



Meadowlark Village Welcome Package

Welcome to Meadowlark Village Condominiums.

As a new owner, you will find some important information in this package concerning Property Management contacts, move in policies, rental information and pet registration. This document is not meant to replace your bylaws. Please also ensure you have read and understand your Corporation Bylaws.

Property Management Ayre & Oxford Contact Information

Rose Evans – Broker, Managing Partner
E-mail roseevans@ayreoxford.com

Amanda Edwards – Condominium/Property Manager
E-mail aedwards@ayreoxford.com

Administrative Assistant
E-mail: admin5@ayreoxford.com

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

After Hours Emergency: 780-499-8424

On site Project Manager
Vlado Radosavljevic 780-481-3936
E-mail: mvillage@telus.net

General Building information

Move in's / Outs Etiquette:

- a. Book the elevator in advance by contacting the Meadowlark Village office at 780-481-3936. You will need to sign out a key for the elevator during office hours.
- b. If the Key is not returned, there will be a \$50.00 charge.
- c. Bookings are only between the hours of 9:00 am & 8:00 pm in consideration of other residents.
- d. Elevators held open without a key causes 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.
- f. All Residents moving into the towers are to use the laundry room door for all move in and move out.
- 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. Intercom programming/changes. Please contact the onsite office at: 780-481-3936
- i. Breaker boxes are on the even floors with the exception of the main floor units/ those are in the boiler room and all contractors should be instructed to commence work involving breakers during office hours.

Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc. within 21 days of the Rental.

Rental Policies/Regulations of Meadowlark Village:

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 and documents.
2. **A deposit will be required in the amount of \$850.00 for long term rental and short term rentals** and is to accompany the notice of intention and application to rent form.
3. Tenants/Lessees' will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies.
4. 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.
5. All other notices by the Corporation to give up possession will be given in compliance with section 54 of the Condominium Property Act:

54.
(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 landlords, 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 give under subsection (1) shall be served on the tenant and the tenant's landlord.

Pet Policy:

In accordance with The Owners: Condominium Plan No. 882 2712 Bylaw 57, **approval for all pets is required.** Please complete one application for each pet 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: maximum weight allowed 14 kilograms (30 lbs), and 15 inches at the shoulder.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Parking:

All Units are assigned **one** parking stall. **No Units** come with 2 stalls. Second stalls are available for rent for a cost of \$30/month. Rental agreements must be made between Unit Owners and the Corporation. Tenants are not allowed to rent stalls directly. Payment for secondary stalls must be made separately and cannot be applied to Electronic Funds Transfers. You may find a Parking Stall Rental form near the end of this package.

Payment

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking, etc. can be paid by cheque made out to:

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

Please note that any payment that is returned is subject to a \$35.00 NSF processing charge, as well as any interest charges as set out in the Corporation Bylaws.

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 for their records. 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

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.

In suite care and maintenance:

For the prevention of potential freeze ups, please take precautionary measures for winter months;

1. Check to ensure your heat is working daily.
2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. To prevent frost, build up on your windows
 - Ensure your heat can fully circulate through the suite.
 - Open blinds or heavy curtains to allow air flow.
 - Move furniture away from windows and patio doors.
 - Ensure the humidity levels in your suite are not too high.
 - If you are still having ice build up, install a plastic winter kit to your windows.
4. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
5. Please contact the project manager if the heat in your unit is not working.
6. Washer/dryer (including portable ones) are not allowed. We allow portables one with no permanent attachment to the Corporations pipes. The screw on/off is permitted.
7. If you notice something wrong please notify the Meadowlark Office at 780-481-3936.
8. Ensure common area doors close properly when entering/exiting the building as broken pipes, and/or heat loss costs everyone.
9. If you have not already provided Ayre & Oxford Inc. with your contact information, or if you need it updated, please do so immediately. Having an updated list can save money, in the case of an emergency. If we cannot reach you, or the occupant we will contact a lock smith to provide entry.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

10. Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit owner responsible.
11. Renovations: Renovations such as flooring upgrades require approval from the Board of Directors in advance. If you are planning a renovation contact Ayre & Oxford Inc. You should also contact your insurance broker to ensure that the upgrade is covered as a betterment or improvement.
12. Grocery carts should be returned once you are finished using them, so that other owners may access them.

