



Fox One Residential

Welcome *to your new home at Fox One*

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
Edmonton AB, T5M 2E2

Ph: 780.448.4984 ~ Fax: 780.448-7297

PROPERTY MANAGER:
Amanda Hrycun
E-mail amanda@ayreoxford.com

ADMINISTRATIVE ASSISTANT:
Rachel Rintala
E-mail rachel@ayreoxford.com
(780) 448-4984 ext 353

MAINTENANCE STAFF
Ali (780) 263-4030

AFTER HOURS EMERGENCIES
780-499-8424

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Move in's / Outs Etiquette:

1. Book the elevator well in advance by contacting Saiyad Ali at 780-263-4030 or contacting Ayre & Oxford Inc; **seven (7) days in advance** of the Move In/Out.
2. Bookings can be scheduled as follows:
Monday – Friday 8:00 am – 4:00 pm at no charge
Monday – Friday 6:00 pm – 8:00 pm for a \$75 charge
Saturday & Sunday 9:00 am – 3:00 pm for a \$75 charge
3. 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.**
4. Do not leave any building doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door. **No move ins or move outs are permitted through the building front entrance.**
5. Any damages incurred will be the responsibility of the unit owner.

Posting Notices

Before Posting Notices on Bulletin Boards within Common Areas, please submit your request along with the notice you wish to post to rachel@ayreoxford.com. All notices must receive approval before posting. Notices which have not been previously approved may be subject to a \$250.00 fine.

Visitors

All visitors are required to use the intercom system. Visitors will not have access to any residential floor unless buzzed in through this system. From the time a visitor is buzzed in, they have **3 minutes to access an elevator** and press the resident's respective floor. If visitors are not buzzed in, they will not have access to any residential floor.

Please note, the main entry door has restricted access between 11pm and 6am. No access to the intercom system is available from outside the main entry door. Visitors arriving between these hours should be made aware of this. Residents will be required to go down to the lobby and let their visitors in.

Visitor Parking

Visitor Parking is regulated under the City of Edmonton Bylaw 5590. Visitors can park for a maximum of two hours during day time hours (6am - 9pm) and up to 9 hours for overnight stay (9pm – 6am). If anyone is found to be misusing Visitor Parking your vehicle will be ticketed and towed at Owners expense.

Owners are authorized to call the EPS non-emergency line at **780-423-4567** to have a unauthorized vehicle tagged and towed from their titled parking stall under the City Bylaw 5590.

Building entry

Main entry door-The exterior main door to the building has restricted access between 11 PM until 6 AM.

Guests arriving after hours must be made aware of this. They should advise the person they are visiting that they are coming and at what time so that the person can come down to the lobby and let them in. No access to the paging system is available from the outside. This is a building security measure. Also please do not allow anyone to follow in behind you when entering the building. If you don't know them don't let them in. Also please advise your guests not to let anyone in behind them. Access during normal daytime hours for guests; require

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them to buzz you, to be let in. These measures are put in place to provide a safer environment for everyone.

Stairwells

All stairwells, with the exception of cross over floors, are locked from within the stairwell. The cost of stairwell keys is \$100 and is non-refundable. If a key is lost or stolen, the owner will be responsible for all costs related to rekeying that stairwell floor. Residents are required to report any lost or stolen keys to property management immediately for security purposes.

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

Intercom & FOBs

All tenants and owners must fill out the tenant/owner information forms before the intercom will be programmed. Programming can take up to 3 days to be completed. Please email or fax these forms to the property manager. Additional fobs can be purchased from property management for a fee; Key tag fob \$50, Parkade button fob \$100

****Please note that there is a 30 day exchange policy for defective FOBs.****

Security Protocols

Preventing Unauthorized Access to the Building

There are three primary points of entry into the buildings: the front door, the rear door, and the underground parkade entrance. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. The front entrance doors are locked down in the late evening. This means that visitors cannot gain access to the outside lobby at night to request that they be buzzed-in; guests must be physically let into the building by a resident going down to the lobby
6. Report any crimes to both the Edmonton Police Service 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.
7. For additional security tips from the City of Edmonton, you can access:

