



Clareview Courts

Welcome
to your new home at Clareview Courts

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

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

ASSISTANT CONDOMINIUM MANAGER
Sarah Chmilar
E-mail admin1@ayreoxford.com
(780) 448-4984 Ext. 353

MAINTENANCE STAFF
Gord Grue

AFTER HOURS EMERGENCIES
780-499-8424

AYRE & OXFORD INC.

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

General Information

1. Condominium Bylaws

In order to familiarize yourself with the different rules and regulations governing your building, please take a little time to read over the Condominium Bylaws. If you did not receive a copy, please request one from Ayre & Oxford Inc.

2. Insurance

The Condominium Corporation provides insurance coverage of the general property. We request that you make arrangements for personal insurance coverage of your personal contents and improvements to your unit. Please send a copy of your insurance certificate to our office.

3. Utilities

All gas and power are a part of the Corporation Condominium Fees.

4. Move In /Out Etiquette:

1. Book the elevator one week in advance by contacting Ashleigh at 780-777-9871 or Carmella at 780-267-0335.
2. Bookings are only between the hours of 9am and 8pm in consideration of other residents.
3. The move in or out fee is \$150 non-refundable. This fee is the responsibility of the Owner. Payment can be made by Cheque or Money Order payable to Clareview Courts or can be paid via a chargeback to the owner's account.
4. Elevators held open without a key cause major repair issues; therefore, if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00.**
5. Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door.
6. **No driving on the grass or moving through patios.**
7. Any damages incurred will be the responsibility of the unit owner.

5. Emergencies

If there is a police / fire or medical emergency, call **911**.

Report incidents requiring immediate action to the after-hours emergency line (780-499-8424)

Non emergency reports should be made to Property Management the following business day for record purposes.

6. 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. Parties or activities beyond 10 pm should be conducted with due respect to your neighbors. 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.

7. 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.

8. Pets:

Pets, including visiting pets require approval of by the Corporation. You will find a pet approval Form included in this package. Please also refer to the Corporation bylaws for guidelines on size restrictions.

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.

10. 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:

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

All of 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!

11. Lint Traps:

It is the responsibility of the owner(s) or Tenant(s) to clean their lint traps in their dryer and ceiling traps to prevent blockages.

Guidelines for enjoyment and use of Common Areas

1. For sale / rent signage:

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

2. Rental Units:

If you are renting out your unit, or someone other than the titled owner will be occupying the unit, 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 and if applicable deposit requirement. the Condominium Corporation requests that you fill out a Resident Information Form each time a new tenant moves into your unit advising of the name(s) and contact numbers of your tenants/occupants as well as an off-site address for yourself. Please forward these items to Ayre & Oxford Inc. Thank you.

Please find attached a tenant checklist that should be completed with each new tenant you rent your unit to.

3. Balconies:

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

4. 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.

5. Parking:

- Residents are not allowed to park in the visitors parking areas. Visitors may not park in an owner/resident parking stall.
- All visitors must display a visitor parking pass on the rear view mirror of their vehicle. Vehicles not displaying this pass will be towed or fined \$100. Visitor parking in the parkade is limited to 24 hours. Unauthorized extended use will result in a \$100 fine.
- Residents must display a resident parking pass on their rear view mirror of their vehicle. Vehicles not displaying this pass will be towed.

Article 62 USE AND OCCUPANCY RESTRICTIONS

A. An Owner SHALL NOT:

xix. in respect of Parking Stalls:

1. park or store any vehicle or allow any member of his household to park or store any vehicle on those areas of the Common Property designated for Visitor Parking or Handicapped Parking without the express consent of the Board
2. during such time as an Owner or any member of his household is permitted by the Board to use a Handicapped Parking Stall, the non-Handicapped Parking Stall designated for the Unit of the Owner shall not be used by the Owner of that Unit and may be re-assigned by the Board;
3. use the common driveway or roadway or any part of the Common Property, other than for ingress to and egress from his Parking stall for the parking of any motor vehicles except in accordance with permission in writing from the Board;'
4. wash motor vehicles other than in an area designated, and no repairs or adjustments to motor vehicles shall be carried out on Common Property, nor shall any vehicles other than private passenger cars or trucks be brought on to Common Property without the written consent of the Board or the Manager or a duly authorized nominee thereof save in the course of delivery to or removal from the parcel;
5. allow trailers, campers, camper vans, boats, snowmobiles, trail bikes, all terrain vehicles, or any type of motor home or recreational vehicle or equipment to be parked or stored on his Parking Stall or on the Common Property without the prior written consent of the Board;
6. keep on a Parking Stall or on Common Property including any Exclusive Use Area, any private motor vehicle which is not in operating condition, currently licensed and being used from day to day without the prior written consent of the Board;
7. drive any motor vehicle on Common Property at a speed in excess of fifteen (15) kilometers per hour or in any manner that the Board, in its sole discretion, deems hazardous or dangerous; nor
8. allow any propane or natural gas-powered motor vehicle to be brought into, kept or stored inside the building;

