



# Park Place South Terwillegar

## Welcome

### *to your new home at Park Place South Terwillegar*

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**

**Ph: 780.448.4984 ~ Fax: 780.448-7297**

#### **PROPERTY MANAGER:**

**Angeline Retzlaff**

**E-mail: [angeline@ayreoxford.com](mailto:angeline@ayreoxford.com)  
(780) 448-4984 ext 315**

#### **ADMINISTRATIVE ASSISTANT:**

**Kelley Fogarty**

**E-mail [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com)  
(780) 448-4984 ext 357**

#### **MAINTENANCE COORDINATOR:**

**Marc Bourdage**

#### **AFTER HOURS EMERGENCIES**

**780-499-8424**

**Genie Pad Website** - A unique tool for sharing of information between owners, residents and the Condo board!

The Genie Pad website provides unique and interactive features to encourage involvement in our community with timely access to up-to-date condominium news.

- DOCUMENTS – A convenient way to access various condo documents such as: policies, bylaws, forms, and AGM minutes.
- MESSAGE FORUM – You can easily post messages for quick and effective communication with all residents. Automatic notifications of new postings are sent to all registered owners and tenants.
- CLASSIFIEDS – A great tool for listing items for sale. Post ads, including photos, to sell your items or offer services.
- CONTACT – Submit suggestions, maintenance requests, complaints or general inquiries to the Property Manager and the Condo Board members. Register either as an Owner or as a Tenant. Please take a minute to register at: <https://ppst.geniepad.com/>

## **GENERAL BUILDING INFORMATION**

### **1. Move-in / Out Etiquette:**

- **Elevators must be booked one week in advance by contacting Marc @ 780-983-9534.**
- **Bookings are only between the hours of 8:30am and 4:00pm Monday to Friday.**
- ***A fine of \$250.00 will be charged to the unit Owner for any move in/outs that are unscheduled.***
- Arrange with site staff to get ELEVATOR PADS, SERVICE KEY & KEY TO UNLOCK FRONT DOOR PADLOCK (if your building is so equipped). A **deposit in the amount of \$250.00** is required for the elevator key, which will be refunded upon return of the key. Please note this must be in the form of a cheque, as on-site staff does not accept cash.
- 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**.
- NEVER, under any circumstances leave security doors propped open – when security doors are open an adult must be present at all times to monitor foot traffic and if appropriate challenge persons entering to produce a key.
- While moving furniture/effects through the security doors, prop doors open using a piece of furniture DO NOT USE stones or rocks. Bent hinges result when rocks are used and the cost of repairs will be charged back to your suite or to your landlord and paid from your damage deposit.
- Elevator service key – use common sense and show reasonableness when using. This infers you have items at elevator ready to load before you use the key and when you reach your destination floor you immediately offload and release the elevator.
- Sharp objects: ensure corners are padded or taped, bed frames are wrapped etc – damage to the elevators is your responsibility and will be charged back.
- Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.
- **No driving on the grass or moving through patios.**
- Unwanted or damaged furniture/mattresses etc – these are NOT to be left at garbage/recycle bins. They are yours, dispose of them as any other resident would be

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expected to do. Items left, when tracked back to your unit will be charged back at significant rates. The items are yours – YOU remove from site or pay to have it removed.

- Parking/stopping vehicle used in your move. Do not block fire/emergency lanes. Once vehicle is offloaded move it to visitor parking. The timelines on visitor parking are enforced. Visitor Parking spots are monitored – ensure Ayre & Oxford Inc. representative has license plate numbers or vehicle description so your moving related vehicle(s) are recognized. ALL other vehicles are to be in your parking stall or parked in accordance with the Condominium Associations posted visitor parking rules.
- Padlock on front door – if taking a break during the move – secure the door and replace the padlock – when you are finished moving and before returning keys, replace the padlock
- Return of key/return of security deposit – contact the same Ayre & Oxford Inc. representative who provided the key.

## **2. Additional information**

**Keys-** Suite and mailbox locks and keys are owner responsibilities to replace/maintain.

**Fobs-** Fob programming changes: To change the name of a fob user in the system, please contact Ayre & Oxford.

Additional remotes and fobs can be purchased from the Property Management Office for a fee;

- Purchase an additional parkade opener for (\$100)
- Purchase an additional Key fob(\$75)

**Intercom** - Intercom programming changes: Call Property Management

## **3. Emergencies**

- a. If there is a **police, fire or medical emergency, call 911.**
- b. Report incidents requiring immediate action to the onsite emergency staff.
- c. Non- emergency reports should be made to Property Management the following business day for record purposes.