<http://www.edmontonpolice.ca/CommunityPolicing/PersonalPropertyCrimes/AutoTheft/TheftFromAuto.aspx>

For recent crime statistics you can access the city statistics site:

<http://www.edmontonpolice.ca/CrimeFiles/NeighbourhoodCrimeStats/CrimeStatsFAQ.aspx>

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Preventing Theft from Automobiles

Edmonton Police Services 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.

Garbage...Garbage:

We strongly encourage everyone to recycle and please be reminded:

- ⊗ Please DON'T put your large garbage items beside the dumpster – they will not get picked up by the garbage folks, and will end 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 to the offending unit.
- ⊗ Please DON'T put your garbage in the hallway, lobby, mailbox area, or in stairwells.

The garbage room is located to the rear of the back entrance/ loading zone hallway and requires a fob for access. Please ensure all garbage is tightly wrapped and tied. Recycling is encouraged but **please ensure ALL cardboard boxes are broken down and any other large items are compressed to ensure full utilization of recycling and garbage facilities.** Please DO NOT put your garbage outside the garbage room or beside the dumpster. Never leave garbage in hallways, stairwells, the lobby or the parkade. Anyone caught not bagging garbage properly and/or not disposing of garbage in the dumpsters located in the main floor garbage room will result in a \$250 fine plus the cost of clean-up being issued to the owner of the offending unit.

- ⊗ Vomiting in common area will result in a \$250 fine plus cost of cleanup, issued to the unit owner.

Noise

After 11pm. In order to report noise issues, please contact The City of Edmonton at 311 anytime (24 hours). The below fines will be charged back to the owner of the offending unit:

- 1st incident - warning letter from the condo association
- 2nd incident - a \$250 fine will be issued to the unit
- 3rd incident - a \$500 fine will be issued to the unit
- 4th incident - eviction notice, if tenant, will be issued plus a \$500 fine

Balconies

Only patio furniture and gas barbeques are allowed on balconies. No furniture, bikes, garbage or other flammable materials are to be stored on the balcony. Do not leave pop cans, bottles etc

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on your balcony as they will tend to blow off and land on the podium roof below potentially causing injury to residents.

Please note **ONLY** gas BBQs are allowed. No charcoal or propane BBQs are permitted. All balconies are equipped with a natural gas hook-up for your BBQ.

Any unsuitable items (including charcoal BBQs) found on the balcony will result in a \$250 fine charged to the unit owner.

Anyone caught throwing garbage, cigarette butts, bottles, cans or anything else off a balcony will be fined \$250 which will be charged to the unit owner. **Do NOT dispose of cigarette butts in planters as this can cause a fire.**

Smoking

Please be respectful of other units when smoking on balconies. Ensure smoke is not wafting into other resident's opened windows and doors or onto other occupied balconies. As per The City of Edmonton, no smoking is allowed within 5 meters of public property (ie. 5 meters from any doors on the building). A \$250 fine will be charged back to any offending unit.

There will be a \$250 fine charged back to any offending unit for improper disposal of cigarettes. Illegal substances will NOT be tolerated and will result in a \$250 fine to the offending unit.

Pets

All pets require board approval - residents are required to provide the following information to the property manager:

- Height/Weight
- Neutered/Spayed
- Breed
- City of Edmonton Licensing Information

If the pet is not approved by the board prior to the pet moving into the building, the owner of the suite will be fined \$250 for not complying and the board will require the pet be removed from the building immediately.

Please note the cost to repair any damages to common property caused by a pet will be charged back to the unit owner as well as result in a \$250 fine for common property vandalism.

Window Coverings

Only blinds, drapes and verticals are permitted. Flags, bed sheets, tin foil, blankets, cardboard, newspaper and any other non-window coverings are not allowed and will result in a \$250 fine levied against the unit owner.

