



Cascade Condominiums

Welcome *to your new home at Cascade 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

PROPERTY MANAGER: Amanda Hrycun
780-448-4984 Ext. 352
E-mail: amanda@ayreoxford.com

Assistant Condominium Manager: Izabela Murphy
780-448-4984 Ext. 355
E-mail: izabela@ayreoxford.com

ADMINISTRATION:
E-mail: admin3@ayreoxford.com

MAINTENANCE STAFF: Michel Gingas

AFTER HOURS EMERGENCIES

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Guidelines for the Use & Enjoyment of Common Areas

All common area concerns can be directed to your Property Manager, Amanda Hrycun at 780-448-4984 Ext. 352 or amanda@ayreoxford.com.

1. Move in's / outs etiquette:

Move-In / Move-Out Policy

Move-Ins and Move-Outs must be booked with Ayre & Oxford Inc. and the Condo Corporation a minimum of five (5) business days in advance to ensure the protective padding is in place, the elevator is booked, and proper notice is provided to other residents.

Moves are to be booked by completing the Move-In/Move Out Form located in Ayre & Oxford's Welcome Package by phoning 780-448-4984 ext. 353 or email admin7@ayreoxford.com or by contacting the Condo Corporation's Move-In/Move-Out Coordinator, Sandy VanRiper by email sandyvanriper@gmail.com.

Use the Move-In/Move-Out Form to provide your unit number, date, time and details of your move **at least five (5) business days in advance** to confirm availability and proper supervision. Payment and coordination must be made through Ayre & Oxford Inc. and the Condo Corporation's Move-In/Move-Out Coordinator within the five (5) day timeline or it will automatically be considered an unscheduled move. Unit Owners will be charged \$500 for an unscheduled move, which is payable to the Condo Corporation.

Elevator bookings must be made **48 hours in advance** by contacting Ayre & Oxford Inc. and the Condo Corporation's Move-In/Move-Out Coordinator at sandyvanriper@gmail.com. Elevator pads will be installed to protect the elevator. Supervision will be arranged and provided by the Condo Corporation.

There is a non-refundable move-in/out fee of \$300.00 payable to the Condo Corporation in advance of the scheduled move to manage ongoing wear and tear of the building. Any damages in excess of the non-refundable move-in/out fee will be the unit owner's responsibility. A site review will be conducted before and after the move in/out is completed. Charges will be automatically added to the Unit Owner's account for both the move-in/out fee and any damages to the property. This fee applies for both move-in and move-out (one charge for both events). Moves that exceed the three (3) hour timeframe will be charged \$50.00 per each additional hour.

If you are found keeping the elevator doors opened, you will be charged for the elevator inspection and any repairs as a result. **These repairs have been known to be in excess of \$500.00.**

Do not leave any building doors propped open and unattended. Open doors must always be attended to. Doors must be correctly held open with door wedges. Foreign objects are not to be used or inserted between the door(s) and door frames. Damages caused by improper methods or objects will be the responsibility of the Unit Owner.

Driving on the grass or boulevard is NOT permitted during the move. Moving household goods in and out should be done with safety and courtesy. Unit Owners will be responsible for any professional cleaning as a result of spills or leaks.

2. Access & keys

Unit and mailbox locks/ keys are the owner's responsibility to replace and maintain.

Note: Proof of Ownership or owner approval required for the following services
Fob programming changes:

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To change the name of a fob user in the system, please Ayre & Oxford. Additional remotes and fobs can be purchased from the Ayre & Oxford Office for a fee;

- Purchase an additional front door key (\$50)

3. Security:

The security of the neighborhood is relevant to everyone. If you see unsafe conduct or activities in your area, please report suspicious activity to the police.

- a. If there is a police / fire or medical emergency, call **911**.
- b. If it is not an emergency, call the police non-emergency line at **(780.449.0170)**.
- c. After providing the details, request the event number for this incident.
- d. Kindly report the event and incident number to Ayre & Oxford the next business day, including the date / time and nature of the complaint, with as much detail as possible so that we may keep record and follow up accordingly.