Noise and disturbance:

Condominium living can be a new experience for some Owners and Occupants. Please note, some noise transference can and will occur. We ask that care is taken to ensure this is taken into consideration.

For your reference, we would like to take this opportunity to remind owners and occupants of the current procedure in place for notification of noise complaints, should you experience noise causing you discomfort please follow the steps below.

- Notify the Property Management of the complaint in writing, noting as much detail as possible, including dates, times & type of noise.
- Report to the afterhours answering services at 780-481-3936
- If the complaint is for noise after 10 pm, or of extreme nature, in addition to reporting the occurrence to the Property Management Company, report it to the police during the occurrence. Police reports can be used to substantiate complaints should further action be required to rectify the issue and can also result in additional City Bylaw fines.

Type of common complaints:

- Late night/ early morning exterior noise, which carries from balconies
- Music & Loud bass
- Dogs Barking
- Parties indoors with windows open during late nights
- Banging/ thumping late at night

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 Fund 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 Inc.) 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!

Garbage...Garbage:

We strongly encourage everyone to recycle and please be reminded:

- ❌ Please DON'T put your garbage beside the dumpster – it won't get picked up by the garbage folks and ends up being strewn across the property. If we have to hire someone to clean up garbage left outside the bin or in the building that cost gets passed on.
- ❌ The garbage chutes are meant for small bags, large items can get stuck and breakable items can cause serious injury to staff/contractors below. Please only use small bags ensuring the bags are secured tightly before depositing into the garbage chute. Please DON'T put large items, or glass down the garbage chute.
- ❌ Please DON'T put your garbage in the hallway, lobby mailbox area garbage, or in stairwells.

Fire:

The Condominium is constructed of fire-resistant materials. Fire resistant walls deter the spread of fire from one suite to another. However, no building is 100% fire proof. The building has a fire alarm system

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

that will alert the whole building when it is activated manually. You must know the location of and how to operate the fire alarm “pull stations.”

- The building has fire resistant stairways that are marked on all floors by EXIT signs. The stairway doors must be kept closed at all times.
- In case of emergency or fire, DO NOT PANIC. Follow all instruction and move at a steady pace. Know what you should do, and then do it. Keep calm.
- Once you have left the fire area, do not return.

Evacuating - No Assistance Required:

If you hear an alarm and are able to evacuate without assistance:

- Stop what you are doing.
- Close all windows and balcony doors.
- Before opening your suite door, lay your hand flat on the surface of the door. If it is cold, feel the door above the handle. If it is also cold, open the door slowly and check the hallway for smoke.
- If you see smoke outside the door, remain in the suite. Close, but do not lock your door. Press wet towels or cloths around the door to seal the cracks.
- Phone 911 and inform the dispatcher of your location and situation. Wait to be rescued in your unit.
- If the exterior hallway is clear of smoke and fire, close your suite door (do not lock it) and proceed to the nearest exit stairway that leads to the main floor lobby. Do not use the elevators - Elevators will not work once the fire alarm is activated.
- Feel the stairway door before you open it. If it is cool and if there is no smoke in the stairway, proceed at a steady, unhurried pace down the stairs.
- If, while descending the stairs, you find you are entering a smoke area, immediately leave the stairway and proceed down an alternate stairway. Remember to check the door for fire first.
- Leave the building. Assemble well away from the building, taking care not to block any of the entrances or impede the work of fire personnel.
- The Fire Captain may give instructions over the communication system during an alarm if further direction is required. Normally, the communication system is not used.