Rental of Units & Parking Stalls:

If you intend to sublet your suite, please notify Ayre & Oxford Inc within 21 days with all the required information as per the forms at the end of this package.

If you intend to rent out your parking stall to other residents, please note that it is your responsibility to manage this parking situation independently, and you as the unit owner are responsible for any common area damages or bylaw infractions conducted by the stall renter.

Electricity & Gas:

To connect your electricity you will be required to contact Priority Submetering Solutions Inc. at 1-866-836-3837 (Option #1 is customer service). Their customer service department will issue you a move-in form which will be required to process your account.

Dishwashers, Washing Machines & Dryers

Ensure dishwashers and washing machines are checked regularly for leaks. Ensure the dryer

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lint trap is cleaned between each load. Never overload the dishwasher, washing machine or dryer or turn any of this equipment on and leave your suite unoccupied. Ensure you are always home when running any of this equipment.

Storage of Flammable Goods in Unit

It is illegal to store flammable liquids or propane bottles in your suite, vehicle or parking space.

Maintaining Your Home

Renovations: Renovations such as flooring upgrades require approval from the Board of Directors in advance. If you are planning a renovation, contact Ayre & Oxford Inc. You should also contact your insurance broker to ensure that the upgrade is covered as a betterment or improvement.

Sprinkler Systems: All suites have sprinkler heads in them. Please familiarize where they are so that they can be kept free from objects around them. A burst sprinkler head can cause a lot of damage not only to your suite but to other suites and common areas. If the sprinkler head breaks as a result of negligence on the part of the occupant, then they are responsible for the damage.

For the prevention of potential freeze ups, please take precautionary measures for winter months;

1. Check to ensure your heat is working daily.
2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. Do check your pipes and unit fixtures frequently to ensure the heat is working properly and that there are no leaks.
4. To prevent window frost up:
 - Ensure your heat can fully circulate through the suite.
 - Open blinds or heavy curtains to allow air flow.
 - Move furniture away from windows and patio doors.
 - Ensure the humidity levels in your suite are not too high.
 - If you still have ice buildup, install a plastic winter kit to your windows.
5. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
6. In suite heating problems such as thermostats and zone valves are the unit **owners'** responsibility. Please ensure your thermostat is in working order.
7. If you notice something is wrong call Ayre & Oxford for advice, and to report the issue.
8. Ensure common area doors close properly when entering or exiting the building, as broken pipes, and/or heat loss costs everyone.
9. If you have not already provided Ayre & Oxford with your contact information, or if you need it updated, please do so immediately. Having an up to date list can save you money, as in the event of an emergency, if we cannot reach you, or the occupant, we will contract a lock smith to provide entry.
10. Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit **owner** responsible.

Insurance:

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. 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. 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 it be assessed back to them.)
- If the unit is rented to tenants, the Owner should carry a condo package that also covers tenant liability; the tenant must carry a tenant's policy.
- Alternate living expenses

To protect these important areas you should purchase a Condominium Unit Owners Policy. This is a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met. Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for reference.

Emergency Procedures

Fire

The Condominium is constructed of fire resistant materials. Fire-resistant walls deter the spread of fire from one suite to another. However, no building is 100% fire proof.

The building has a fire alarm system that will alert the whole building when it is activated manually. You must know the location of and how to operate the fire alarm "pull stations".

- The building has fire-resistant stairways that are marked on all floors by EXIT signs. The stairway doors must be kept closed at all times.
- In case of emergency or fire, DO NOT PANIC. Follow all instruction and move at a steady pace. Know what you should do and then do it. Keep calm.
- Once you have left the fire area, do not return.