4. Property Assistance Personnel

If you have a flood or a similarly urgent issue (during regular business hours) which requires immediate assistance, please contact the maintenance personnel or Property Manager immediately. If it is an after-hours emergency, please contact the **Ayre & Oxford Inc. After-hours emergency line: 780.499.8424**.

Please note that your Condominium Corporation employs maintenance personnel, ensuring that you have someone familiar with your property to address most site emergencies and complete a regular maintenance check on your property. Outside of regular business hours, a rotating after-hours emergency staff is available to assist you; however they are paid overtime rates.

The Condominium Corporation will always pay the staff for their time on-site, however please keep in mind that many concerns you would have within your suite may be a unit owner's responsibility, which is outlined in the Corporation's bylaws. If personnel are called on-site solely to assist in completing an owner responsibility, the Corporation may have to charge your unit for the expense.

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.**

Utilities:

Gas & Water are included in the cost of the condo fees. Please note that Owners are responsible to set up their own power, internet and cable.

5. Noise & disturbance:

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

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

6. Visitor Parking:

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Visitor parking is for guests of residents only and is limited to a maximum of 4 hours. These areas are monitored and fines are enforced. For guests visiting over a longer duration there is street parking to the East side of the property. Please contact United Parking Services for any questions.

7. Pets:

In accordance with your Condominium Bylaws:

Article 62 Use and Occupancy Restrictions

*a. An Owner **SHALL NOT**:*

iii. keep or allow any animal, livestock, fowl or pet of any kind to be present in his unit or on the common property unless:

- 1. the pet or animal is brought by the Owner to his Residential Unit when the Owner first occupies the unit; and*
- 2. the animal is a bird, fish, cat or small dog.*

8. Balconies:

Balconies are considered common areas. They must be kept clean of items that are not appropriate for this area. No storage of garbage, boxes or household articles is allowed. We want everyone to be able to enjoy their balconies, so common courtesy in respect to noise levels is also appreciated.

9. Garbage...Garbage:

There is a contained area between the two buildings. 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.
- ❌ Do not dispose of furniture or mattresses in the dumpster area, as the city will not pay for removal of items, and cost of removal will be charged back to your unit if found.
- ❌ Plastic milk jugs and other recyclable plastic jugs now carry a refundable deposit. If you are disposing of milk jugs, please ensure they are crushed to allow more space.
- ❌ Please keep the garbage area clean and clutter-free.

10. Preventing Unauthorized Access to the Building

Unauthorized people gain access to the building by following a resident into the building (into the parkade or into the lobby), buzzed into the building, or they have possession of a stolen remote or key.

In order to prevent unauthorized access to the building, everyone is expected to observe the following practices:

- Do not let anyone follow you into the building through the front or back door. This includes residents, visitors, delivery people and service people. While it can feel awkward or impolite to not hold the door open for someone, it's essential to maintaining security in our home. And if someone is waiting outside the door as you're entering or exiting the building, please make sure the door closes behind you so that they don't gain entry unless buzzed-in.
- Do not let a car follow you into the parkade. When entering the parkade, come to a full stop inside the building and wait for the garage door to close behind you before proceeding. If another resident is behind you in their vehicle, they can open the door with their own opener after you have cleared the entryway.

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- Never buzz anyone into the building that you do not know. One common tactic that property criminals use is to buzz random suites, and claim to be a resident or visitor who has lost their keys and is locked out. Unless you know the individual personally, and have confirmed their identity from the front door video, do not buzz them into the building.
- Do not keep your parkade remote in your vehicle. If a thief steals a remote they will be able to gain access to the building in the future.
- Report any crimes to both the non-emergency police line and to the Property Manager. Neither the Property Manager nor the Board will be made aware of thefts or break-ins unless they are directly reported to us, and this information is important to have when we review current and future security systems.

