



Callingwood Two

Welcome to your new home at Callingwood Two

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.



CondoGenie

The Corporation joined in utilizing the services of Genie Pad to stay in touch with residents & keep them informed! As a resident, you are more than welcome to create your own account! Please visit <http://callingwoodtwo.condogenie.com> to sign up! Please note that your user name and password should be kept in a safe place as we do not have access to retrieve this information should you need it.

AYRE & OXFORD INC.

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

Property Assistance Personnel

If you have a flood or a similarly urgent issue which requires immediate assistance and you are now part of the property that has been fully turned over to the Callingwood Two Condominium Corporation, please contact the after-hours emergency staff using the **After-hours emergency line: 780.499.8424.**

Outside of regular business hours, rotating after-hours emergency staffs are 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 are a unit owner's responsibility, as outlined in your 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 the management office directly. **All non-urgent reports should be made via email or phone to the office for record purposes.**

Move In's / outs etiquette:

- a. Please pay close attention to balconies when navigating moving trucks.
- b. Please ensure you do not block emergency fire lanes for any extended duration while conducting your move, and be ready to remove your vehicle promptly if required.
- c. **No driving on the grass or moving through patios.**
- d. Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged backed to the unit owner.
- e. It is advised that you do not leave any doors propped open and unattended.
- f. Do not dispose of any furniture or large items in the garbage room besides domestic garbage.

Rental Units:

If you intend to rent your suite, please ensure you send confirmation to the Condo Corporation of your own and the tenants' contact information and receipt of the bylaws through Ayre & Oxford Inc within 21 days of the rental. Provide all contact details regarding any third parties involved in the suite as well: You will find a form attached for your reference.

If you are found to be renting out your suite without sending the Condominium Corporation the full contact information and confirmation required, please note that this may result in a fine of \$250.

Visitor Parking:

Visitor parking is for guests of residents only. Under special circumstances, a Visitor Parking Pass may be acquired for long term visitor parking. Please contact Ayre & Oxford in writing via email to obtain a visitor parking pass. Provide the dates it is required for, vehicle make, model, and license plate number. The pass can be emailed to you within the same day of your request. Remember to place the Parking Pass on the dash of the vehicle at all times when parked in the visitor stall.

Bylaws:

Please be advised that all Owners & Tenants must be familiar with Callingwood Two's bylaws. Please note specifically section 3 (Duties of the Owners) & 62 (Use and Occupancy Restrictions). **Any violation of the bylaws may attract a fine for every infraction.**

Water shut offs:

Please note that the water shut offs connect to more than one unit especially on units with a single garage door. In these units the door will be considered as common property and access to same would be expected to be granted should a request be made by / on behalf of the corporation.

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**Callingwood Two
Contact Information Update Form**

How would you like to receive your Condominium Correspondence?	
<input type="radio"/>	<input type="radio"/>
EMAIL ONLY	MAIL ONLY

**** Please ensure that your address filed with Land Titles is kept up-to-date at all times to ensure you receive important Legal documents pertaining to your Property, which will continue to be mailed to the Address registered on Land Title. ****

Suite No.: _____ Building (where applicable): _____

OWNER INFORMATION
Owner Name: _____
Property Address: _____
Mailing Address (if offsite): _____ Prov: ___ Postal Code: _____
Primary Phone No.: _____ Secondary Phone No.: _____
E-mail: _____
Emergency Contact/Agent: _____
Emergency contact primary phone: _____ Secondary phone: _____

TENANT / RESIDENT INFORMATION, (if different from Owner):
Name(s): _____
Daytime phone: _____ Evening phone: _____
Please be reminded that the Owner(s) is/are responsible to ensure the Tenant(s) receive all applicable correspondence.

CARS OWNED OR USED BY OWNER/RESIDENTS parked on Condominium Property:
Car #1.
Parking stall number: ___ Make/Model: _____ Colour: _____ License Plate Number: _____
Car #2.
Parking stall number: ___ Make/Model: _____ Colour: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested above is required as per your Bylaws and the Condominium Property Act. Please ensure you submit a new form with any changes to any of the above information. Changes are accepted in writing only, to ensure no discrepancies.

Once completed, please sign and return the form to admin3@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

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**Callingwood Two
NOTICE OF INTENTION TO RENT/LEASE**

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

(name and address 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 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.