Evacuating - No Assistance Required

If you hear an alarm and are able to evacuate without assistance:

- Stop what you are doing.
- Close all windows and balcony doors.
- Before opening your suite door, lay your hand flat on the surface of the door. If it is cold, feel the door above the handle. If it is also cold, open the door slowly and check the hallway for smoke.
- If you see smoke outside the door, remain in the suite. Close, but do not lock your door. Press wet towels or cloths around the door to seal the cracks.
- Phone 911 and inform the dispatcher of your location and situation. Wait to be rescued in your unit.
- If the exterior hallway is clear of smoke and fire, close your suite door (do not lock it) and proceed to the nearest exit stairway that leads to the main floor lobby. Do not use the elevators - Elevators will not work once the fire alarm is activated.
- Feel the stairway door before you open it. If it is cool and if there is no smoke in the stairway, proceed at a steady, unhurried pace down the stairs.
- If, while descending the stairs, you find you are entering a smoke area, immediately leave the stairway and proceed down an alternate stairway. Remember to check the door for fire first.
- Leave the building. Assemble well away from the building, taking care not to block any of the entrances or impede the work of fire personnel.

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- The Fire Captain may give instructions over the communication system during an alarm if further direction is required. Normally, the communication system is not used.

Evacuating - Assistance Required

If you hear an alarm and require assistance to evacuate, it is the owners' responsibility to advise the fire department of their location.

- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- If you have a portable phone, keep it with you. Call the fire department to let them know where you are.
- If there is no fire in your area, close all doors and stay put.
- If there is smoke or fire in your area, go to another room with a window and wait.
- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- Stuff the cracks around the door and cover vents with a cloth to keep out smoke.
- Call the fire department and tell them exactly where you are.
- Wait at a window and signal for help with a flashlight or light colored cloth.

Note: Any residents that can exit should exit. It will always be safer to remove someone from a fire scene before it turns into a tragedy than after.

What to do in case of fire in your suite.

Alert everyone in the suite.

- Call 911 and inform the operator of your location and whether you need assistance to evacuate.
- Leave your suite. Close but do not lock the door.
- Sound the fire alarm in the hallway.
- If you are able and do not need assistance, leave your floor via the stairway. Do not use an elevator.
- Walk, do not run, to the main entrance.
- Meet the fire officers at the front door, unlock the front door and inform them of the location of the fire.
- If you need assistance, proceed to and enter the stairway shaft, close the door and wait for a fire officer to come and assist you.

Safety Tips:

Storage

- It is illegal to store flammable liquids or propane bottles, in your unit, in the parkade, or in any common area, and it must be handled carefully on your balcony. Do not store magazines, newsprint, or any other combustible materials in any exclusive use area outside your suite.

Laundry and Dishwashing Equipment

- Do not overload or "set and forget it".
- Check the equipment regularly.
- Keep the lint trap free in your Dryer.
- Turn taps feeding the washer off when not in use. If they are left on, pressure can build up causing your water line to burst.

General Safety Reminders

- Avoid careless smoking. Observe No Smoking areas. There is no smoking in any of the common areas.
- Replace unsafe electrical appliances, frayed extension cords, octopus plugs, etc.
- Unplug all appliances when you are vacating your suite for a prolonged period.
- Advise Ayre & Oxford of intended lengthy absences.

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- Avoid unsafe cooking practices. Be careful when deep-frying or fondue cooking.
- Turn off all water lines if you are vacating your suite for a prolonged period.

Power Emergencies

Every unit has a power panel located in your suite. This panel has all the normal circuit breakers covering electrical outlet, room lighting and appliances. Under normal conditions a malfunction of an appliance may cause a circuit breaker to trip and shut off the power. If there are any other problems in this area, call your electrician

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!

Unit Owner Maintenance Responsibilities:

Balcony / Patio Standards:

1. Balconies must be kept free of garbage and household items except for barbeques and appropriate outdoor furniture. Gas Barbeques are allowed within patio/balcony areas.
2. Christmas decorations must be removed by April 1st.
3. Balconies may not be used for storage or hanging laundry.
4. Balconies must not contain anything that is unsightly, offensive, or that reduces the general attractiveness of the area.
5. For apartments on the main floor with a railing around the patio, note: any alterations to the rail including the addition of a gate is to be approved by the Board of Directors in advance.