11. Preventing Theft from Automobiles

Sherwood Park RCMP advises that most vehicle crime is opportunistic and preventable. They recommend that all car owners observe the following tips in order to prevent thefts from vehicles:

Remove all Valuables - Never leave anything on display when you leave your vehicle. Even loose change, cigarettes, cigarette lighters, sunglasses, CD's, cell phones, stereos, cameras, and clothing, if they can see it they will steal it.

Park Safely - When parking at home, always lock your vehicle and ensure all windows are closed.

Remove Portable Accessories - Removing stereo face plates and locking them in the trunk or taking them with you, will deter thieves.

Get an Alarm Installed - Alarms can deter thieves not only from stealing items from your vehicle, but also from stealing your vehicle. Even if you have an alarm installed never leave anything in your vehicle. Thieves can smash a window, reach in grab an item and be gone in seconds, before your alarm is even activated.

Use a Steering Locking Device (The Club) · Use a steering wheel lock every time you leave your vehicle. A vehicle that is well secured has a tendency to deter criminals. A steering wheel lock will also deter theft of your vehicle.

Guidelines Within your Unit & Exclusive Use Areas

BBQ's:

BBQ's are not to be left unattended and appropriate precautions are to be taken to ensure the safety of the other Occupants. Any damage to the outside of the building from BBQ's is the responsibility of the owner of the suite upon which damage was incurred.

Renovations & Repairs:

- a. Construction in units is to be between 9am to 5pm Monday through Saturday.
- b. If you are planning a renovation, you are required to contact the building management prior to commencement for guidelines and any applicable forms. This also applies to moving plumbing or electrical fixtures from one location to another.
- c. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builder's grade".
- d. Know your bylaws: Structural/design changes to property
- e. Just a reminder that UNDER NO CIRCUMSTANCES are changes that affects the exterior of the building to be made. As per Article 62.a.vii. An owner shall not:
 - (vii) do any act or permit any act to be done, or alter or permit to be altered his Residential Unit, Parking Stall, or Parking Unit in any manner, which will alter the

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exterior appearance of the structure comprising his or any other Units without the prior written approval of the Board;

- f. Owners making unauthorized changes will have to restore the property to its original condition at their expense.

Insurance:

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real common property and Directors and Officers Liability. Only common property and improvements installed by the Developer will be covered under your Condominium insurance coverage.

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

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

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

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

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

PAYMENT

Common Expense Levies (condo fees) can be paid via post-dated cheques or automatic EFT withdrawal. 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:

Cascade Condominiums 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.

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.

Rental Units:

If you intend to rent your suite, please ensure your residents send confirmation to the Condo Corporation of receipt of the bylaws.

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Notify the Corporation through Ayre & Oxford Inc within 21 days of the Rental, and provide all contact details requested regarding the tenants. You will find a form attached for your reference.

Below is further details on rentals.

ARTICLE 51 LEASING OF UNITS

a. in the event that any Owner desires to lease or rent his Residential Unit or Parking Unit or Parking Stall he shall furnish to the Corporation an undertaking, in form satisfactory to the Corporation(see By-Law 3(1)), signed by the proposed lessee or occupant, that the proposed lessee or occupant will comply with the provisions of the Act and of the by.-laws of the Corporation. The Owner shall not be released of any of his obligations and shall be jointly and severally liable with the proposed lessee or occupant with respect to such obligations; b. The Corporation is authorized to:

i. impose and collect deposits under Section 53 of the Act; ii. give notices to give up possession of Residential Units under Section 54 of the Act; iii. make applications to the Court under Sections 55 and 56 of the Act; C. No tenant shall be liable for the payment of contributions or assessments or common expenses under these by-aws unless notified by the Corporation that the Owner from whom he rents the Unit is in default or payment of contributions, in which case the tenant shall deduct from the rent payable to the Owner such default contributions and shall pay the same to the Corporation. Any such payment by the tenant to the Corporation shall be deemed to be a rental payment made to the Owner.