Evacuating - Assistance Required:

If you hear an alarm and require assistance to evacuate, it is the owners' responsibility to advise the fire department of their location.

- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- If you have a portable phone, keep it with you. Call the fire department to let them know where you are.
- If there is no fire in your area, close all doors and stay put.
- If there is smoke or fire in your area, go to another room with a window and wait.
- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- Stuff the cracks around the door and cover vents with a cloth to keep out smoke.
- Call the fire department and tell them exactly where you are.
- Wait at a window and signal for help with a flashlight or light colored cloth.

Note: Any residents that can exit should exit. It will always be safer to remove someone from a fire scene before it turns into a tragedy than after.

What to do in case of fire in your suite.

- Alert everyone in the suite.
- Call 911 and inform the operator of your location and whether you need assistance to evacuate.
- Leave your suite. Close but do not lock the door.
- Sound the fire alarm in the hallway.
- If you are able and do not need assistance, leave your floor via the stairway. Do not use an elevator.
- Walk, do not run, to the main entrance.
- Meet the fire officers at the front door, unlock the front door and inform them of the location of the fire.
- If you need assistance, proceed to and enter the stairway shaft, close the door and wait for a fire officer to come and assist you.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

General Safety Reminders:

- Avoid careless smoking. Observe No Smoking areas. There is no smoking in any of the common areas.
- Replace unsafe electrical appliances, frayed extension cords, octopus plugs, etc.
- Unplug all appliances when you are vacating your suite for a prolonged period.
- Advise Ayre & Oxford of intended lengthy absences.
- Avoid unsafe cooking practices. Be careful when deep-frying or fondue cooking

Balconies:

Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. allowed. Basically if it is an eyesore it's not allowed. We want everyone to be able to enjoy their balconies so common courtesy in respect to noise levels is appreciated. If it gets noisy take the party inside and close the sliding door. Loud noise after 9:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents please keep it down. Satellite Dishes are not allowed. Cigarette's are NOT to be thrown off of balconies. They are to be disposed of in proper waste receptacles.

Washer/ Dryer:

- Washers and dryers (including portables) are **NOT** allowed.

Town Home information:

Maintaining Your Home

Condominium ownership means that you are responsible for the space inside your walls. We all need to keep on top of maintenance and to watch major items like furnaces and hot water heaters. Neglecting these can have bad long-term consequences that affect all of us. For example, leaking valves on the hot-water tank have led to flooding. So here are a few things you can do to maintain your unit. Remember that water is the cause of most of the damage to our units, so be especially aware of leaks:

Furnace:

Your furnace should be inspected once a year. ATCO gas offers no charge "advise and adjust" inspection checks. They will check that your furnace is operating safely and efficiently, is properly vented and has the necessary air requirements.

Check http://www.atcogas.com/Safety/home_safety/HomeHeating.asp for more information. Replace your air filter every three months for peak efficiency and minimum dust. Have a professional check the humidifier on the furnace. The filter may need to be replaced and the hoses may need to be tightened.

Yards / Landscaping Snow removal:

- Owners are solely responsible to cut, maintain, weed, and water your own yard area. Owners are also responsible to water your own grass.
- 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 of your grass might reduce the problem.)
- If your grass dies for any reason, you will have 30 days to re-sod your lawn. After that the management company will re-sod the lawn at your expense.

Unit Owner Maintenance Responsibilities:

Balcony / Patio Standards:

1. Balconies must be kept free of garbage and household items except for barbeques and appropriate outdoor furniture.
2. Christmas decorations must be removed by April 1st.
3. Balconies may not be used for storage or hanging laundry.
4. Balconies must not contain anything that is unsightly, offensive, or that reduces the general attractiveness of the area.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

5. For apartments on the main floor with a railing around the patio, note: any alterations to the rail including the addition of a gate is to be approved by the Board of Directors in advance.