## **4. Noise and disturbance:**

Daily living and its associated noises are expected and suggested to remain from 7:00am to 10:00pm. Outside of this time frame should be quiet hours.

- a. Parties or activities beyond 9:00pm should be conducted with due respect to your neighbors.
- b. Owners with complaints 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 detail as possible in the complaint form provided on Condo Genie.

## **5. Renovations and Repairs:**

- a. Construction in units is to be between 8am to 5pm - Monday through Saturday.
- b. If you are planning a renovation you are asked to contact building management prior to commencement for guidelines and they will provide permission. This also applies to moving plumbing or electrical fixtures from one location to another.
- c. Unapproved renovations are subject to removal.
- d. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining “builders’ grade”.

## **6. Home based business:**

Please make your request in writing to the Building Management for approval by the Board. Approval will not be given to businesses which require public attendance in the building.

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### **7. Air conditioners:**

Air conditioners cannot be mounted to hang outside of windows and must be fully inside your unit. They cannot alter the building in any way, or cause excessive noise outside your unit that may disturb neighbors.

### **8. Heating:**

It is the owner/resident's responsibility to inspect their home for leaks and report them as soon as discovered. Take a moment and inspect your heating pipes, carpet areas and ceilings frequently and report any damages as soon as possible to avoid further damage and possible liability.

In the winter please make sure your heat is on. Do not leave any windows or patio doors open when you are not around. If you do need to open a window, please monitor it closely as there have been problems with pipes freezing when there is a change in temperature. Damage done to your suite and other suites, as a result of frozen pipes that burst as a result of negligence on the part of the resident or owners of the suite, is the responsibility of the owner and/or resident of that suite. Our temperature can change drastically from warm to cold in a hurry.

### **9. Sprinkler Systems:**

All suites have sprinkler heads in them. Please familiarize yourself with 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. A little common sense goes a long way for prevention.

### **10. Pets:**

**Effective September 1, 2012, all new pet registrations will require a non-refundable pet deposit of \$200 to help alleviate the costs of damage to the common areas that the Corporation is currently paying for.**

#### **Please be reminded of the bylaws regarding pets at Park Place South Terwillegar Section 59. ANIMALS;**

Other than birds and fish, an Owner shall not keep or allow any animal of any kind in his Unit or on the Common Property without the specific approval, in writing, of the Board, which approval may be arbitrarily withheld, and if given may be withdrawn at any time on seven (7) days notice to the Owner to that effect. The Board may approve only those animals that meet the following criteria and may impose other or further criteria in its sole discretion:

1. An Owner is not permitted to have more than two small animals restrained at all times in enclosures within his or her Unit;
2. Cats and dogs must be no higher than 17" at the shoulder.

**Please clean up after your pet on common property and do not use balconies to replace walking your pet, in the event an owner does not clean up after their dog, this could result in a fine to the unit owner.**

Pets, including visiting pets require approval of the Board. You will find a pet approval Form included in this package. Please also refer to the Corporation bylaws.

### **11. Smoking:** Smoking is allowed in the designated smoking areas ONLY, there is NO smoking in the common areas inside the building, if proven to not abide, this could result in a fine.

### **12. Payment**

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking etc. can be paid by cheque made out to:

Park Place South Terwillegar



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C/O Ayre & Oxford Inc.  
#203 13455 114 Avenue  
Edmonton Alberta, T5M 2E2

Or via the Corporation's CondoCafe.

Please note that any payment that is returned is subject to a \$35.00 NSF processing charge, as well as any interest charges as set out in the Corporation Bylaws.

### **13. Insurance:**

It is mandatory that all owners and tenants if renting have proper condo insurance. A copy of the insurance documents must be presented to the management company for their records. The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real property in the condominium complex. This policy does not cover the individual unit owner in two important areas:

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

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

### **14. Rental Units**

The rental policy affects all rental units at Park Place South Terwillegar Condominiums effective immediately. Please be aware of Part VI, 61. of your Corporation Bylaws which states: An Owner who leases or grants possession of his unit to any Tenant shall:

- a) Comply with the damage deposit requirements (if any) of the Corporation;
- b) Cause the Tenant to undertake in writing to be bound by and comply with the Bylaws of the Corporation;
- c) Upon request of the Board, give notice and particulars of any tenancy or other occupancy, accompanied by the written undertaking of the Tenant(s), be bound by the Bylaws of the Corporation; provided that nothing herein shall in any way remove, waive or alter the responsibility of each Owner for the performance of all Bylaws by all persons using or occupying his Unit; and
- d) On notice from the Board; diligently assist in taking such steps as may be necessary to cause the Owner's Tenant to remedy any non-compliance with these Bylaws and any relevant legislation, failing which the Board may issue an eviction notice to the Tenant, which the Owner agrees to be bound by, and further shall assist with and pay the costs of any eviction proceeding which may be taken by the Board, acting reasonably.

