



Dakota

Welcome
to your new home at Dakota

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, T5J 3M1

Ph: 780.448.4984 ~ Fax: 780.448-7297

PROPERTY MANAGER: Gabrielle Dyck
E-mail gabrielle@ayreoxford.com
780) 448-4984 ext 334

ADMINISTRATIVE ASSISTANT: Debbie Hollett
E-mail debbie@ayreoxford.com
(780) 448-4984 ext 313

Ayre & Oxford President – Roseanne Evans
E-mail: roseevans@ayreoxford.com

AFTER HOURS EMERGENCIES
780-499-8424

AYRE & OXFORD INC.

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

Pet Policy - Dakota

The Guidelines regarding pets in the complex are as follows:

1. Small pets are allowed for homeowners – this pet must not exceed 12” in height and not weigh more than 20 lbs. written request must be presented to the Board before any pet is allowed in the unit and this written notice will be subject to approval by the Board and the Board has final approval on this small pet policy.
2. Visiting family members, renters and all visitors with pets must conform to the pet rules of the Condominium. Please be sure everyone knows the pet rules for the complex.
3. Residents should enter and exit the complex with pets via the underground parking garage doors or the side entrance doors. Do NOT use the front foyer entrance.
4. It is your responsibility to remove the waste of your pet should this present itself in the building on balconies/patios (waste should not be swept or washed onto other Residents’ balconies/patios), in common property indoor areas or grass lawns of the Condominium.
5. It is your responsibility to ensure your pet does not disturb other Residents in the Dakota, e.g. excessive barking/yelping.
6. Wipe off your pets’ paws before entering the building or carry your pet to your suite.
7. All pets are to be kept on a leash at all times in the common areas inside the Condominium and are not allowed on the common area on the exterior of the building.
8. For health reasons like asthma and allergies that Residents may have to hair/fur etc. no animals are allowed to roam through the common areas inside the complex.

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



AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Move In – Move Out Form Dakota Condominium

Unit No: _____ Please Circle: Move-In/Move-Out Expected Date: _____

Owner Name: _____ Tenant Name: _____

I/We _____, agree the following move in/move out procedures are to be followed through the duration of our move.

1. Notice of the move and reservation of the elevator has been arranged by contacting the office of Ayre & Oxford Inc. (5business days prior to the move)
2. The reservation is scheduled for (DD/MM/YYYY) _____ between the hours of _____ and _____. The move will not exceed the time limit.
3. Upon receipt of a Moving Security Deposit of \$150 the elevator key and protector blankets will be provided by the onsite contact. The deposit is to ensure immediate return of the blankets and elevator key after the move and to cover any damage to common property caused by the move (full review conducted before and after move).
4. Elevators held open without a key cause major repair issues; therefore if found holding open the door, the mover 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. The onsite contact will go over use of the elevator key so that;
 - Elevator is locked down only when the move starts and reactivated as soon as the move ends, and
 - Elevator is not locked down when the move is between loads for an extended time.
6. The following areas will be inspected for damages and cleared of all disrepair. Should damages be found during the walk through after 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		After Move	
a) Walls clear of markings/damages	Yes	No	Yes	No	
b) Flooring clean and clear of damage	Yes	No	Yes	No	
c) Elevator clear of scratches	Yes	No	Yes	No	
d) Time move began					_____ (Key Provided)
e) Time move was completed					_____ (Key Returned)
f) Deposit received by: _____					Deposits Returned to: _____

Notes:

Prior to Move: Signed this ____ day of _____, 20 ____ in the presence of the Moving Coordinator.

x _____
Owner and/or Tenant

x _____
Moving Coordinator

After Move: Signed this ____ day of _____, 20 ____ and submitted to the Moving Coordinator.

x _____
Owner and/or Tenant

x _____
Moving Coordinator

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer Dakota Condominium

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
3. Are you authorizing 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 NW

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 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 23th of the month before the commencement date.)