Rental of Units

RSA 1980 cC-22 s43;1996 c12 s41
CPA

Rental of units

53(1) An owner of a unit shall not rent the owner's unit until the owner has given written notice to the corporation of the owner's intention to rent the unit, setting out

(a) the address at which the owner may be served with a notice given by the corporation under section 54 or an application or order referred to in section 55 or 56, and

(b) the amount of rent to be charged for the unit.

(2) If an owner of a unit rents the owner's unit it is a condition of that tenancy, notwithstanding anything in the tenancy agreement, that any person in possession of that unit shall not

(a) cause damage to the real or personal property of the corporation or the common property, or

(b) contravene the bylaws.

(3) The corporation may require an owner who rents the owner's unit to pay to and maintain with the corporation a deposit that the corporation may use for

(a) the repair or replacement of the real and personal property of the corporation or of the common property, and

(b) the maintenance, repair or replacement of any common property that is subject to a lease granted to the owner of the unit under section 50, that is damaged, destroyed, lost or removed, as the case may be, by any person in possession of the rented unit.

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(4) A deposit referred to in subsection (3) shall not exceed one month's rent charged for the unit.

(5) The owner of a unit shall give the corporation written notice of the name of the tenant renting the unit within 20 days from the commencement of the tenancy.

(6) Within 20 days after ceasing to rent the owner's unit, the owner shall give the corporation written notice that the owner's unit is no longer rented.

(7) A corporation shall, within 20 days after receiving a written notice under subsection (6),

(a) return the deposit to the owner,

(b) if the corporation has made use of the deposit for one or more of the purposes referred to under subsection (3), deliver to the owner

(i) a statement of account showing the amount used, and

(ii) the balance of the deposit not used, if any,

or

(c) if the corporation is entitled to make use of the deposit but is unable to determine the amount of the deposit that it will use, deliver to the owner an estimated statement of account showing the amount it intends to use and, within 60 days after delivering to the owner the estimated statement of account, deliver to the owner

(i) a final statement of account showing the amounts used, and

(ii) the balance of the deposit not used, if any.

RSA 2000 cC-22 s53;2009 c53 s40

For sale / rent signage:

No signs, billboards or other advertising matter of any kind and no notices of any kind shall be placed on any part of the Common Property or on any Unit without prior written consent of the Board.

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! Condo Documents may be ordered through our website at www.ayreoxford.com and by selecting the Condo Docs button on the top right-hand side of the main page.

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Cascade Condominiums **Contact Information Update Form**

How would you like to receive your Condominium Correspondence?

Email ☐

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, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

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Move-In / Move-Out Form

Date of Move:	Type of Move: ☐ Move-In ☐ Move-Out ☐ Other _____	
Unit Number:	Owner Name:	Tenant Name:

I/We _____, hereby understand and will follow the move-in/out expectations throughout the duration of our move(s). This form will be submitted a minimum of five (5) business days in advance to ensure the protective padding is in place, the elevator is booked, and proper notice is provided to other residents. We understand the Unit Owners will be charged \$500 for an unscheduled move, which is payable to the Condo Corporation.

A non-refundable fee of \$300.00 is payable to the Condo Corporation and will be provided to Ayre and Oxford for scheduled moves. Our reservation is held within the hours of 9:00 AM and 5:00 PM in consideration of other residents/owners, and we will remain within our scheduled time period. We understand there is a charge of \$50.00 per each additional hour if the move exceeds the three (3) hour timeframe.

We acknowledge receipt of the elevator key, which will be returned immediately upon the completion of the move. Cost of the key if not returned: \$50.00 per key. Elevators held open without a key can cause major repair issues. Therefore, if we are found manually holding the door open with improper objects, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that no doors are to be propped open and/or unattended. We acknowledge that breach of such policy will result in a fine that has been known to be in excess of \$500.00.

The following areas were inspected for damages and cleared of all disrepair: Walls clear of makings/damages; Flooring clean and clear of damage; Elevator clear of scratches; Elevator key and door wedges. Should damages be found during the walk-through after the move, it will be the responsibility of the Unit Owner who may, in turn, charge back the tenant according to their personal agreement to cover the costs of damages.