Parkade

1. A maximum allowance of four tires are allowed to be stored within Parkade stalls
2. No other debris are to be present within Parkade stalls.

Window, Patio Door, and Door Standards:

1. Only window coverings produced specifically for covering windows shall be placed on windows.
 - a. Foil, blankets, signs, sheets, flags, boards, cardboard, and window coverings containing logos, pictures, or words in any language are not allowed.
 - b. Window coverings that, at the sole discretion of the Condo Corp Board, are unsightly are not allowed.
 - c. Ornaments or objects that, at the sole discretion of the Condo Corp Board, are unsightly or offensive must not be placed where they are visible through windows or doors.
 - d. Windows may not be painted.
 - e. Christmas decorations must be removed by April 1st.
 - f. Windows must be kept free of damage.
2. Patio Doors: All the same standards apply to patio doors as apply to windows.
3. Doors:
 - a. Only makes and models of screen doors approved by the board may be installed on a unit.
 - b. New locksets must be the same color, finish, and style as the original locksets.
 - c. Doors must be kept clean and free of damage.

Remedies: If a unit owner fails to maintain his unit or balcony according to the above standards then the following will occur:

Fines will be levied by the Condo Corporation at their discretion

1. The condo corporation, at their discretion, will bring the unit up to the required standard and will charge the cost of the maintenance and repairs back to the unit owner.

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Fox One 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 Rachel Rintala, contact info provided on the letter head.

**FOX ONE
APPLICATION FOR PET APPROVAL**

In accordance with The Owners: Condominium Plan No. **152 3530** By-law VI 57, approval for a cat or dog is required. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted.

Owner: _____ Unit Address: _____

Home # _____ Work # _____

> Mailing Address if Owner lives Off-Site: _____

TO BE COMPLETED BY OWNER/LANDLORD IF UNIT IS RENTED:

Tenant Name(s) _____

Home # _____ Work # _____

Pet Description: Cat (breed): _____ Dog (breed): _____

Sex: ____ Color: _____ Height: _____ Weight: _____ Age: ____ Fixed? Circle Y or N

Municipal License # _____ Tag # _____

I/We, the Owner(s) of the above Unit do hereby make application for approval for the pet (cat or dog) as described above and agree to the following terms and conditions:

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation, in accordance with By-law 57.
4. In the event that the animal described about is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be allowed to create noise or disturb other residents in any way.
7. No animal shall be left unattended while on Common Property or exclusive use areas.
8. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
9. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
10. No more than 1 pet per household (other than a bird, fish, one (1) dog no greater than eighteen (18") inches at the shoulder, one (1) cat restrained at all times inside the Unit) will be approved by the Condo Corporation.

I/We agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

SIGNED THIS _____ **DAY OF** _____, **201** ____ **Signature:** _____

**NOTICE OF INTENTION TO RENT/LEASE
FOX One Condominium Corporation**

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

(name and address 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, the circumstances under which it may be terminated prior to expiry and containing the proposed lessee's signature in agreement to undertake the bylaws, and the Condominium Rental Policy / Regulation is attached.

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

6. 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.

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

8. 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, Undertaking outlined per section 2. Above, information update form, Tenants insurance certificate.

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Fox One Move In – Move Out Form

Property: Fox One

Suite No: _____

Address: _____

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.

