



# West Park Condominiums

## Welcome to your new Home at West Park Condominiums

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 MANAGER**  
Amanda Edwards  
780-448-4984 Ext 349  
[aedwards@ayreoxford.com](mailto:aedwards@ayreoxford.com)

**ADMINISTRATIVE ASSISTANT**  
Trish Reilly  
780-448-4984 Ext 340  
[admin5@ayreoxford.com](mailto:admin5@ayreoxford.com)

**Maintenance: Wayne Obleman**  
780-974-5759

# **AYRE & OXFORD INC.**

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

## **General Building Information**

### **1. Move in's / outs etiquette:**

- a. Notice of the move has been provided to Ayre & Oxford, and reservation and padding of the elevator was arranged by contacting maintenance, or the office of Ayre & Oxford Inc. between Monday and Friday a week prior to the move.
- b. Reservations are only between the hours of 8am and 8pm in consideration of other residents.
- c. A moving fee in the amount of \$200.00 that is non-refundable and 48 business hours' notice is required to have the elevator locked off and the pads to be installed. A walk through must be done before and after the move is required. Please note this must be in the form of a cheque as on-site staff do not accept cash.
- d. Elevators held open without being locked off may 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**.
- e. Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door. Any doors left open will result in a fine.
- f. **No driving on the grass or moving through patios.**
- g. Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.
- h. Large item deliveries such as furniture and T.V's should be received through the main entrance doors.

### **2. Emergencies**

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

### **3. In-Suite Emergencies**

If you have a flood or a similarly urgent issue which requires immediate assistance, please report these incidents first to the onsite staff directly, or if more applicable, the after-hours emergency staff using the **after-hours emergency line: 780.499.8424**. **IF** the situation may impact your neighbors, management needs to know about it immediately.

### **4. Vacation or Vacant Unit**

If you are planning on going on an extended vacation, please ensure that the resident manager and/or the property manager are aware in case of emergencies. Also ensure you have a trusted person to check on your unit and mail while you are away. The resident manager and property manager should be made aware of who is checking on the unit so they may be added as an emergency contact.

If you will be away for an extended period over the winter months, please ensure the heat within the unit is set to approximately 25C to ensure the pipes due not freeze.

### **5. Charge Back Costs for Emergency Response and Repairs:**

1. If the after-hours staff attends the incident, the labor costs may be charged back to the unit owners' account. After-hours is considered 4:00pm until 8:00, weekends and holidays.
2. If emergency remediation is completed in your unit or an affected unit, you may be charged back the cost up to the Corporations insurance deductible amount.

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3. If rebuild replacement/repairs are required in an affected unit, you may be charged back the cost up to the Corporations insurance deductible.

### **6. Maintenance Personnel**

Your Condominium Corporation employs it's own maintenance personnel, ensuring that you have someone familiar with your property to address your building emergencies and complete a regular maintenance checklist.

The Condominium Corporation will always pay the staff for their time on-site, but please keep in mind that many concerns in your suite are a unit owner's responsibility, as outlined in your bylaws.

If you are unsure whether your concern is an owner issue, please ask your onsite staff or the management office directly. **All non-urgent reports should be made via email or phone to the office for record purposes.**

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

### **8. Renovations and repairs:**

- Construction in units is to be between 8:00am to 4:00pm Monday through Friday.
- If you are planning a renovation you are asked to contact building management prior to commencement for guidelines and they will provide permission. This also applies to moving plumbing or electrical fixtures from one location to another.
- Unapproved renovations are subject to removal and being fined.
- If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builder's grade".

### **9. Pets:**

Pets require approval of the Board. You will find a pet approval form included in this package. Tenants are **not** permitted to have pets. There is a \$25.00 monthly fee separate from the condominium fees for having a pet resided within the unit.

### **10. Types of Common Complaints:**

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

### **11. Board of Directors Action:**

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

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### **12. Rental Units:**

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental and provide details of the tenants. A rental deposit of (\$1000.00) or one month's rent, whichever is higher and is to accompany the notice of intention and application to rent form. You will find a rental forms attached for your reference.

### **13. Fees**

The following list includes the fees associated with the items noted.

- Fobs - \$100.00 each
- Garage Door Opener - \$100.00 each
- Keys (mailroom, garbage) - \$100.00 each
- Move-in Fee - \$200.00
- Cleanup Fee - \$50.00
- Pet Fee - \$25.00 monthly per suite.