Front Yard Standards:

1. Yards are maintained and cut solely by the Owner/ occupant.
2. The lawn must be free of dead patches. Grass must be reseeded as necessary to maintain an attractive lawn.
3. **The shrub bed areas in the exclusive use areas are the sole responsibility of the unit owners.**
4. The maximum allowable height for shrubs is 6 ft. (six feet tall). Shrubs must NOT penetrate through the fence, obstruct the lawn, or obstruct the gate. Shrubs must be trimmed to comply with these standards.
5. Shrubs and trees must be properly pruned, watered, and fertilized. Infestations of bugs or disease must be dealt with promptly.
6. Shrub bed areas must be kept free of encroachment by grass (owner installed edging helps).
7. Weeds within the exclusive use areas must be promptly removed by the unit owners.
8. Trees and shrubs must not be removed or planted without the prior approval of the Condo Corporation. Dead trees and shrubs must be replaced by the unit owners. Requests to make changes to the shrub beds or front yards must be made in writing and submitted to the property manager. The Condo Corporation wishes to maintain landscape architectural consistency and requests will be judged according to that and other standards. Edging around the shrub beds and the addition of mulch may be completed without permission.
9. The mulch area must be maintained with mulch or some similar material.
10. Front yards must not be used for storage.
11. Outdoor furniture, barbeques, and toys must be in good condition, clean, and arranged in a tidy fashion.
12. Generally speaking, front yards must be well maintained and attractive. No garbage bags or trash containers may be kept in front yards.
13. Barbeques must be placed at least 18 inches from any walls, fences, trees, shrubs, furniture, or any other item (or farther away if necessary, to meet the manufacturers' specifications).
14. Fences may not be removed, modified or added to in any way.

Window, Patio Door, and Door Standards:

1. Only window coverings produced specifically for covering windows shall be placed on windows.
 - a. Foil, blankets, signs, sheets, flags, boards, cardboard, and window coverings containing logos, pictures, or words in any language are not allowed.
 - b. Window coverings that, at the sole discretion of the Condo Corp Board, are unsightly are not allowed.
 - c. Ornaments or objects that, at the sole discretion of the Condo Corp Board, are unsightly or offensive must not be placed where they are visible through windows or doors.
 - d. Windows may not be painted.
 - e. Windows must be kept free of damage.
2. Patio Doors: All the same standards apply to patio doors as apply to windows.
3. Doors:
 - a. Only makes and models of screen doors approved by the board may be installed on a unit.
 - b. Christmas decorations must be removed by April 1st.
 - c. New locksets must be the same color, finish, and style as the original locksets.
 - d. Doors must be kept clean and free of damage.

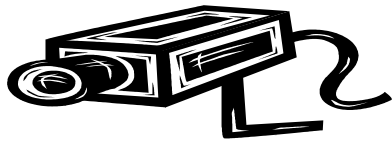
Remedies: If a unit owner fails to maintain his unit, balcony, and yard according to the above standards then the following will occur:

1. Fines will be levied by the Condo Corporation at their discretion
2. The condo corporation, at their discretion, will bring the unit up to the required standard and will charge the cost of the maintenance and repairs back to the unit owner.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)



Meadowlark Village Condominiums CCTV Policy

Introduction

Meadowlark Village Condominiums uses closed circuit television (CCTV) images to provide a safe and secure environment for staff, visitors, and customers and to protect the Condominium property. This document sets out the accepted use and management of the CCTV equipment and images.

Purpose of CCTV

Meadowlark Village Condominiums has installed CCTV systems to:

- Deter crime
- Assist in prevention and detection of crime
- Assist with the identification, apprehension and prosecution of offenders
- Monitor security of the property information and assets

Cameras

Policy

Meadowlark Village Condominiums will make every effort to position cameras so that they only cover Meadowlark Village Condominiums premises.

Camera operators will receive training and on the procedures for maintaining the privacy of information. Meadowlark Village Condominiums will clearly display signs so that staff, visitors, and customers are aware they are entering an area covered by CCTV.