Pre-Move Signatures		
Owner:	Signature:	Date:
Tenant:	Signature:	Date:

Time move began:	Key Provided: YES NO
Time move was completed:	Key Returned: YES NO

Post-Move Signatures		
Owner:	Signature:	Date:
Tenant:	Signature:	Date:

Notes: _____

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Cascade Condominiums

Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Unit #: _____

Surname: _____ First Name: _____ Initial: _____

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

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No : _____ (work) _____

CIRCLE YES or NO

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

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and:

**Ayre & Oxford Inc.
#203, 13455 - 114 Avenue
Edmonton, Alberta T5M 2E2 Telephone: (780) 448-4984**

To transfer monies in the amount of the monthly condominium fees from my account at the following location:

Financial Institution Name _____

Address: _____

City: _____ Province: _____ 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: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

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Cascade Condominiums Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____ **NAME:** _____

ADDRESS: _____

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

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Flooring, Sun/Screenroom, Other)

City of Edmonton Permit Required: **YES** _____ **NO** _____ (If yes, enclose copy for file)

Material(s) to be used in construction:

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

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

Dimensions, Specifications:

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

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

Estimated start to completion dates of project(s): _____

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

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

Cascade Condominiums
Unit Alteration/Renovation Application – Third Parties Agreement

Owner(s) to complete the following section:

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

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

Dated this _____ day of _____, 20____

Owner's Signature

Owner's Signature

Office to complete the following section

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

Approved / Denied (Please circle and initial one)

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

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Cascade Condominium Unit Alteration/Renovation Application ~ Alteration Materials Specifications

Date_____

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_____ EDMONTON, ALBERTA.

Specifications as Follows:

IF the installation is an air conditioner: Installation is allowed insofar as it a residential grade, a low noise unit (Below 75DB), the condensing unit is to be located in the fenced yard, it is professionally installed at no cost to the Condominium Corporation, and the unit owners sign the waiver.

IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- If the flooring being installed is an engineered floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid disturbance to adjacent suites.
- A further recommendation for sound barrier would be an FIIC rating of 80.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.

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

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

If you have any questions about coordinating the work, contact Roseanne Evans, Property Manager.

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

1. The work is to be completed during normal working hours (8:00 a.m. to 6:00 p.m. Mon to Fri), and will not be conducted on balcony space or other common areas, as applicable.
2. 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.
3. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. Any Estoppel certificate issued on this property will have an exception to these adjustments as common area.
6. 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.
7. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board Manager will result in this request being denied.
8. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
9. All building permits are responsibility of home owner not the condominium board.
10. 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. _____ c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

Address

City, Province

Postal Code

Signature of Home Owner

Name (printed)

Date

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Cease to Rent Cascade Condominiums

To: Board of Directors: Cascade 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: _____

CASCADE CONDOMINIUM

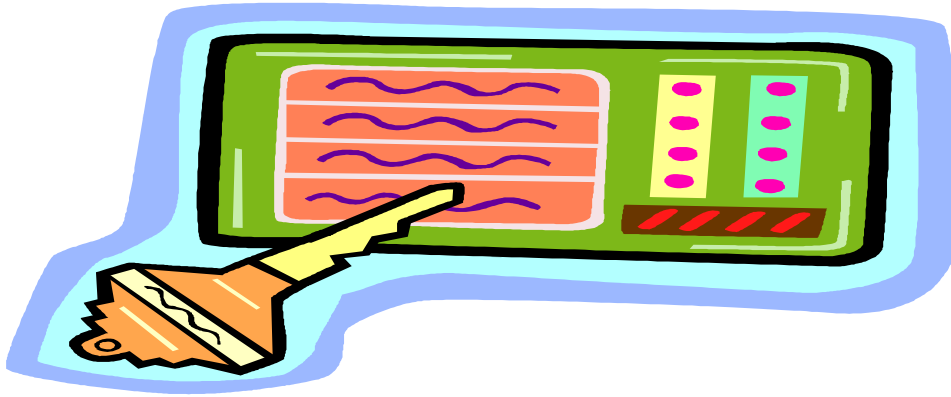
Intercom Update

☐

Resident Update

☐

Telephone Number Update



An Intercom system is installed and all entrance doors to the building are secured.

