



Regency Heights II

Welcome to your new home at Regency Heights II

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.

Key Resident Contact Information

**Ayre & Oxford Inc. Property Management
Suite 203, 13455 -114 Ave
Edmonton AB, T5M 2E2**

Ph: 780.448.4984 ~ Fax: 780.448.7297

**Amanda Edwards
Senior Property Manager / Associate
Email: aedwards@ayreoxford.com
Ext. 349**

**Administrative Assistant
Email: admin5@ayreoxford.com
Ext. 340**

**After-hours Maintenance Emergency line:
780.499.8424**

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Move in/ Out Etiquette:

1. No driving on the grass.
2. Any other damage incurred will be the responsibility of the unit owner.
3. Parking in the drive lanes is not acceptable due to emergency access routes. Should the need arise to load or unload a large vehicle for moving, please ensure that you do not leave the vehicle unattended and promptly park in an alternative location when not in use.

1. 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.

2. Noise and disturbance:

Daily living and its associated noises are expected and suggested to remain from 8am to 11pm. 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 a 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.

3. 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 the 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 "builder's grade".

4. 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.

5. 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.

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6. Satellite Dishes:

Satellite dishes are not to be fastened to the building. Installation of a satellite dish requires authorization from the Board of Directors which can be obtained through the Management Company.

7. Decks:

Decks may not be fastened to the building. If you are interested in adding or changing an existing deck specifications can be obtained from the Board of Directors through the Management Company.

8. 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.

9. 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.

Guidelines for enjoyment and use of Common Areas

For sale / rent signage:

Signs cannot be placed on the common property or surrounding grounds.

10. Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc. within 21 days of the Rental and provide details of the tenants. A deposit will be required in the amount of \$1000.00 and is to accompany the notice of intention and application to rent form. Applications will not be processed without all of the required information. You will find rental forms attached for your reference.

11. Yards / Landscaping:

- o Owners are responsible to maintain, weed, and water your own shrub beds. Owners are also responsible for watering your own grass.
- o The grounds-keeping / Snow removal contractor will mow the grass within your fenced yard 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. The bylaws are clear that this is unacceptable. Heavy watering of your grass might reduce the problem.)
- o If your grass dies for any reason, you will have 30 days to re-sod your lawn. After that a \$250 fine will be imposed and the management company will re-sod the lawn at your expense. .
- 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.

12. BBQ's:

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

13. Garbage:

As you know we now have a new waste collection system in Sherwood Park. When possible, place both containers inside garage or out of sight until the night before removal. Concerns have been raised about tripping over cans, animals and unsightly visual.

14. Visitor Parking:

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

Thinking of selling?

It happens – everyone 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!

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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 admin5@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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PET REGISTRATION

The Owners: Condominium Plan No. 932 1136, **Regency Heights II**

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: _____

Colour: _____

Age: _____

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. Outdoor cats must be kept on a leash/harness at all times when this animal is not in the Unit
3. That I will pay immediately for any damage done by said animal to the common property or person.
4. 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.
5. 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.
6. That I shall not permit my animal to run at large on any part of the property.
7. 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.
8. That I shall be responsible for the collection and proper disposal of pet waste from common property and my yard within 24 hours.

Per Unit Owner

Per Unit Owner

Permission to maintain the above described animal, subject to Section 3.07 of the Condominium Bylaws and aforementioned conditions, is hereby granted.

Dated this _____ day of _____, 20____. Per:

(Property Manager)

on behalf of The Owners: Condominium Plan No. 932 1136, Regency Heights II

NOTICE OF INTENTION TO RENT/LEASE
Regency Heights II Condominium Corporation No. 932 1136

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.
8. Attached is a cheque for the deposit (one month's rent) in the amount of \$1000.00 or one month's rent which is ever greater and \$150 move in fee if applicable Yes_____, or No_____.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

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Tenants Receipt of Bylaws ~ Regency Heights II

To: Board of Directors: Regency Heights II Condominiums

Address:_____

In consideration of the attached application to lease unit #_____ at Regency Heights II Condominiums, please be advised of the following:

I/We_____ have received a copy of the Corporation bylaws of Regency Heights II Condominiums.

I / We _____ agree to undertake the bylaws of the Corporation.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

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Cease to Rent ~ Regency Heights II

To: Board of Directors: Regency Heights II 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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Regency Heights II

Alberta Treasury Branch Pre-Authorized Chequing / Authorization for Debit Transfer

Unit #: _____ Building #: _____

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) _____

Email: _____

CIRCLE YES or NO

- | | | |
|--|-----|----|
| 2. New Pre Authorized Plan for Ayre & Oxford Inc.? | YES | NO |
| 3. Bank Information Change (If Applicable)? | YES | NO |

THESE SERVICES ARE FOR:

CHECK ONE:

____ Personal Use **OR** ____ Business Use

I, _____; Hereby authorize Alberta Treasury Branch (ATB)
and: Ayre & Oxford Inc., #203, 13455-114 Ave; Edmonton, AB T5M 2E2, Telephone: (780) 448-4984

To transfer monies in the amount of the monthly condominium fees from my account at the following location on the 1st of every month or next business day: **Please note outstanding balances CAN NOT be paid through Pre-authorized and must be paid by either cheque/money order or Condo Café/.**

Financial Institution Name: _____

Acct No: _____ Transit # (5 digits): _____ Financial Inst # (3 digits): ____

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.

You, the Payor may revoke your authorization at any time in writing subject to providing notice of 10 days. You have certain recourse rights if any debit does not comply with this agreement. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your resource rights you may contact your financial institution or visit www.payments.ca

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 23rd 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: _____, 20____ (This form must be received by the 23rd of the month before the commencement date.)

Signature: _____ Signature of Joint Acct Holder (if applicable) _____ Date: _____

Printed Name of Signer: _____ Printed Name of Signer of Joint Acct Holder _____

Please send completed form to receivables@ayreoxford.com

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

#203, 13455 – 114 Avenue NW Edmonton AB T5M 2E2

Telephone (780) 448-4984 • Fax (780) 448-7297

www.ayreoxford.com

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Regency Heights II Unit Alteration/Renovation Application

Date of Application: _____

NAME: _____

ADDRESS: _____

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

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Flooring, Screen Door, A/C, 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. If for an air conditioner please specify the make, model and decibels.)

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: _____

If you have any questions about coordinating the work, contact Amanda Edwards, Property Manager.

Regency Heights II
Unit Alteration/Renovation Application

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. Monday to Friday and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this may be considered replacement of the builders' grade; therefore, this will be considered betterment, or improvement is covered by the Corporation insurance policy. Be sure to complete and submit the betterment and improvement form from the welcome package.
3. It will be the homeowner's responsibility to pay for any future damage that may occur due to the above adjustment.
4. It will be the homeowner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. 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.
6. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board will result in this request being denied.
7. Failure to maintain the area after construction will result in the area being returned to its original state at the homeowner's expense.
8. All building permits are the responsibility of homeowner not the Condominium Corporation.
9. 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. **932 1136** c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

**Regency Heights II
Unit Alteration/Renovation Application**

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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Regency Heights II

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: _____