Images

Policy

Images produced by the equipment must be clear as possible so that they are effective for the purpose for which they are intended.

Guidance

The following standards must be adhered to:

1. After installation, make an initial check of the equipment to ensure it works properly.
2. Ensure that images, where used, are of a good quality
3. Do not continue to use media once it becomes clear that the quality of the images has begun to deteriorate.
4. Where the location of the camera and time/date are recorded these should be accurate.
5. Site the cameras so they will capture images relevant to the purpose(s) for which the scheme has been established.
6. Assess whether it is necessary to carry out constant real-time recording, or only at certain times when suspect activity usually occurs.
7. Cameras should be properly maintained and serviced and maintenance logs kept.
8. Protect cameras from vandalism so that they are kept in working order.
9. In the event that cameras break down or are damaged, these items must be recorded and repaired immediately to retain the security.

Retention

Policy

Images and recording logs will be held in accordance with the Meadowlark Village Condominiums records.

Guidance

For digital recording systems, CCTV images held on the hard drive of a PC or server will be overwritten on a recycling basis once the drive is full, and in any event will not be held for more than 31 days. Images stored on removable media such as CD's will be erased or destroyed once the purpose of the recording is no longer relevant. All digital recordings will be labeled to maintain integrity.

Recording media no longer in use will be securely destroyed.

Access to and disclosure of images to third parties

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Access to and disclosure of, images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purpose for which they were originally collected, and in accordance with the Meadowlark Village Condominiums policy.

Access to images

Policy

Access to recorded images will be restricted to those staff authorized to view them, and will not be made more widely available.

Monitors displaying images from areas in which individuals would have an expectancy of privacy should only be seen by staff authorized to use the equipment.

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this should be documented.

Images retained for evidence should be securely stored.

Guidance

Document the following information when media are removed for viewing.

1. Date and time they were removed
2. The name of the person removing the media
3. The name(s) of the person(s) viewing the images
4. The reason for viewing the images
5. The date and time the media were returned to the system or secure storage

Disclosure of images

Policy

Disclosure to third parties will only be made in accordance with the purpose for which the system is used and will be limited to:

- Police and law enforcement agencies, where the images recorded could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies
- Relevant legal representatives
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice, criminal proceedings)
- In exception cases, to others to assist in identification of a victim, witness or perpetrator in relation to a criminal incident
- Members of staff involved with Company disciplinary processes

All requests for disclosure should be documented. If disclosure is denied, the reason should also be recorded.

Guidance

In addition to the information required in section 6.1 above, the following should be documented:

1. If the images are being removed from the CCTV system or secure storage to another area, the location to which they are being transferred
2. Any crime incident number if applicable
3. The signature of the person to whom the images have been transferred

Individuals Access Rights

Policy

All requests for access to images by individuals (when they are asking for access to images of themselves) should be made in writing to Meadowlark Village Condominiums.

Guidance

Requests for access to CCTV images must include:

- The date and time with the images were recorded
- The location of the CCTV camera
- Further information to identify the individual, if necessary

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

If the company cannot comply with the request, the reasons must be documented. The requester will be advised of these in writing, where possible.

Responsibility for CCTV systems

For systems operated by Meadowlark Village Condominiums, the overall responsibility lies with the Office personal on site.

The Office personal is tasked with day to day responsibility within the facility

Staff Training

The Office personal will ensure that staff handling CCTV images or recordings receive training on the operation and administration of the CCTV systems

Complaints

Complaints and enquiries about the operation of Meadowlark Village Condominiums, CCTV systems should be addressed to those have day-to-day responsibility, as listed in section 8 above.

Monitoring Compliance

The maintenance personal will undertake occasional reviews to ensure updating of knowledge and compliance with this policy and relevant legislation.

Asbestos Information

Meadowlark Village Condominiums was built pre 1986, therefore Asbestos could be found present in certain original building components.