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Dakota Contact Information

Suite No.: _____

OWNER INFORMATION

Owner Name: _____

Address: _____

SEND MAIL TO CONDO ADDRESS? Circle YES or NO -If you circled no, please enter mailing address below

Address: _____

_____ Province _____ Postal Code _____

Primary Phone No.: _____ Secondary Phone No.: _____

E-mail: _____

****Anti-Spam Email Legislation Consent:** By providing my email address I am granting permission for Ayre & Oxford Inc. to email me for communication purposes related to the property. To remove consent, please notify our office requesting removal of your email from our system.**

Emergency Contact/Agent: _____

Emergency contact daytime phone: _____ Evening phone: _____

OWNER OCCUPIED UNIT Please circle YES or NO (if you circled no please complete the section below)

RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

CARS OWNED OR USED BY OWNER/RESIDENTS which are parked at or near the condominium:

Car #1.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Car #2.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested is for our records only. In order to ensure confidentiality to all occupants, site staff has been instructed not to provide personal information contained in our files.

Once completed, please sign and return the form attention *Debbie Hollett*, contact info provided on the letter head.

#203, 13455 - 114 Avenue • Edmonton AB T5M 2E2

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

www.ayreoxford.com

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Cease to Rent Dakota

To: Board of Directors: Dakota

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: _____

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Dakota Unit Renovation/Alteration Form

This completed form must be submitted a minimum of fourteen (14) working days in advance of work starting to Property Management / Board for prior written approval for any structural, mechanical, plumbing, or electrical Renovations / Alterations.

Example:

- Replace fireplace and surround
- Rewiring for any reason, N.B unit AC is not permitted
- Replace kitchen cupboards, countertops, and sink
- Replacing Bathroom vanities, sinks, toilets, tubs
- Replace flooring
- Changes to interior walls

This form is NOT required for work such as:

- Painting, Caulking, grouting
- Repair or replace interior doors (Not the exit door to hallway)
- Replace light switches, light fixtures, ceiling fans
- Replace appliances

Information Required

Date of Application: _____

Name: _____

Address: _____

Phone: _____ **Email:** _____

Description of Project(s): _____

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

Material(s) to be used: For flooring, provide thickness and material of underlay and surface as well as estimated STC (sound transmission class) and IIC (impact isolation class) of the total assembly, flooring materials should also be rated with a delta number minimum no greater than 15". **NOTE:** low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Air Conditioner Specific Questions:

1. Proposed location of the condensing unit? _____
2. Is the condensing unit pad mounted or wall hung? _____
3. Colour of unit? _____
4. How will the supply & return lines enter & exit the suite? (A detailed diagram showing routing must be provided) _____

5. Will the supply & return lines be insulated, will the insulation be visible to view? _____

6. How will the power be run to the condensing unit? (A detailed diagram showing routing must be provided) _____

7. Does the secondary electrical feeder cable that runs from the parkade electrical room to suite electrical panel have enough capacity to carry the additional load? Has the unit owner completed a load survey of the suite, current load & proposed additional load? (Written confirmation must come from a Master Electrician) _____

8. Does the electrical breaker located in the parkade electrical room that serves the suite have enough capacity to handle the additional load? (Written confirmation must come from a Master Electrician) _____

9. When the supply & return lines, plus power to the exterior mounted condensing unit penetrate the exterior wall assembly of the building, how is the unit owner proposing to weather proof the penetration? _____

10. What impact on adjacent units will the exterior condensing unit have? (Noise levels in particular will become problematic) _____

11. A permit issued by The City of Edmonton will be required to be produced prior to any work commencing. This will protect the unit owner & the board by having inspections completed by the authority having jurisdiction, in Edmonton's case The Inspection Group complete all reviews for any electrical work

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Owner(s) to complete the following section:

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

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

Dated this _____ day of _____, 20_____

Owner's Signature

Owner's Signature

Office to complete the following section

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

Approved / Denied (Please circle and initial one)

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

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Care and Maintenance of your Condo Unit **Dakota**

The Dakota is a great place to live, in large part because the people that live here look out for each other and care about the building. Residents here know that by looking after basic maintenance within their unit they are also looking after the Dakota, and in so doing keeping condo fees and other condo maintenance costs down. Below are some tips and hints to help you do your part just as your neighbors at the Dakota are doing.