Notice of Move in and move out must be notified in advance, at which time an elevator key will be provided if applicable to assist with the move.

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

I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

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

Attachments: Proposed Rental Lease Agreement, signed bylaw received. Tenants' insurance certificate

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**Callingwood Two
Tenants' Receipt of Bylaws Confirmation**

TO BE COMPLETED BY THE TENANT(S)

To: Board of Directors: Callingwood Two Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at Callingwood Two, 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: _____

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**Callingwood Two
Unit Owner's Cease to Rent Notification**

TO BE COMPLETED BY THE UNIT OWNER(S)

To: Board of Directors: Callingwood Two Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

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Pet Policy

The Guidelines regarding pets in the complex in accordance with your bylaws, Article 62 section b (iii), are as follows:

1. An Owner shall not other than as specifically provided in this By-law, keep or allow any animal, livestock, fowl or pet of any kind at any time to be in his Unit or on the Common Property without the specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn anytime on seven (7) days notice to that effect.
2. Notwithstanding the foregoing, an Owner may keep or allow one (1) cat or one (1) dog up to forty-five (45) pounds in weight and seventeen (17) inches in height; or
3. two (2) cats or two (2) dogs, or one (1) cat and one (1) dog, up to thirty (30) pounds in weight each and fifteen (15) inches in height each.
4. All dogs and cats must be hand leashed and kept under control and in the custody of a responsible person at all times who shall not allow the animal to befoul or defecate on any landscaped area of the Project. Any municipal By-law in effect in the City of Edmonton with regard to pets at any point in time shall have effect within the Common Property and municipal officers are hereby authorized and are permitted to enforce City By-laws on the Units and the Common Property.

Your cooperation and compliance to the above terms and conditions are appreciated by all who live at Callingwood Two Condominium.



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PET REGISTRATION

The Owners: **Callingwood Two Condominium**
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 _____ (check 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 _____
Signature

Per Pet Owner _____
Signature

Permission to maintain the above-described animal, subject to the Condominium Bylaws and aforementioned conditions, is hereby granted.

Dated this _____ day of _____, 20 ____ .Per: _____ (Property Manager)
on behalf of The Owners: Callingwood Two Condominium

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**Callingwood Two
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: _____

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**Callingwood Two
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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**Callingwood Two
Alberta Treasury Branch Pre-Authorized Chequing
Authorization for Debit Transfer
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 (Please note outstanding balances CANNOT be paid thru Pre-authorized and must be paid by either cheque/money order or Condo Café)

Financial Institution Name _____
Address: _____
City: _____ Province: _____ PostalCode: _____
Telephone No.: _____

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

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

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

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To: All Residents of Callingwood Two

Re: CondoGenie Interactive Website for Owners & Residents at Callingwood Two

Dear Owner/Resident,

We are excited to provide you with a unique tool to enable the sharing of information between owners, residents and the Condo board!

This new website provides unique and interactive features to encourage involvement in our community with timely access to up-to-date condominium news, announcements and documents. It's easy to share information with your neighbours in the message forums or use the classified ad pages to sell or buy items. The following options are accessible anytime:

- ✓ **NEWS** – Inform you of events and activities happening in our condominium.
- ✓ **DOCUMENTS** – A convenient way to access various condo documents such as: policies, bylaws, forms, and AGM minutes.
- ✓ **MESSAGE FORUM** – You can easily post messages for quick and effective communication with all residents. Automatic notifications of new postings are sent to all registered owners and tenants.
- ✓ **CLASSIFIEDS** – A great tool for listing items for sale. Post ads, including photos, to sell your items or offer services.
- ✓ **CONTACT** – Submit suggestions, maintenance requests, complaints or general inquiries to the Property Manager and the Condo Board members.

The website is active and you may register either as an Owner or as a Tenant. Tenants must be registered with property management to use the website and will not have access to any owners' private financial or personal information.* Should you wish to continue receiving notices by regular mail only, please contact the office at the number below and ask to remain on the mailing list.

Please take a minute to register at your Genie Pad website address below:

<https://callingwoodtwo.condogenie.com>

Yours truly,

Callingwood Two Condominium Board

**Website moderators monitor the forums and site for any misuse. We expect everyone to treat each other with respect and communicate in a friendly manner. Posting of offensive comments or material will result in the loss of posting privileges.*