



# Lorelei Close

## **Welcome** *to your new home Lorelei Close*

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**

**PROPERTY MANAGER: Sandra Hoffman**  
E-mail [sandra@ayreoxford.com](mailto:sandra@ayreoxford.com)  
780-448-4984 Ext. 351

**ADMINISTRATIVE ASSISTANT: Kendrick Krause**  
E-mail [Kendrick@ayreoxford.com](mailto:Kendrick@ayreoxford.com)  
780-448-4984 Ext. 329

**MAINTENANCE STAFF**  
**Dwayne Laflamme**  
780-807-4108

**AFTER HOURS EMERGENCIES**  
**780-499-8424**

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## **Move-In / Out Etiquette:**

1. Move-in hours are between the hours of 9am and 8pm in consideration of other residents.
2. Any damages incurred will be the responsibility of the unit owner.

## **Garbage...Garbage:**

We strongly encourage everyone to recycle and please be reminded:

- ❌ Please wrap tightly, tie and put garbage into containers. Placement of bins is subject to Board direction as well as city bylaws. Refer to Condominium Bylaws Sec.61, p 34.

## **Rental Units:**

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental. An Intent to Rent form is included with this package.

## **Maintaining Your Home**

Condominium ownership means that you are responsible for the space inside your walls. We all need to keep on top of maintenance and to watch major items like furnaces and hot water heaters. Neglecting these can have bad long term consequences that affect all of us. So here are a few things you can do to maintain your unit. Remember that water is the cause of most of the damage to our units, so be especially aware of leaks.

**Furnace:** Your furnace should be inspected once a year. ATCO gas offers no charge "advise and adjust" inspection checks. They will check that your furnace is operating safely and efficiently, is properly vented and has the necessary air requirements.

Check [http://www.atcogas.com/Safety/home\\_safety/HomeHeating.asp](http://www.atcogas.com/Safety/home_safety/HomeHeating.asp) for more information. Replace your air filter every three months for peak efficiency and to minimize dust. Have a professional check the humidifier on the furnace. The filter may need to be replaced and the hoses may need to be tightened.

**Shower & Tub:** If you have a one-piece unit that has the tub on one side and the shower next to it, you probably have an access port between the two. This port has a tendency to lose the seal that prevents water leaking between the tub and shower. Check that port and use silicon caulking to reseal the panel shut.

**Air Conditioners:** An air conditioner can make your condo livable. Models that exhaust through a hose are fine. Keep the filters clean for improved cooling and make sure that the drip tray collects any condensation. Please ensure your request has Board Approval for the installation of all Central Air Conditioners.

**Renovations:** Renovations such as flooring upgrades require approval from the Board of Directors in advance. If you are planning a renovation please contact Ayre & Oxford Inc. You should also contact your insurance broker to ensure that the upgrade is covered as a betterment or improvement. **ADVISORY: Buildings constructed prior to 1990 may have used building products containing asbestos. This was very common in many products. Please exercise caution when renovating. More information about asbestos and the products containing asbestos can be obtained at: <http://environment.gov.ab.ca/info/library/7635.pdf>**

## **Yards/Landscaping:**

Owners are responsible to maintain, weed and water your own lawn and shrub/flower beds.

## **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 furnace room 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.

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- If you still have ice buildup, install a plastic winter kit on your windows.
- 5. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
- 6. In suite heating problems are the unit **owners'** responsibility. Please ensure that both your **thermostat** and **furnace** are in working order.
- 7. If you notice something is wrong call Ayre & Oxford for advice, and to report the issue.
- 8. 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 locksmith to provide entry.
- 9. Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit owner responsible.

## **Insurance:**

It is mandatory that all owners and tenants have proper condo insurance

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real property in the condominium complex. This policy does not cover the individual unit owner in two important areas:

- Insurance coverage on your personal belongings and
- Insurance coverage for personal liability
- Insurance on Betterments, or improvements

To protect these important areas you should purchase a Condominium Unit Owners Policy. This a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

## **Noise complaints:**

Condominium living can be a new experience for some Owners and Occupants. For your reference, we would like to take this opportunity to remind owners and occupants of the current procedure in place for notification of noise complaints at Lorelei Close, should you experience noise causing you discomfort.