Part II, 3(f) which states: Comply with and cause his Tenants and Guests to comply with the Bylaws and Regulations (if any) of the Corporation. Please be advised the new rental policy/regulation requirements **must** be met.

**Should your unit be rented out, kindly ensure the enclosed "Notice of Intention and Application to Rent/Lease form" (attached) is completed and submitted to management within 21 days, together with the \$750.00 rental security deposit.**

## **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.
2. Christmas decorations must be removed by April 1<sup>st</sup>.
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.

### **Window, Patio Door, and Door Standards:**

1. Only window coverings produced specifically for covering windows shall be placed on windows, please refer to the bylaws for allowed color.
  - a. Foil, blankets, tinting film, 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 1<sup>st</sup>.
  - f. Windows must be kept free of damage.
2. Patio Doors: All the same standards apply to patio doors as apply to windows. The patio door is allowed a **white hideaway screen** only.
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:

1. Fines will be levied by the Condo Corporation at their discretion
2. 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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## **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 intend to rent your suite, please notify Ayre & Oxford Inc. within 21 days of the Rental.

**3. BBQ's:**

Propane BBQ's tanks are not allowed to be carried in the elevator. The propane must be carried up the stairs and not by elevator, this is for insurance purposes. The BBQ should be kept away from the siding as it could melt. Any damage to the outside of the building from BBQ's is the responsibility of the owners or residents of the suite.

**4. Garbage...Garbage:**

- ⊗ Please DON'T put your garbage beside the dumpster – it won't get picked up by the garbage folks and ends 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.
- ⊗ Plastic milk jugs and other recyclable plastic jugs now carry a refundable deposit.
- ⊗ If you are placing milk jugs into the containers, please ensure they are crushed to allow more space.
- ⊗ Please DON'T put your garbage in the hallway, lobby, mailbox area or in stairwells.
- ⊗ Please dispose of cigarette butts in the designated areas ONLY.

**5. Security:**

The security of the building is relevant to everyone - so please make sure to avoid letting strangers into the building.

- a. Don't allow people to follow you through doors.
- b. Wait for the garage door to close before entering/exiting the parkade.
- c. Report suspicious activity to the police.

### **Visitor Parking**

**Visitor parking is for "visitors" only.**

Visitor parking is restricted to a maximum of six hours. Temporary permits can be obtained for special circumstances- however not for regular usage.

### **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 Fund 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. Documents are available online at: <https://condopapers.com> .

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## **Park Place South Terwillegar Contact Information Form**

Building No: \_\_\_\_\_ 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 to [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com) or to the contact info provided on the letter head.**



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PARK PLACE SOUTH TERWILLEGAR  
CONDOMINIUM CORPORATION No. 074 0718

## **Owner Authorization to Receive Notices and Other Information by Email**

I/We, \_\_\_\_\_ the Owner(s) of the following Unit(s)

\_\_\_\_\_  
(print legal and/or municipal unit description(s))

expressly authorize Ayre & Oxford Inc., operating as the Management Company for the "Corporation", to send any notice or correspondence required under the Bylaws, the Condominium Property Act, The Condominium Property Regulation, Court Process or as may otherwise be direction by the Board of Directors, to me/us at the email address listed below.

It is further acknowledged that I/we will check the email address periodically. Neither the Corporation nor its Board of Directors is responsible for Spam filter settings or any other problems (electronic or otherwise) resulting in an email not being received or read by me/us. It is my responsibility to update the Corporation if my email address changes.