Information taken from the Alberta Human services website for Occupational Health and Safety

<http://www.humanservices.alberta.ca/working-in-alberta/2988.html>

Asbestos Definition:

A generic name given to a number of naturally occurring hydrated mineral silicates. These silicates are incombustible, separate into fibers and have a unique crystalline structure.

Friable sprayed products used in buildings

One product that is usually friable and a major cause of concern in buildings is asbestos containing sprayed-on acoustic or thermal insulation. A good measure of a product's potential hazard is its friability. A very friable material easily crumbles with hand pressure; a less friable material cannot be crushed with hand pressure. The more friable the material, the more likely it is to release fibers into the air. Asbestos was introduced into North America for acoustical and decorative use in hotels and restaurants. In 1950, the U.S.- based Underwriters' Laboratory gave approval for the use of asbestos as a fibrous spray for fireproofing. It was widely used for the fireproofing of structural steel, components of high-rise office and public buildings, and in auditoriums, hallways and classrooms of school buildings. The use of asbestos containing spray products was widespread until approximately 1972, although the use of several acoustic products containing asbestos continued after this date. As a general rule, this asbestos-containing sprayed-on insulation contained chrysotile, amosite or amosite/chrysotile combinations. The use of crocidolite in sprayed applications was small, largely due to cost, geographical location and availability. The concentration of asbestos can vary greatly within one installation due to the method of application.

Materials identified as containing less than one per cent asbestos such as drywall joint compounds and stipple may not have been uniformly mixed when they were applied and could contain asbestos in concentrations greater than one per cent in sections.

Dangers of Entering the Lungs

Asbestos-related diseases are caused by asbestos fibers that are inhaled and settle in the lungs. Once embedded in lung tissue, the fibers may remain within the body for extended periods. Amphiboles, because of their physical properties, remain embedded for a very long time. If an area within a building is being altered or renovated, materials that have the potential for releasing asbestos fibers in that area must be removed, enclosed or encapsulated. In buildings or parts of buildings that are being demolished, materials having the potential for releasing asbestos fibers must first be removed. These requirements are based on the potential for asbestos fibers to be released when the material is disturbed, not on the amount of asbestos in the material.

Safe Handling

When renovating, it is important to know if Asbestos is present in order to ensure safe handling. Steps to ensure safe handling:

- Have the materials tested prior to renovation start
- If Asbestos is present, use a certified contractor to complete the renovation to ensure safe handling methods are used according to Occupation Health and Safety Standards

Reference information for further details

- **Asbestos Abatement Manual:** <http://www.humanservices.alberta.ca/working-in-alberta/2988.html>
- **Occupational Health and Safety Code 2009 Part 4 :**
http://www.qp.alberta.ca/1266.cfm?page=O02.cfm&leg_type=Acts&isbncln=0779749200
- **Online training at the University of Calgary:**
http://www.ucalgary.ca/safety/asbestos_awareness/
- **In class training in Edmonton:**
Golder and Associates: http://www.golder.ca/en/modules.php?name=Services&sp_id=253

AYRE & OXFORD INC.

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

Meadowlark Village 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: _____

Storage Unit # _____ (If Applicable)

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: _____

Please indicate whether **Rental Stall** Yes or No (Circle One) or **Assigned Stall** Yes or No (Circle One)

Car #2.

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

Please indicate whether **Rental Stall** Yes or No (Circle One) or **Assigned Stall** Yes or No (Circle One)

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.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

APPLICATION FOR PET APPROVAL

In accordance with The Owners: Condominium Plan No. 882 2712 Bylaw 57, approval for all pets is required. Please complete one application for each pet 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: maximum weight allowed 14 kilograms (30 lbs), and 15 inches at the shoulder.