6. A reservation of the elevator was made through the maintenance coordinator or by contacting the office of Ayre & Oxford Inc. Monday to Friday.
7. 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.
8. 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.
9. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the parkade overhead door. Breach of such policy will result in a fine of \$150.
10. We acknowledge receipt of the elevator key, which is to be return immediately upon the completion of the move and a briefing on the use.
11. The following areas were inspected for damages and cleared of all cause. Should damages be found during the walk through further to the move it will be the responsibilities of the unit owner who may intern 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	_____	
e. Time move was completed	_____	
	Key Provided	Key Returned
f. Elevator key and door wedges	LI Yes LI No	LI Yes LI No
(If no \$30 charge each)		

Notes:

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of Icon Tower II Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ in the presence of Icon Tower II Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

**FOX ONE
Confirmation of Bylaw Receipt**

To: Board of Directors: FOX ONE 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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Cease to Rent

To: Board of Directors: FOX ONE Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Check One:

Please refund security deposit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please keep security deposit on file	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please apply security deposit to outstanding balance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

OFFICE USE ONLY	Initial
<ul style="list-style-type: none">• Verified Outstanding fines & charges in relation to tenancy _____• Apply \$_____ of deposit to cover: _____	
_____ PM Signature	

AYRE & OXFORD INC.

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FOX ONE Condominium

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**
- 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

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 24th of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

FOX ONE

Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

DESCRIPTION OF PROJECT(S) – Exterior: (Balcony, 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.)

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

Attach contractor WCB and Liability Insurance certificate with alteration request. No contractors are to do any work without the above.

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

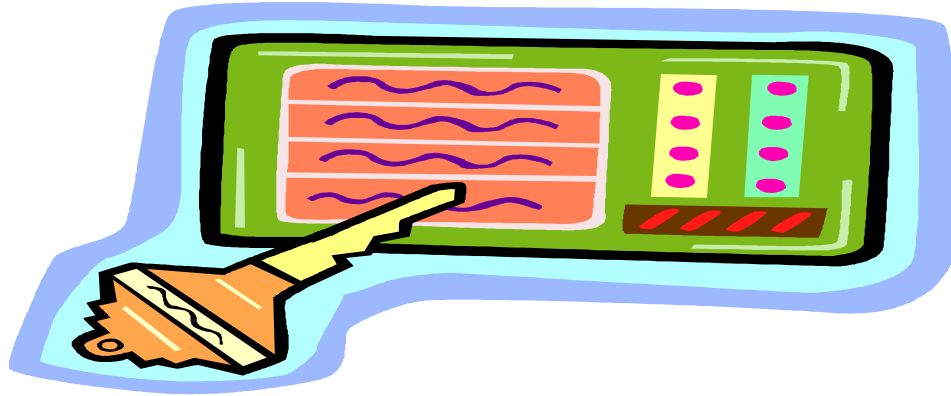
Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

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

Intercom Update

Fox One Condominiums



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

The system works by using a 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 “6” on your phone pad.

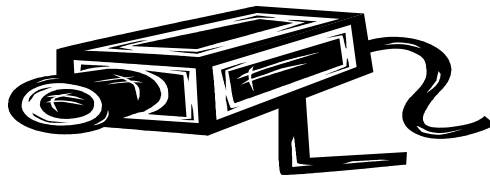
To activate your Intercom we require the telephone or cellular number you wish to use along with your name or “Occupied” to be displayed.

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

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

*****Can only be hooked up to one (1) local number.*****

Unit # _____
Owner/Tenant Name(s) _____
Name Displayed or “Occupied” _____
Phone Number _____
Date to be changed _____
Date: _____



FOX ONE Condominiums CCTV Policy

Introduction

FOX Tower I Condominiums uses closed circuit television (CCTV) images to provide a safe and secure environment for staff, visitors, and customers and to protect the Condominium property. This document sets out the accepted use and management of the CCTV equipment and images.

Purpose of CCTV

FOX Tower I Condominiums has installed CCTV systems to:

- Deter crime
- Assist in prevention and detection of crime
- Assist with the identification, apprehension and prosecution of offenders
- Monitor security of the property information and assets

Cameras

Policy

FOX Tower I Condominiums will make every effort to position cameras so that they only cover FOX Tower I Condominiums premises.

Camera operators will receive training and on the procedures for maintaining the privacy of information.