### **EmailAddress:**

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

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

*Note: If there is more than one person on title, a signature and/or email is required for each person.*

*If a unit is owned by a Corporation/Business, an individual authorized by the Corporation/Business must sign on behalf of the Corporation/Business.*

***Please note: By consenting to receive email communication from our office, you will no longer receive hard copies of Corporation Documentation, effective January 1<sup>st</sup>, 2020.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Once filled out, please send this form to: [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com) or to the contact on the letterhead.**

For Office use:

Legal Unit \_\_\_\_\_ Date received \_\_\_\_\_

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## **APPLICATION FOR PET APPROVAL**

The Owners: Park Place South Terwillegar

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 with this application a photograph with a clear indication of the pet's height using a measuring tape.**):

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

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

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

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

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

Male or Female: \_\_\_\_\_

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

Other Description: \_\_\_\_\_

In consideration of this permission being granted I agree:

- 1 An Owner is not permitted to have more than two small animals, which must be no higher than 17" at the shoulder. Applications must be submitted for each pet and approval must be given prior to the pets move in.
- 2 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.
- 3 That I will pay immediately for any damage done by said animal to the common property or person.
- 4 That I will indemnify and save you harmless from any and all claims which may be against the Condominium Corporation by reason of the Condominium Corporation permitting me to keep said animal in my Condominium Unit.
- 5 That permission granted by the Board of Directors on behalf of the Condominium Corporation may be revoked at any time, at the Board of Director's discretion.
- 6 That I shall not permit my animal to run at large on any part of the property.
- 7 Continual barking is acknowledged as disturbing the quiet enjoyment of Condominium Owners, and the Condominium Corporation has the right to withdraw approval of pets that are deemed to be a problem.
- 8 Animals are not allowed to defecate and if so it is the Owners responsibility to remove immediately.
- 9 Attached is a cheque/money order for the **non-refundable pet Fee in the amount of \$200.00** made payable to: Park Place South Terwillegar Condominium No. 074 0718.

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

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

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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: Park Place South Terwillegar Condominiums

**\*\*Pet Policy\*\***

**Park Place South Terwillegar Condominium Corporation  
Condominium Plan # 074 0718**

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Pursuant to Section 59. of the Park Place South Terwillegar Condominium Corporation, this policy regarding Animals/Pets within the complex shall be a Board Policy and shall be a guideline for the Owners of the Corporation as a whole.

Section 59. ANIMALS; Other than birds and fish, an Owner shall not keep or allow any animal of any kind in his Unit or on the Common Property without the specific approval, in writing, of the Board, which approval *may* be arbitrarily withheld, and if given may be withdrawn at any time on seven (7) days' notice to the Owner to that effect. The Board may approve only those animals that meet the following criteria and may impose other or further criteria in its sole discretion:

Registration and Approval of Pets:

- a) All pets must be registered with the Board and a registration form must be completed for each pet including a picture of the animal.
- b) Pet fee of \$200 per pet must be paid to the Corporation,**
- c) Any new animals must be approved by the Board of Directors as stated in the Corporation By-Laws Section 59.
- d) Owners are responsible for any of their pets regardless of kind/ type.

1) Number and Size of Pets:

- a) Pets that may be outdoors for any period of time without an enclosure including cats and dogs will be restricted to a maximum of two animal total.
- b) All pets must be no more than 17" in height to the shoulder.**

2) Restrictions to animals:

- a) All dogs and cats must be licensed with the City of Edmonton and be rabies vaccinated.
- b) All Animals must comply with the City of Edmonton animal licensing and control bylaw #13145
- c) Any animals who exhibit aggressive or vicious behavior will not be allowed within the complex.
- d) Visiting and/or babysitting pets **MUST** be approved by the Board.

3) Noise:

- a) Pets that make noise continuously and/or incessantly to the disturbance of any person at any time of day or night will not be permitted.

4) Control of animals:

- a) Pets must be confined to the pet owners unit and must not be allowed to roam free or be tied unattended in any common areas. Pets in transit outside your unit are to be carried, restrained by a leash or placed in an animal carrier.