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## **West Park 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 [admin3@ayreoxford.com](mailto:admin3@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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## **West Park Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer**

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

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Name: \_\_\_\_\_

Complete if the name the account is under is different from Condominium Owner's name

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No : \_\_\_\_\_ Email: \_\_\_\_\_

### **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: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 24<sup>th</sup> of the current month. I understand there will be a service charge of \$35.00 if any withdrawal is returned. (This service charge is subject to change without notice.)

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

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

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

**Please fill in this form and email it to [receivables@ayreoxford.com](mailto:receivables@ayreoxford.com) Thank you.**



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## **West Park Move In – Move Out Form**

Suite No: \_\_\_\_\_ Expected Move Date: \_\_\_\_\_ Please Circle: Move-In / Move-Out

Owner Name: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

I/We \_\_\_\_\_, hereby  
declare the following move in/move out etiquette are to be followed through the duration of our move.

1. Notice of the move has been provided to Ayre & Oxford, and reservation and padding of the elevator was arranged by contacting the maintenance coordinator, or the office of Ayre & Oxford Inc. between Monday and Friday.
2. Our reservation is held within the hours of 8am and 8pm in consideration of other residents/owners, and we will remain within our scheduled time period.
3. A moving fee in the amount of \$200.00 that is non-refundable is required **at move in only** to have the elevator locked off and the pads to be installed. 48 business hours' notice is required. A walk through must be done before and after the move is required. Please note this must be in the form of a cheque as onsite staff do not accept cash.
4. We acknowledge receipt of the elevator key, which is to be returned immediately upon the completion of the move: cost of \$30/key if not returned.
5. Elevators held open without a key cause major repair issues; therefore if we are found holding open the door, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that these repairs have been known to be in excess of \$500.00.
6. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the parkade overhead door. Breach of such policy will result in a fine.
7. The following areas were inspected for damages and cleared of all disrepair. Should damages be found during the walk through further to the move, it will be the responsibility of the unit owner, who may in turn charge back the tenant as per their personal agreement to incur the fees of the damages.

|                                       | Prior to Move        | Further to Move |
|---------------------------------------|----------------------|-----------------|
| a) Walls clear of makings/damages     | LI Yes LI No         | LI Yes LI No    |
| b) Flooring clean and clear of damage | LI Yes LI No         | LI Yes LI No    |
| c) Elevator clear of scratches        | LI Yes LI No         | LI Yes LI No    |
| d) Time move began                    | _____ (Key Provided) | _____           |
| e) Time move was completed            | _____ (Key Returned) | _____           |
| f) Elevator key and door wedges       | LI Yes LI No         | LI Yes LI No    |

Notes: \_\_\_\_\_

**Prior to Move:** Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the presence of the West Park Care Taker.

x \_\_\_\_\_ x \_\_\_\_\_  
Owner and/or Tenant Maintenance Coordinator

**Further to Move:** Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and submitted to the West Park Care Taker..

x \_\_\_\_\_ x \_\_\_\_\_  
Owner and/or Tenant Maintenance Coordinator

Maintenance Notes:

\_\_\_\_\_

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**Tenant Receipt of Bylaws**  
**West Park Condominiums #042 5684**

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

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

In consideration of the attached application to lease Unit # \_\_\_\_\_ at West Park Condominiums,  
please be advised of the following:

I/We, the tenant(s): \_\_\_\_\_ have received a copy of  
the Bylaws, of West Park Condominium Corporation #042 5684 for review.

I/We, the tenant(s): \_\_\_\_\_ agree to undertake the  
terms of these Bylaws.

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

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

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

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



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## **NOTICE OF INTENTION TO RENT/LEASE West Park Condominiums**

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

\_\_\_\_\_  
(name and address 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 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. 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.

6. 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.

7. 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.

8. 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.

9. Attached is a cheque for the deposit of (\$1000.00) or one month's rent, whichever is higher. Attached is a cheque for the deposit in the amount of \_\_\_\_\_.

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

SIGNATURE OF OWNER SIGNATURE OF CO-OWNER

\_\_\_\_\_

Attachments:    Rental Lease Agreement  
                      Tenant Receipt of Bylaws  
                      Tenant insurance certificate  
                      Deposit

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## **Cease to Rent WEST PARK CONDOMINIUMS**

To: Board of Directors: WEST PARK CONDOMINIUMS

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: \_\_\_\_\_

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**West Park Condominium  
Unit Alteration/Renovation Application ~ Alteration Notice**

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**DATE OF APPLICATION:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Interior Enhancement Y / N**

**DESCRIPTION OF PROJECT(S)** – Exterior: (Flooring, Sun/Screen room, 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. If renovation includes flooring, please refer to the following page and include flooring product details including IIC and STC rating.