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Clareview Courts **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: _____

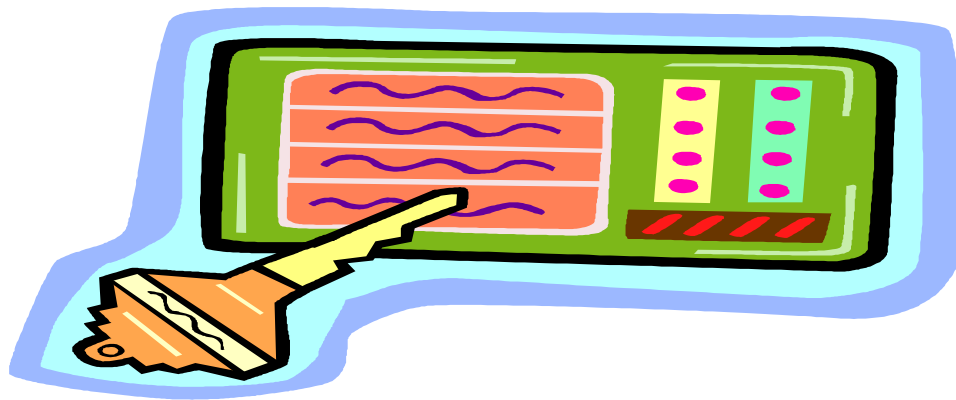
Signature: _____ **Date:** _____

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 admin1@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

Intercom Update

Clareview Courts



Please be advised an Intercom system is installed and all entrance doors to the building are secured.

The system works by using a number assigned to your suite which has to be entered by your guest which then activates your home telephone or your cell phone.

To activate your intercom we require the local telephone or local cellular number you wish to use along with your name.

Please be advised that requests to intercoms can not be completed if you are not a registered occupant of the Unit.

Please fill out the following information and return it to admin1@ayreoxford.com or to the office at:

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

Unit # _____

Owner/Tenant Name(s) _____

Name Displayed _____

Phone Number _____

**NOTICE OF INTENTION and APPLICATION TO RENT/LEASE
Clareview Courts Condominium Plan No. 072 9585**

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 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 53, 54, 56 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

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**Clareview Courts
Confirmation of Bylaw Receipt**

To: Board of Directors: Clareview Courts

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: _____

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Clareview Courts Condominiums Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Building: _____ Unit #: _____

Surname: _____ First Name: _____ Initial: _____

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

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No : _____ (work) _____

New Pre Authorized Plan? ____ Yes ____ No
Bank Information Change? ____ Yes ____ No
Are you authorizing for any outstanding balance to be withdrawn from your account along with your monthly fees? ____ Yes ____ No ____ Initials

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

Witness: _____ Signature: _____ Date: _____

Sent via email to : payables@ayreoxford.com

A VOID CHEQUE/BANK CONFIRMATION MUST BE ATTACHED

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CLAREVIEW COURTS CONDOMINIUMS PLAN NO. 0729585

TENANT MOVE IN CHECKLIST

Unit

_____

Owner Information form Updated and sent to Ayre & Oxford	☐
Parking Passes issued to tenant	☐
FOB issued	☐
Bylaws read	☐
Elevator booked for move in date - 72 hrs notice required	☐
Intercom information forwarded to Ayre & Oxford	☐
Tenant Insurance Verified?	☐

Please forward completed form to

Ayre & Oxford

Fax: 780-448-7297

Ayre & Oxford After Hours Emergency

Phone Number:

7809-499-8424

PET REGISTRATION/APPLICATION

The Owners: Condominium Plan No. 072 9585 Clareview Courts 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_____ (check one) License # _____

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 on Common Property, and if so it is the Owners responsibility to remove it immediately.
8. **That I have read and understand By-law Section 62.a.(iii), which states, but is not limited to, the fact that dogs must not be greater than 12" high at the shoulder.**

Per Unit Owner
Dated this _____ day of _____, 20 ____ .Per:_____ (Property Manager)
on behalf of The Owners: Condominium Plan 072 9585 Clareview Courts Condominiums

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Clareview Courts – Unit Alteration/Renovation Application

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

DESCRIPTION OF PROJECT(S) –

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):

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

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

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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)

**Clareview Court Condominium
Floor Covering Specifications**

Floor coverings in the interior of any unit shall not be replaced with less resilient coverings than the pre-existing coverings without the prior consent of the Board. For the purpose of this policy: ceramic tile, marble or the like shall be considered less resilient than vinyl tile, hardwood flooring or the like which shall be considered less resilient than carpeting, carpeting and under pad, or the like.