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 (type/breed): _____

Sex: ____ Color: _____ Height: _____ Weight: _____ Age: ____ Fixed? Circle Y or N

Municipal License # _____ Tag # _____

I/We, the Owner(s) of the above Unit do hereby make application for approval for the pet 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 57.
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. CAT LITTER WILL NOT TO BE DEPOSITED IN THE GARBAGE CHUTES, or the drainage lines or any plumbing fixtures: sinks and toilets.
11. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

SIGNED THIS DAY OF _____, 20____ Owner Signature: _____

SIGNED THIS DAY OF _____, 20____ PM Signature: _____

AYRE & OXFORD INC.

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

Meadowlark Village

Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Building: _____ 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: _____ Postal Code: _____
Telephone No.: _____

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

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 24th of the current month.

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

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

Witness: _____ Signature: _____ Date: _____

Email completed form along with Void cheque to: receivables@ayreoxford.com

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Cease to Rent Meadowlark Village

To: Board of Directors: Meadowlark Village

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: _____

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Meadowlark Village – Tenants Receipt of Bylaws

To: Board of Directors: Meadowlark Village Condominiums

Unit # _____

Address: _____

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

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

I/We (the tenants) _____ agree to undertake the bylaws.

Date: _____

Signature of Tenant 1

Signature of Tenant 2

Print Name of Tenant 1

Print Name of Tenant 2

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

NOTICE OF INTENTION TO RENT/LEASE Meadowlark Village Condominium Corporation No. 882 2712

I/We, _____ as owner(s) of Unit Number

_____, intend to rent/lease the unit to:

(name(s) 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 mailing address for service of legal process is:

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

I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against Condominium fees paid; resulting in action taken as per the Corporation. 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 owner's 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 53 - 57 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.

Attached is a cheque for the rental deposit in the amount of: \$850.00

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Meadowlark Village – Suite Renovation/Alteration Form

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

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

If the flooring being installed is an engineered/laminate floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid any disturbance to adjacent suites. A further recommendation for sound barrier would be an FIIC rating of 80

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 number:

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:

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Unit Alteration/Renovation Application Third Party Agreement MEADOWLARK VILLAGE

IMPORTANT:

Buildings constructed prior to 1991 may have used construction material containing ASBESTOS. Prior to approval of this Unit Alteration/Renovation application, samples of materials such as drywall tape/mud, ceiling textures and vinyl floor tiles and sheeting must be taken from all intended renovation areas and submitted to a licensed testing facility for evaluation. If results are positive for ASBESTOS content then all required abatement codes and practices must be adhered to as per Alberta's Occupational Health and Safety (OHS) Code and Guidelines.

More information on this may be obtained from <https://www.alberta.ca/alberta-asbestos-abatement-manual.aspx>

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

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 one)

Dated this _____ day of _____, 20_____,

(Property Manager)



Meadowlark Village

Main Floor, 8735 - 165 Street

Edmonton, Alberta T5R 2R6

Tel.: 780/481-3936

Fax: 780/486-7407

Parking Stall Rental / Cancellation Form

Suite Number _____

Second Stall Number Issued/ Cancelled _____

Date: _____

Type of Vehicle and color: _____

Should you wish to **cancel** the stall you must notify the office in writing by the **23rd** of the month prior.

Current charge for the stall is **\$30.00/month**

Please arrange for payment of cheque, bank draft or cash.

Cheques should be made out to Meadowlark Village.

Send payment to Ayre & Oxford at:

#203, 13455 – 114 Avenue, Edmonton, Alberta, T5M 2E2

Signature _____

Phone Number _____

Date _____

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

PROPERTY RESIDENT COMPLAINT FORM

Today's Date: _____ Building Name / Address: _____

Name: _____ Suite: _____ Owner or Tenant? _____

E-mail address: _____ Phone Number: _____

Complaint Against Suite #: _____ Type of complaint: _____

If the complaint is noise, describe the type of noise: _____

How frequent is this occurring? _____

How long does this occur? _____

At what time of day? _____

Location / source of the complaint? _____

How is it affecting you? _____

Is it affecting anyone else? _____

Other relevant details: _____

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

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

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

FOR OFFICE USE ONLY:

1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____