### **Complaint Procedure:**

- Notify Property Management of the complaint in writing, noting as much detail as possible, including dates, times, type of noise.
- Report to: Ayre & Oxford Inc.
- Miranda Domoslai, Administrative Assistant: [Miranda@ayreoxford.com](mailto:Miranda@ayreoxford.com)
- Sandra Hoffman, Property Manager: [sandra@ayreoxford.com](mailto:sandra@ayreoxford.com)
- If the complaint is for noise after 10pm, or of an extreme nature, in addition to reporting the occurrence to the Property Management, report it to the police during the occurrence. Police reports can be used to substantiate complaints should further action be required to rectify the issue and can also result in additional City Bylaw fines.

### **Types of common complaints:**

- Late night / early morning exterior noise, which carries from balconies.
- Music and loud bass
- Dogs barking.
- Parties indoors with windows open during late nights.
- Banging / thumping late at night.

## **Parking**

- No parking on lawns
- Visitor Parking is for **visitors only** not owners or residents
- No parking in fire lanes

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### **Thinking of selling?**

**It** happens – everyone's needs change over time. Note: When you are selling the real estate agent you work with or potential buyers are usually interested in some key documents:

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

All these documents have been provided to owners in the past. By law you only have to make these available for VIEWING (by appointment at Ayre & Oxford) however to speed up the sales process most sellers keep a copy of the documents handy. Please remember that if you need this documentation reproduced there is a fee which can be \$300-\$400 depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

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## **Lorelei Close Contact Information**

Suite No.: \_\_\_\_\_

### **OWNER INFORMATION**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Primary Phone No.: \_\_\_\_\_ Secondary Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

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 to [Kendrick@ayreoxford.com](mailto:Kendrick@ayreoxford.com) or to the contact information provided on the letter head.**

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## **PET REGISTRATION**

The Owners: Lorelei Close

Unit Owner: \_\_\_\_\_

Unit Address: \_\_\_\_\_

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description (**Note:** Please submit a photograph with this application.):

Common Name: \_\_\_\_\_

Breed: \_\_\_\_\_

Approximate Size: \_\_\_\_\_

Color: \_\_\_\_\_

Age: \_\_\_\_\_

Up to date immunization shots: Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

Other Description:

In consideration of this permission being granted I agree:

1. That at all times when this animal is not in the Unit, or contained in the privacy area, it shall be kept on a leash while coming to or leaving the property.
2. That I will pay immediately for any damage done by said animal to the common property or person.
3. That I will indemnify and save you harmless from any and all claims which may be against the Condominium Corporation by reason of the Condominium Corporation permitting me to keep said animal in my Condominium Unit.
4. That permission granted by the Board of Directors on behalf of the Condominium Corporation may be revoked at any time, at the Board of Director's discretion.
5. That I shall not permit my animal to run at large on any part of the property.
6. Continual barking is acknowledged as disturbing the quiet enjoyment of Condominium Owners, and the Condominium Corporation has the right to withdraw approval of pets that are deemed to be a problem.
7. Animals are not allowed to defecate and if so it is the Owners responsibility to remove immediately.

Per Unit Owner \_\_\_\_\_

Per Unit Owner \_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Per: \_\_\_\_\_ (Property Manager)

on behalf of The Owners: Lorelei Close



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## **NOTICE OF INTENTION TO RENT/LEASE**

### **Lorelei Close 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 45 to 47 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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**Lorelei Close – Tenants Receipt of Bylaws**

To: Board of Directors: Lorelei Close Condominium

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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**Lorelei Close – Cease to Rent**

To: Board of Directors: Lorelei Close Condominium

Unit # \_\_\_\_\_

Address: \_\_\_\_\_

I / We \_\_\_\_\_

Cease to rent the aforementioned suite effective: \_\_\_\_\_ date.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

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## **Lorelei Close 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 – 1114 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 23<sup>rd</sup> 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 23<sup>rd</sup> of the month before the commencement date.)

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED**

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***Lorelei Close – Suite Renovation/Alteration Form***

Date of Application: \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Interior Enhancement: \_\_\_\_\_

**DESCRIPTION OF PROJECT(S)** – Exterior: (Deck, Fence, Sun/Screen room, 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:** \_\_\_\_\_

\_\_\_\_\_

**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

**ADVISORY:** Buildings constructed prior to 1990 may have used building products containing asbestos. This was very common in many products. Please exercise caution when renovating. More information about asbestos and the products containing asbestos can be obtained at: <http://environment.gov.ab.ca/info/library/7635.pdf>

### **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)