature can change quickly from warm to cold.
11. **Sprinkler Systems** – All suites have sprinkler heads in them. They are also outside on the balcony. Each room has at least one in them with larger rooms having more. They are also located inside the closets and linen closet. Please familiarize where they are so that they can be kept free from objects around them. A burst sprinkler head can cause a lot of damage not only to your suite but to other suites and common areas. If the sprinkler head breaks as a result of negligence on the part of the occupant than they are responsible for the damage. A little common sense goes a long way for prevention. **Any painted sprinkler heads all costs in replacement will be charged back to the unit owner**
12. **Insurance** – It is mandatory that all owners and tenants if renting have proper condo insurance. A copy of the insurance documents must be presented to the management company Ayre & Oxford Inc. for their records. If you have any questions regarding this, please call 780-448-4984.

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The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real property in the condominium complex. This policy does not cover the individual unit owner in two important areas:

- Insurance coverage on your personal belongings and Insurance coverage for personal liability
- Insurance on betterments, or improvements
- Coverage for the Corporation's Insurance Deductible \$25,000.00

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

13. **Windows** – window hung air conditioning units are not allowed. In order to keep the exterior of the building as cohesive as possible, no aluminum foil, or flags etc are permitted as window dressing. Original blinds should be used at all times. You can put up dressing on the inside of the vertical blinds but it cannot be visible from outside.
14. **Satellite Dishes** are not allowed on balconies. The building has a built in satellite connection in each suite.
15. **Pets** – Pets **are not** permitted. Pets that are here have been grandfathered in as they were here before the Condo Board was formed. NO NEW PETS ARE ALLOWED. When old pets pass away they cannot be replaced. This is strictly adhered to and fines are \$150 per day for each day that the pet remains on the property.
16. Newsletters are put out seasonally, so please read them as they can provide important information that affects everyone. Any upcoming meetings or events will be in the newsletter.
17. **Rental Units**-Specific Rules and regulations apply as follows:

Appendix

#1. Rental Policies / Regulation Westridge Condo Corporation #052 5512

1. Application for rental units will be made by owners using the format of the Notice of Intention and Application to Rent form provided by the Board of Directors. Applications will not be processed without all of the required information.
2. **A deposit will be required in the amount of \$1000 or one months rent which is ever greater** and is to accompany the Notice of Intention to Rent form. Deposits are kept in a separate trust account for duration of the unit being rented. To request a deposit refund, fill out the Cease to rent form.
3. Provide a move in / out fee in the amount of \$150.00.
4. Provide a copy of the Owner and tenant's insurance certificate confirming third party liability coverage.
5. Move in and out procedures are strictly enforced.
6. Tenants/Lessees will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of **Westridge Condo Corporation #052 5512**.
7. Ensure contact information is kept up to date for Owner and occupants.
8. Corporations Bylaws Part 27. 1 (f) of your Corporation Bylaws apply:

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Notify the Corporation forthwith of:

- (i) Any change in ownership or occupation of the Apartment Home,
- (ii) Any intention to rent the Apartment Home, or
- (iii) Any encumbrances registered against the Apartment Home;

9. Section 53 of the Condominium Property Act applies:

- (1)** An owner of a unit shall not rent the owner's unit until the owner has given written notice to the corporation of the owner's intention to rent the unit, setting out
 - (a) the address at which the owner may be served with a notice given by the corporation under section 54 or an originating notice or order referred to in section 55 or 56, and
 - (b) the amount of rent to be charged for the unit.
- (2)** If an owner of a unit rents the owner's unit it is a condition of that tenancy, notwithstanding anything in the tenancy agreement, that any person in possession of that unit shall not
 - (a) cause damage to the real or personal property of the corporation or the common property, or
 - (b) contravene the bylaws.
- (3)** The corporation may require an owner who rents the owner's unit to pay to and maintain with the corporation a deposit that the corporation may use for
 - (a) the repair or replacement of the real and personal property of the corporation or of the common property, and
 - (b) the maintenance, repair or replacement of any common property that is subject to a lease granted to the owner of the unit under section 50, that is damaged, destroyed, lost or removed, as the case may be, by any person in possession of the rented unit.
- (4)** A deposit referred to in subsection (3) shall not exceed one month's rent charged for the unit.
- (5)** The owner of a unit shall give the corporation written notice of the name of the tenant renting the unit within 20 days from the commencement of the tenancy.
- (6)** Within 20 days after ceasing to rent the owner's unit, the owner shall give the corporation written notice that the owner's unit is no longer rented.
- (7)** A corporation shall, within 20 days after receiving a written notice under subsection (6),
 - (a) return the deposit to the owner,
 - (b) if the corporation has made use of the deposit for one or more of the purposes referred to under subsection (3), deliver to the owner
 - (i) a statement of account showing the amount used, and
 - (ii) the balance of the deposit not used, if any, or
 - (c) if the corporation is entitled to make use of the deposit but is unable to determine the amount of the deposit that it will use, deliver to the owner an estimated statement of account showing the amount it intends to use and, within 60 days after delivering to the owner the estimated statement of account, deliver to the owner
 - (i) a final statement of account showing the amounts used, and
 - (ii) the balance of the deposit not used, if any.