\_\_\_\_\_  
\_\_\_\_\_

**Color(s): NOTE:**

\_\_\_\_\_

**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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## **Unit Alteration/Renovation Application ~ Alteration Materials Specifications**

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

INSTALLATION OF \_\_\_\_\_ ON  
LEGAL UNIT # \_\_\_\_\_, CONDOMINIUM CORP **042 5684** EDMONTON, ALBERTA.

### **Specifications as Follows:**

IF the installation is flooring: Please refer to the following flooring specifications.

- If the flooring being installed is an engineered floating floor, the under pad requirement must have an Impact Insulation Class (IIC) of 70 or higher and a Sound Transmission Class (STC) OF 65 or higher.
- The floor covering must “float” on the isolated underlay with no fasteners or other bridging through to the structure. For solid hardwood floors and tiles floors, this can be achieved by installing the resilient underlay below the subfloor.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.
- For the purpose of this policy: ceramic tile, marble or the like shall be considered less resilient than vinyl tile, hardwood flooring or the like which shall be considered less resilient than carpeting, carpeting and under pad, or the like.

IF the installation is electrical fixtures: they are required to meet the current standards and voltage requirements.

Exterior walling alterations: the impacts on insulation or exterior sheathing are accounted for.

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

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

- The work is to be completed during normal working hours (8:00 a.m. to 4:00 p.m. Mon to Fri), and will not be conducted on balcony space or other common areas, as applicable.
- Understand that this is considered replacement of the builders’ grade; therefore this will be considered a betterment, or improvement, **not covered by the Corporation insurance policy**. The owner’s personal insurance covers this.
- It will be the home owner’s responsibility to pay for any future damages that may occur due to the above adjustment.
- It will be the home owner’s responsibility to declare to any future purchasers their responsibility for the adjustment.
- Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
- Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
- Failure to comply with any of the above points or failure to sign and return one copy of this form to the Property Manager will result in this request being denied.
- Failure to maintain the area after construction will result in the area being returned to its original state at the home owner’s expense.
- All building permits are responsibility of home owner not the condominium board.
- You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.

If you agree with all of the above conditions, please sign and return one copy of this form to the Board of Directors of Condo Corp. 042 5684 c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

\_\_\_\_\_  
Signature of Home Owner

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Corporation

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

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## **West Park Condominium Unit Alteration/Renovation Application – Third Parties Agreement**

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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. All items to be discarded as a result of the renovations will be handled by the homeowner, and will not be discarded on-site in or by the Corporations garbage bins.

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

**ADVISORY:** Buildings constructed prior to 1990 may have used building products containing asbestos. This was very common in many products. Please exercise caution when renovating. More information about asbestos and the products containing asbestos can be obtained at: <http://environment.gov.ab.ca/info/library/7635.pdf>

### **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)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Property Manager)

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**West Park Condominium Association  
Pet Ownership Registration Form  
Condo Owners Only, No Rental Units**

I/We, \_\_\_\_\_ the registered owner(s) of suite \_\_\_\_\_ request that the following pet(s) be registered:

I/We, \_\_\_\_\_ the Owner(s) of suite \_\_\_\_\_ request that the following pet(s) be registered:

Type of animal and breed \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

Type of animal and breed \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

I/We have read the Pet Regulations and agree to abide by them.

\_\_\_\_\_  
Print Name(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

## **AYRE & OXFORD INC.**

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### **West Park Condominium Association Pet Regulations (Owners Only are Allowed to Have Pets; No Renters)**

West Park Condominium Association recognizes that pets can enhance the quality of life of their owners. It also recognizes that not all residents enjoy pets, because of allergies to pet dander, the noise factor, or fears. Ownership of pets in West Park is a privilege, not a right, and with this privilege comes responsibilities.

#### **Pet Fee**

A monthly pet fee in the amount of \$25.00 is required for all pets that reside within the building. This fee must be paid via cheque or money order as this cannot be included with the automatic withdrawal of your condominium fees.

#### **Height Restriction**

The maximum height of a full-grown four-footed pet is 15 inches (38 cm) from the top of the shoulders to the ground.

#### **Restrictions on Types and Numbers of Pets**

Snakes and ferrets are not permitted in the building. Dogs bred for killing are not permitted in the building. This includes the Presa Canarios breed. Only fully domesticated pets are permitted in the building; no wild animals are permitted in the building. A maximum of two pets per unit are permitted.