FOX Tower I Condominiums will clearly display signs so that staff, visitors, and customers are aware they are entering an area covered by CCTV.

Images

Policy

Images produced by the equipment must be clear as possible so that they are effective for the purpose for which they are intended.

Guidance

The following standards must be adhered to:

1. After installation, make an initial check of the equipment to ensure it works properly.
2. Ensure that images, where used, are of a good quality
3. Do not continue to use media once it becomes clear that the quality of the images has begun to deteriorate.
4. Where the location of the camera and time/date are recorded these should be accurate.
5. Site the cameras so they will capture images relevant to the purpose(s) for which the scheme has been established.
6. Assess whether it is necessary to carry out constant real-time recording, or only at certain times when suspect activity usually occurs.
7. Cameras should be properly maintained and serviced and maintenance logs kept.
8. Protect cameras from vandalism so that they are kept in working order.

9. In the event that cameras break down or are damaged, these items must be recorded and repaired immediately to retain the security.

Retention

Policy

Images and recording logs will be held in accordance with the FOX Tower I Condominiums records.

Guidance

For digital recording systems, CCTV images held on the hard drive of a PC or server will be overwritten on a recycling basis once the drive is full, and in any event will not be held for more than 31 days. Images stored on removable media such as CD's will be erased or destroyed once the purpose of the recording is no longer relevant. All digital recordings will be labeled to maintain integrity.

Recording media no longer in use will be securely destroyed.

Access to and disclosure of images to third parties

Access to and disclosure of, images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purpose for which they were originally collected, and in accordance with the FOX Tower I Condominiums policy.

Access to images

Policy

Access to recorded images will be restricted to those staff authorized to view them, and will not be made more widely available.

Monitors displaying images from areas in which individuals would have an expectancy of privacy should only be seen by staff authorized to use the equipment.

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, thus should be documented.

Images retained for evidence should be securely stored.

Guidance

Document the following information when media are removed for viewing.

1. Date and time they were removed
2. The name of the person removing the media
3. The name(s) of the person(s) viewing the images
4. The reason for viewing the images
5. The date and time the media were returned to the system or secure storage

Disclosure of images

Policy

Disclosure to third parties will only be made in accordance with the purpose for which the system is used and will be limited to:

- Police and law enforcement agencies, where the images recorded could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies
- Relevant legal representatives

- People whose images have been recorded and retained (unless disclosure to the individual would prejudice, criminal proceedings)
- In exception cases, to others to assist in identification of a victim, witness or perpetrator in relation to a criminal incident
- Members of staff involved with Company disciplinary processes

All requests for disclosure should be documented. If disclosure is denied, the reason should also be recorded.

Guidance

In addition to the information required in section 6.1 above, the following should be documented:

1. If the images are being removed from the CCTV system or secure storage to another area, the location to which they are being transferred
2. Any crime incident number if applicable
3. The signature of the person to whom the images have been transferred

Individuals access Rights

Policy

All requests for access to images by individuals (when they are asking for access to images of themselves) should be made in writing to FOX ONE Condominiums.

Guidance

Requests for access to CCTV images must include:

- The date and time with the images were recorded
- The location of the CCTV camera
- Further information to identify the individual, if necessary

If the company cannot comply with the request, the reasons must be documented. The requester will be advised of these in writing, where possible.

Responsibility for CCTV systems

For systems operated by FOX ONE Condominiums, the overall responsibility lies with the Office personnel on site.

The Office personnel is tasked with day to day responsibility within the facility

Staff Training

The Office personnel will ensure that staff handling CCTV images or recordings receive training on the operation and administration of the CCTV systems

Complaints

Complaints and enquiries about the operation of FOX ONE Condominiums, CCTV systems should be addressed to those have day-to-day responsibility, as listed above.

Monitoring Compliance

The maintenance personnel will undertake occasional reviews to ensure updating of knowledge and compliance with this policy and relevant legislation.