10. Notice to vacate will be sent by registered mail, three months in advance, should this be deemed necessary by the Board of Directors upon review of the rental agreement.

11. All other notices by the Corporation to give up possession will be given in compliance with Section 54 of the *Condominium Property Act*:

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- (1) The Corporation may give a tenant renting a unit notice to give up possession of that unit if any person in possession of the unit;
- (a) Causes damage, other than normal wear and tear, to the real or personal property of the Corporation or to the common property, or
 - (b) Contravenes a bylaw.
- (2) When the Corporation gives a tenant notice under subsection (1),
- (a) The tenant shall give up possession of the unit, and
 - (b) Notwithstanding the *Residential Tenancies Act* or anything contained in the tenancy agreement between the tenant and the tenant's landlord, the tenancy agreement terminates, On the last day of the month immediately following the month in which the notice is served on the tenant.
- (3) A notice given under subsection (1) shall be served on the tenant and the tenant's landlord.

Attachments:

- 1. Notice of intention to lease form
- 2. Bylaw undertaking
- 3. Notice to cease rental form
- 4. Information request form

Thinking of selling?

It happens – everyone's needs change over time. Please note 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!

Key Lockboxes may be placed on railing by the parkade
Signs may be hung on the Realty Tree to the right of the building sign.

Please help keep our premises clean and safe.

Welcome to Westridge Condominiums,

Condo Board and Ayre & Oxford Inc.

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Westridge Condominiums
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 admin5@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

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**Westridge
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:

Financial Institution Name _____

Address: _____

City: _____ Province: _____ PostalCode: _____

Telephone No.: _____

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

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 23rd of the current month.

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

Commencement Date: _____ 1, 20____ **(We must receive this form by the 24th of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

Please send completed form to receivables@ayreoxford.com

A VOID CHEQUE/BANK CONFIRMATION MUST BE ATTACHED

Westridge – Unit Alteration/Renovation Application

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: YES NO

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

Permit Required: YES_____ NO_____ (If yes, enclose copy for file)

Material(s) to be used in construction:

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

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

Dimensions, Specifications:

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

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

Estimated completion date of project(s):

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

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

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Owner(s) to complete the following section:

I/we, _____, as homeowner(s) of Unit _____, accept all responsibility for construction and associated costs including permits as well as any/all related maintenance of these projects. I/We also accept full liability for any and all damages caused as a result of the failure of any electrical, plumbing and/or structural components changed during the course of the renovation.

When these enhancements are complete, these projects will be discussed with my/our insurance agent. If applicable my/our insurance coverage will be increased to cover replacement costs associated with these items. I/We are aware and accept full responsibility for any additional insurance premiums incurred as a result of these improvements to my/our property and unit.

Dated this _____ day of _____, 20_____.

Owner's Signature

Owner's Signature

Office to complete the following section

Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20_____. _____
(Property Manager)

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**NOTICE OF INTENTION TO RENT/LEASE
Westridge Condo Corporation #052 5512**

1. We, _____ as owner(s) of Unit Number _____, intend to rent/lease the unit to:

(name(s) of proposed tenant/lessee)

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

3. My/Our mailing address for service of legal process is:

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

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

6. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 53-57 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

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

8. Attached is a cheque for the deposit (one month's rent) in the amount of \$1000.00 or one month's rent which is ever greater and \$150 move in fee if applicable Yes_____, or No_____.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

Tenants Receipt of Bylaws – Westridge

To: Board of Directors: Westridge Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease Unit #_____, please be advised of the following:

I /

We _____

have received a copy of the Corporation Bylaws and Welcome Package, for review.

I / We _____ agree to undertake the Bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

Note specific Rules and regulations apply to:

- Pets
- Rental Units
- Move in Fees
- Parkade Door Etiquette

All of the above information can be referenced in the Welcome Package.

Cease to Rent Westridge

To: Board of Directors: Westridge Condominium

Unit #: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

My/Our mailing address for future correspondence is:

Contact Number: _____

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

☐ Mail to the above noted address.

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

FOR OFFICE USE ONLY
RETURN OF RENTAL DEPOSIT CHEQUE REQUEST

PROPERTY: _____

PAYEE: _____

DATE: _____

AMOUNT: _____

APPROVED BY: _____

NOTES: _____

Intercom Update Westridge Condominium



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

The system works by using a 3 digit number assigned to your suite which has to be entered by your guest, which then activates your home telephone or your cell phone. You may allow your guest access to the building by pressing “9” on your phone pad.

To activate your Intercom we require the telephone **or** cell number ** you wish to use, along with your choice of either: your name or “Occupied” to be displayed on the intercom list.

Please fill out the following information and return it to admin5@ayreoxford.com or to the office at:

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

*****Can only be hooked up to one (1) local number.***

Unit #: _____

Owner/Tenant Name(s): _____ / _____

Display: Name or “Occupied”: _____

Phone Number: _____

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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: _____

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: _____