#### **Transporting Pets through Common Property**

Owners must be in control of their pets at all times. They must carry their pets when transporting them through interior common property and the pets must be on a leash or in a cage. (This is out of respect for those residents who have allergies or asthma that are aggravated by pet dander.) Pets must be on a leash at all times on common property. Carrying pets also should reduce the number of pet wetting accidents. Remember to “scoop the poop” when taking your dog outside on building property.

#### **Guest Pets**

No guest pets are allowed in West Park.

#### **Pet Registry (Applicable Only to Live-in Condo Owners, No Rental Units)**

The West Park Condominium Association needs to know which pets are in the building. Therefore, all pets must be registered with the Association. A registration form is included with these regulations. Please register your pet(s) by completing this form. This pet registry will be placed in the Fire box.

#### **Violations**

If there are violations against the rules regarding pet ownership, the current by-laws and rules and regulations presently in place would be applied. Owners whose pets' soil a carpet will be responsible for paying the cost of cleaning or replacement of the carpet.



**WESTPARK CONDOMINIUM BEDBUG POLICY**

1. Westpark Condominium follows the Alberta Health Services legislation to eliminate Pests (Bed-bugs) from the building at the earliest date possible.
2. a) Pest (Bed-bug) problems in the Westpark Condominium complex are the sole responsibility of the West Park Condominium Board who shall:
  - ii) contact licensed and experienced pest control specialists (exterminators) and obtain assessments and recommendations for the removal and/or control of the pest (Bed-Bugs),
  - iii) contract the approved specialist to implement immediate control measures as approved by the Board,
  - iv) immediately inform the occupants of all affected units of the Board's decision and the action that each occupant is to take to prepare for the arrival of the exterminators.

b) The decision of the Westpark Condominium Board for pest (Bed-bug) assessment, control and the exterminator is final and binding on the owner and the occupant.
3. The tenant must allow access into their dwelling unit for assessment and treatment of pest (Bed-Bug) infestations, (Sections (V)(16)(a)(iii) and (V)(17) of the Minimum Housing and Health Standards) pursuant to the Housing Regulation and Public Health Act. The Residential Tenancy Act further states that "it is the occupants' responsibility to allow access to ensure the dwelling Unit is ready for pesticide application or pest control treatment" (All costs incurred by failure or delay in allowing access to the residence, or by impeding the exterminator causing delays in exterminating the Pest [Bed-bugs] will be borne by the owner of the residence).
4. The tenant must prepare their housing premises for pest control. Failure to prepare the unit for treatment is in contravention of Section 5(2) of the Housing Regulations. (Owners will be assessed the costs incurred if the residence is not prepared as directed by the contractor, and/or the Condominium Board.)
5. Where treatment has been approved residents must follow the contractor's instructions, preparation guide and time frame. Residents are not to remove any furniture until all treatments are completed or the furniture has been properly wrapped with plastic wrap prior to removal. (This will prevent the spread of the bugs to the rest of the building.)
6. Owners/residents shall not authorize others or attempt to treat any infestation with any chemicals or heat-treatments such actions will be in violation of Section 36 of the Alberta Environmental Protection and Enhancement Act. (Heat and insecticides only cause bed-bugs to spread and do not eradicate them.)
7. Persons, who for whatever reason, choose to independently engage the services of contractors to assess pest (Bed-bug) infestations, do so at their own peril and are responsible for all costs resulting from such actions including but not limited to adjoining units where infestations have spread to as a result of this unauthorized action.

Passed by the Board of Directors  
February 24, 2016

# **AYRE & OXFORD INC.**

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

## **PROPERTY RESIDENT COMPLAINT FORM**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1<sup>ST</sup> COMPLAINT

2<sup>ND</sup> COMPLAINT

3<sup>RD</sup> COMPLAINT

4<sup>TH</sup> COMPLAINT

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **West Park Visitor Parking Rules**

The following Notice was delivered to each unit on December 11, 2021:

To all Owners and Tenants,

The parking in the front of the building is specifically designated for Visitors Only. Owners and Tenants who continually choose to park there, vs on the street will be provided with 2 warnings, followed by the fining schedule seen below, as well as potentially towed at the owners' expense.

If you require an outdoor designated parking stall, please reach out to Wayne Obleman.

His contact information is posted at the elevators on all floors.  
The process is as follows:

1. Two warning letters;
2. Fines: 1<sup>st</sup> \$100.00;
3. Fines: 2<sup>nd</sup> \$250.00;
4. Fines: 3<sup>rd</sup> \$500.00.

Thank you for your cooperation,

The West Park Board