What are condominium residents responsible for?

- In general, the resident is responsible for everything within the unit's walls. This would include fireplaces, appliances, plumbing, and lighting etc. If problems arise it is the resident's responsibility to contact the appropriate services. Residents are accountable for costs when they call a contractor.
- Issues arising within common property (for example, hallways, elevators, landscaped areas) are the responsibility of the condominium corporation. If you notice problems, contact Property Management or one of the board members.

Fireplace:

- Keep flammable items away.
- If the pilot light goes out, turn the gas off and wait >5 minutes before relighting.
- Turn the pilot light off during the summer months to keep cool and save money.
- For homes with a gas fireplace it is recommended that owners have a carbon monoxide alarm.
- Get regular fireplace inspections:
 - ATCO Gas offers free inspections and troubleshooting, contact their Customer Assistance Centre
- Clean glass and inside of walls.

Dryer:

- Clean inside, behind, and around the dryer where lint can build up.
- Clean the lint screen with each use.
- Occasionally wipe the moisture/temperature sensor for the auto-dry cycle (usually located on the inside of the dryer just below the door opening).
- Regular dryer vent maintenance for the building is booked by Property Management and done from the roof.

Clothes Washer:

- Do not operate when out of the unit.
- Check hoses for leaks and replace as per the appliance manual.
- Ensure drain hose is securely in place.
- Close shut off valves when washer is not in use.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Dishwasher:

- Do not operate when out of unit.
- Check hoses for leaks and replace as per the appliance manual.
- Close shut off valves when away from unit for more than a few days.

Fridge:

- Keep coils clean by removing the cover below the door and vacuuming periodically, also clean behind and around the fridge.
- Empty and rinse out the drip tray.

Garburator (refer to user manuals):

- Regular use...
 - Always run cold water.
 - After grinding turn off and run cold water for a few seconds to flush drain
 - Grind hard materials (small bones, ice) which help clean the grind chamber
- Don't...
 - Don't pour grease/fat down the drain, it will build up and cause blockages
 - Don't use hot water when the disposer is on and you're grinding food waste
 - Don't grind large amounts of egg shells or fibrous waste like corn husks as they can lead to blockages
- Maintenance
 - Over time food particles may build up and lead to odor from the disposer, to clean place the stopper in the sink and fill halfway with warm water, mix ¼ cup baking soda in to the water, turn the disposer on and remove the stopper to rinse away food particles.
 - Regularly check plumbing fittings for leaks.

Small Appliances:

- Unplug all small appliances when not in use.
- Ensure electrical cords/connections are safe.

Sinks and Shower/Bathtub:

- Check and replace caulking as necessary, old caulking can lead to leaks and damage.
- Remove hair from bathroom sinks/showers (or use a drain catcher to prevent debris going down the drain and clogging).
- Repair leaking faucets/shower heads.

Toilet:

- Check shut off valve for any leaks
- Is the toilet rocking? A loose toilet may indicate a failing sealant around the base, causing leaks below and must be repaired.
- After flushing, ensure toilet refills properly and water stops.
- Only flush toilet paper down the toilet.

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Drains:

- Regularly cleaning your drains can prevent serious clogs
- “Store it don’t Pour it” – don’t pour oils and fats down the sink, they solidify and clog drains in your unit, the building, and the city sewers. Instead store fats and dispose of them in the garbage.
- Use drain catchers to prevent small particles from going down the sink, put coffee grounds in the garbage.
- Regularly run hot water down all drains to help remove material that in time may contribute to clogging.
- Use drain cleaners (store bought or home made with baking soda) on an annual or semi-annual basis to maintain clean drains.
- Check frequently under kitchen/bathroom sinks for leaking pipes.

Eaves

- Keep an eye on eaves for build-up and blockages; contact Property Management if problems arise.

Dakota Board

May 27, 2014