The system works by using a 3-4-digit number assigned to your suite which has to be entered by your guest which activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing "9" on your phone pad.

To activate your Intercom, we require the telephone or cellular number you wish to use along with your name or "Occupied" to be displayed. Please fill out the following information and return it to admin3@ayreoxford.com or mail or fax to our office:

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

Unit # _____

Dial Code___ [unit number]_____

Name to be Displayed _____

Phone Number (Must be a local number) _____

FOR OFFICE USE:

Buzzer Code: _____

Date Completed: _____

Completed By: _____

AYRE & OXFORD INC.

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

Cascade Condominiums 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 no less than 48 hours advance notice, 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 9am and 5pm in consideration of other residents/owners, and we will remain within our scheduled time period.
3. A Moving Security Deposit of \$100 is to be provided to the Maintenance personnel. Any site damage caused by the move will be deducted from the deposit. A full review of the site will be conducted before the deposit is returned.
4. We acknowledge receipt of the elevator key, which is to be returned immediately upon the completion of the move: cost of \$50/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 any applicable doors. 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 Cascade Condominiums Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ and submitted to the Cascade Condominiums Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

AYRE & OXFORD INC.

Professional Real Estate Management
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NOTICE OF INTENTION TO RENT/LEASE **Cascade Condominiums Condominium Corporation #072 9966**

1. We, _____ as owner(s) of

Unit Number _____, intend to rent/lease the unit to:

(name(s) of proposed tenant/lessee)

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

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

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

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

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

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

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

AYRE & OXFORD INC.

Professional Real Estate Management
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PET REGISTRATION

The Owners: Condominium Plan No. 182 0579 Cascade Condominiums

Unit Owner:

Unit Address: _____

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description (**Note:** Please submit a photograph with this application.):

Common Name: _____

Breed: _____

Approximate Size: _____

Color: _____

Age: _____

Up to date immunization shots: Yes /No (circle one)

Other Description: _____

In consideration of this permission being granted I agree:

1. That at all times when this animal is not in the Unit, or contained in the privacy area, it shall be kept on a leash while coming to or leaving the property.
2. That I will pay immediately for any damage done by said animal to the common property or person.
3. That I will indemnify and save you harmless from any and all claims which may be against the Condominium Corporation by reason of the Condominium Corporation permitting me to keep said animal in my Condominium Unit.
4. That permission granted by the Board of Directors on behalf of the Condominium Corporation may be revoked at any time, at the Board of Director's discretion.
5. That I shall not permit my animal to run at large on any part of the property.
6. Continual barking is acknowledged as disturbing the quiet enjoyment of Condominium Owners, and the Condominium Corporation has the right to withdraw approval of pets that are deemed to be a problem.
7. Animals are not allowed to defecate and if so it is the Owners responsibility to remove immediately.

Per Unit Owner

Per Unit Owner

Dated this _____ day of _____, 20____. _____
Property Manager, Agent for:

The Owners: Condominium Plan No. 182 0579 Cascade Condominiums

AYRE & OXFORD INC.

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Tenants Receipt of By-laws

To: Board of Directors: Cascade Condominiums

Unit # _____

Address: _____

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

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

I / We _____ agree to
undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

AYRE & OXFORD INC.

Professional Real Estate Management
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PROPERTY RESIDENT COMPLAINT FORM

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

Name: _____ Suite: _____ Owner or Tenant? _____

E-mail address: _____ Phone Number: _____

Complaint Against Suite #: _____ Type of complaint: _____

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

How frequent is this occurring? _____

How long does this occur? _____

At what time of day? _____

Location / source of the complaint? _____

How is it affecting you? _____

Is it affecting anyone else? _____

Other relevant details: _____

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: _____

