



Whitemud Creek Classics Condominiums

Welcome

to your new home at Whitemud Creek Classics 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, ASSOCIATE

Alexis Miner

780-448-4984 Ext 342

alexis@ayreoxford.com

ADMINISTRATIVE ASSISTANT

Carrie Laliberte

780-448-4984 Ext 334

carrie@ayreoxford.com

Emergencies:

24 Hour line 780.499.8424

AYRE & OXFORD INC.

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

1. Move in / Out Etiquette:

1. No driving on the grass.
2. Any other damages incurred will be the responsibility of the unit owner.

Thinking of selling?

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

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

All these documents have been provided to owners in the past. By law you only have to make these available for VIEWING (by appointment at Ayre & Oxford) however to speed up the sales process most sellers keep a copy of the documents handy. Please remember that if you need this documentation reproduced there is a fee which can be \$300-400 depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

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. 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.

- a. Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- b. 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.

4. Renovations and Repairs:

- a. Construction in units is to be between 8am to 5pm Monday through Saturday.
- b. 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.
- c. Unapproved renovations are subject to removal.
- d. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builders' grade".

5. Home based business:

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

6. Air conditioners:

Air Conditioners must be approved by the Board. Please submit written requests to Management with all specifications. Air conditioners cannot be mounted to hang outside of windows and must be fully inside your unit. They cannot alter the building in any way or cause excessive noise outside your unit that may disturb neighbors.

7. Pets:

Pets, including visiting pets require approval of the Board. You will find a pet approval Form included in this package. Please also refer to the Corporation bylaws.

AYRE & OXFORD INC.

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

8. **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 these important areas:

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

To protect 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. Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for reference.

9. **Payments**

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:

Whitemud Creek Classics 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.

AYRE & OXFORD INC.

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

Guidelines for enjoyment and use of Common Areas

1. For sale / rent signage:

Signs cannot be placed throughout the common property, or in windows. Please call Ayre & Oxford for directions to an approved location.

2. Rental Units:

If you rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental and provide details of the tenants. You will find a notification form attached for your reference, along with a bylaw sign off form.

3. Yards / Landscaping:

- o Owners are responsible to maintain, weed, and water your own shrub beds. Owners are also responsible to water your own grass.
- o The grounds-keeping / Snow removal contractor will mow the grass within your area if it is clear of pets, pet feces, toys, debris, or any other objects.
- o 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. Heavy watering of your grass might reduce the problem.
- o 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.

4. BBO's:

Any damage to the outside of the building from BBQ's is the responsibility of the owner's of the suite with the damage.

5. Garbage:

When possible, place containers inside garage or out of sight until the night before removal. Concerns have been raised about tripping over cans, animals and unsightly visual.

6. Visitor Parking:

- o Residents are not allowed to park in the visitors parking areas. Violators will be tagged and towed.
- o Do not allow Visitors to park in the fire lanes.

7. Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental. You will find Rental Forms attached for your reference.

PARKING POLICY

Whitemud Creek Classic

Whitemud Creek Classic visitor parking and drive lane will be monitored by City of Edmonton bylaw enforcement effective **SEPTEMBER 5, 2021**.

Please note the following:

- Visitor stalls are for visitors only. This will be strictly enforced. Visitor parking is being monitored at random.
- Any vehicles parked in a visitor stall **without** a placard hanging the rearview mirror (suite number must be displayed) **may be ticketed or towed at the Owner(s) expense.**
- All unit Owner(s) are receiving one (1) "VISITOR" placard that is to be placed in the rearview mirror of any vehicle that will be parked in visitor parking for any amount of time. **If you are an off-site owner, it is your responsibility to share this parking policy with your tenant(s) and provide them with the Visitor placard.** There will be a replacement cost of \$25.00 for any lost or stolen placards and will need to be reported to Ayre & Oxford before a replacement is given.
- Visitor parking is 24 hours maximum and motor vehicles parking in Visitor parking for 10 days or more each month are considered to be a "resident".

Please ensure you provide your visitors with the Visitor placard, otherwise they may be ticketed or towed at the Owners expense.

AYRE & OXFORD INC.

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

Whitemud Creek Classics **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 carrie@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®)

Whitemud Creek Classics 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 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.)**

Signature: _____ Witness: _____ Date: _____

Please fill in this form and email it to: receivables@ayreoxford.com

Thank you.

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

NOTICE OF INTENTION and APPLICATION TO RENT Whitemud Creek Condominium Corporation

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

(Name(s) and address of proposed tenant/lessee)

2. A copy of the proposed rental agreement 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. 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 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 45 to 47 of the Condominium Property Act, Corporation's Bylaws and we have provided the tenant with a copy of all of the above. A signed undertaking by the tenant / lessee is attached in agreement to be bound by the bylaws, rules, regulations.

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 in the amount of: N/A.

DATED at Edmonton this _____ day _____, 20 ____.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

*SIGNED, SEALED AND
DELIVERED ON (DATE):*

*THE OWNERS: CONDOMINIUM PLAN
No. 002-1533 in the Presence:*

Attachments: Proposed Rental Lease Agreement
Appendix #1. Undertaking outlined per section 6. Above

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Tenants Receipt of By-Laws

To: Board of Directors: Whitemud Creek Classics Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at Whitemud Creek Classics Condominiums, please be advised of the following:

I / We _____
have received a copy of the Corporation bylaws for Whitemud Creek Classics Condominiums for review.

I / We _____
agree to undertake the Bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

**Whitemud Creek Classica
Condominium Owners
Rental and Emergency Contact Information**

(Please Print)

Owner's Name: _____

Property Name & Address: _____

Mailing Address: _____

(If different from above)

Home Phone: _____

Cell Phone: _____

Work Phone: _____

E-mail Address: _____

Contacts:

Name: _____

Phone No.: _____

Name: _____

Phone No.: _____

Name: _____

Phone No.: _____

Name of Renter (s) _____

Move-in Date _____

Phone Numbers: _____

Personal Insurance Company: _____

Phone No.: _____

Agent's Name: _____

PLEASE NOTE THAT IT IS THE OWNERS RESPONSIBILITY TO REPORT ANY CHANGES

Name of Renter (s) _____

THE ABOVE INFORMATION WILL BE HELD IN CONFIDENCE
BY AYRE & OXFORD INC. AND YOUR BOARD OF DIRECTORS

AYRE & OXFORD INC.

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

Whitemud Creek Classics APPLICATION FOR PET APPROVAL

Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted.

Owner: _____

Home Phone: _____ Work Phone: _____

Mailing Address if Owner lives Off-Site: _____

TO BE COMPLETED BY OWNER/LANDLORD IF UNIT IS RENTED:

Tenant Name(s) _____

Home Phone: _____ Work Phone: _____

Pet Description: Cat (breed): _____ Dog (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 (cat or dog) as described above and agree to the following terms and conditions:

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation.
4. In the event that the animal described about is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be tied to any part of the Common Property, including posts, trees, shrubs, fences or signs.
7. No animal shall be allowed to create noise or disturb other residents in any way.
8. No animal shall be left unattended while on Common Property or exclusive use areas.
9. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
10. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
11. No more than 1 pet per household will be approved by the Condo Corporation.
12. **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____.

Signature:

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Whitemud Creek Classics – Suite Renovation/Alteration Form

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

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

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

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

Owner(s) to complete the following section:

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

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

Dated this _____ day of _____, 20_____

Owner's Signature

Owner's Signature

Office to complete the following section

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

Approved / Denied (Please circle and initial one)

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

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

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: _____