Where hard floor coverings are allowed by permission of the board, and where they are located in any unit that is above another unit, the floor coverings must be installed using a resilient underlay which has a laboratory tested rating of "Impact Insulation Class" (IIC) of 70 or higher, and a Sound Transmission Class (STC) of 65 or higher.

The floor covering must "float" on the isolated underlay with no fasteners or other bridging through to the structure. For solid hardwood floors and tiles floors, this can be achieved by installing the resilient underlay below the subfloor.

Occupants with hardwood floors topping (hardwood, vinyl, ceramic tile and laminate) must recognize that the floor impact resulting from their activities are more readily transmitted to units below and active steps to limit the noise of these impacts must be taken. Please note: the under-pad requirement must have a Impact Insulation Class (IIC) of 70 or higher and a Sound Transmission Class (STC) OF 65 or higher.

CLAREVIEW COURTS

Move In/Out Policy:

1. Contact Ayre & Oxford to register yourself in the building. Once confirmed registration you may contact one of the following coordinators.
2. The move coordinators can be reached by phone or alternatively email clareviewmoves@gmail.com. Please put your Unit and Building in the subject line and Cc. admin1@ayreoxford.com.

Please allow a minimum of 72 hours notice for all moves.

- ❖ Carmella 780-265-0335
- ❖ Ashleigh at 780-777-9871

3. The cost of move in/out is \$150.00 to be paid by cheque or money order on the date of the move or alternatively, please have your Owner sign up for Condo Café. Please note, ALL payment is due in advance of the move.
4. Unscheduled moves will result in a \$300 charge on account.
5. Bookings are only between the hours of 9:00 AM and 8pm in consideration of other residents.
6. Elevators held open without a key cause major repair issues; therefore, if you are found holding open the door, you will be charged for the elevator company inspection and any resulting repairs required. These repairs have been known to be in excess of \$500.00.
7. Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door.
8. No driving on the grass or moving through patios. Handicap Parking is not for the moves.
9. Any damages incurred will be the responsibility of the unit owner.

	Landlord /Tenant Fee
Move In/Out with a 3-hour time limit	\$150
Additional Time Required (after 3 hours)	\$50 per hour
Late Arrival ¹ (after 30 minutes)	\$50

¹ After 1 hour the move will be deemed to be a “No Show” and resident will be fined accordingly

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Clareview Courts Move In / Move Out Form

A fee of \$150 is applicable for each move

Building No. ____ Suite No: _____ Move Date: _____ **Please Circle:** Move-In / Move-Out

Owner Name: _____ Tenant Name: _____

Phone Number: _____ Phone Number: _____

I/We _____, hereby declare the following move in/move out etiquette are to be followed through the duration of our move.

8. I, _____ have been registered with Ayre & Oxford Inc. in advance of scheduling the move.
9. Notice of the move has been provided to Ayre & Oxford at least 72 hours in advance, and reservation and padding of the elevator was arranged by contacting the Move Supervisor, or the office of Ayre & Oxford Inc. between Monday and Friday.
10. We acknowledge that our reservation is held within the hours of 9am and 8pm in consideration of other residents/owners, and we will remain within our scheduled time period. There is a three-hour time limit for each move. There will be an additional \$50 fee for each hour past the three-hour time limit.
11. We acknowledge the move in or out fee is \$150 non-refundable.
12. 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.
13. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the building exit doors. Breach of such policy will result in a fine of ~~\$300.00~~.
14. 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) Elevator key and door wedges	LI Yes	LI No	LI Yes	LI No

Notes: _____

\$150 moving fee: was paid by _____ cheque, cash or prepaid charge to account [Please circle]
Please make cheques payable to Clareview Courts with Unit and Building number.
Cheque number _____. [if applicable].

Chargeback to account Yes or No. [Can only be authorized by the Unit Owner and required to be paid in advance of the move.

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of the Clareview Courts Move Supervisor.

x _____
Owner and/or Tenant

x _____
Move Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ and submitted to the Clareview Courts Move Supervisor.

x _____
Owner and/or Tenant

x _____
Move Coordinator

All spaces are to be fully completed on each form.

S