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- b) Pet owners are responsible for any damage to the common elements caused by their pets.
  - c) No pet shall be allowed to become a nuisance or create any unreasonable disturbance such as personal injury or property damage caused by unruly behavior.
  - d) Pets in common areas are to be in complete control of a responsible human companion.
- 5) Cleanliness:
- a) **Under no circumstances is an owner, their family members, tenants, or visitors to deposit any animal feces or like materials outside the fenced area of their patio. Such actions will constitute immediate fines.**
  - b) All feces must be cleaned up and deposited in a secure plastic bag, tied and then deposited in the waste bins provided in the complex. Cat litter may not be deposited of in toilets.
  - c) **No animal is to be allowed, to defecate or urinate on any part of the common property which includes all balconies. All animals must be taken off common property for walks. In the accidental incident that while being walked the animal does defecate, the droppings must be immediately picked up in a plastic bag and deposited in the nearest waste receptacle. If a dog urinates on walkways or on walls it must be immediately rinsed down with water.**
  - d) Under no circumstances are animals to be fed outside the unit. If the animal is to be left on the patio for a period of time a water bowl may be left out for that animal. Food is not to be left outside the unit this can causes rodent and insect infestation.
- 6) Fines:
- a) When a complaint regarding an animal is received, a letter will be sent to the owner of the animal involved explaining the complaint. If the owner does not dispute the complaint, it will be deemed the first warning. Upon a second occurrence without dispute, a fine will be sent out. If complaints continue, the Board will have no other recourse but to require that the animal involved be removed from the premises.
  - b) As expressed in the above correspondence, we are now forced to impose by-law infraction fines as followed.
    - 1<sup>st</sup> Offence – Written warning.
    - 2<sup>nd</sup> offence - \$250.00 by-law fine will be imposed
    - 3<sup>rd</sup> offence – Removal of the animal involved
- 7) Enforcement of the policy
- a) It is the responsibility of everyone within the complex to monitor and report any offences to the Management Company via e-mail or written letter.
  - b) Verbal complaints are not accepted and will not be looked into until a written complaint is made.
  - C) A tag will be provided once your pet is approved and must be worn at all times.

**NOTICE OF INTENTION TO RENT/LEASE**  
**Park Place South Terwillegar Condo Corporation #074 0718**

1. We, \_\_\_\_\_, as owner(s) of

Unit Number \_\_\_\_\_, intend to rent/lease the unit to:

\_\_\_\_\_  
(name(s) of proposed tenant/lessee)

2. A copy of the proposed rental agreement/lease showing the terms thereof, the amount of the rental to be paid and the circumstances under which it may be terminated prior to expiry is attached.

3. My/Our mailing address for service of legal process is:

4. I/We undertake to pay the Condominium Corporation and to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

5. I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against condominium fees paid; resulting in action taken as per the Corporation. The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these Bylaws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

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

7. I/ We understand that the *Residential Tenancies Act* may affect us and our tenant. If there is a conflict between the *Residential Tenancies Act* and the *Condominium Property Act*, the *Condominium Property Act* applies.

**8. Attached is a cheque for the deposit in the amount of \$750.00.**

DATED at Edmonton this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

\_\_\_\_\_

\_\_\_\_\_

**Attachments:** Rental Lease Agreement & Certified Cheque



**AYRE & OXFORD INC.**

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

**Tenants' receipt of Bylaws – Park Place South Terwillegar**

To: Board of Directors: Park Place South Terwillegar 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.**

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## **PROPERTY RESIDENT COMPLAINT FORM**

Today's Date: \_\_\_\_\_ Building Name / Address: \_\_\_\_\_

Name: \_\_\_\_\_ Suite: \_\_\_\_\_ Owner or Tenant? \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Complaint Against Suite #: \_\_\_\_\_ Type of complaint: \_\_\_\_\_

If the complaint is noise, describe the type of noise: \_\_\_\_\_

How frequent is this occurring? \_\_\_\_\_

How long does this occur? \_\_\_\_\_

At what time of day? \_\_\_\_\_

Location / source of the complaint? \_\_\_\_\_

How is it affecting you? \_\_\_\_\_

Is it affecting anyone else? \_\_\_\_\_

Other relevant details: \_\_\_\_\_

Have you discussed / communicated this with the source of the complaint if applicable? If yes provide details: \_\_\_\_\_

Are you willing to attend court in the event that this issue escalates to that point: \_\_\_\_\_

*The information collected here is for legal and record keeping purposes only. Your information will not be shared with the offenders unless required by law.*

### **FOR OFFICE USE ONLY:**

1<sup>ST</sup> COMPLAINT

2<sup>ND</sup> COMPLAINT

3<sup>RD</sup> COMPLAINT

4<sup>TH</sup> COMPLAINT

NOTES: \_\_\_\_\_

**Appendix #1. Rental Policies/Regulation**  
**Park Place South Terwillegar Condo Corporation #074 0718**

1. Application for rental units will be made by owners using the format of the Notice of Intention and Application to Rent form provided by the Park Place South Terwillegar Board of Directors. Applications will not be processed without all of the required information.
2. **A deposit will be required in the amount of \$750.00** and is to accompany the Notice of Intention to Rent form. Deposits are kept in a separate trust account for the duration of the unit being rented. To request a deposit refund, fill out the Cease to rent form.
3. **Move in and out procedures are strictly enforced.**
4. Tenants/Lessees will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of **Park Place South Terwillegar Condominium Corporation #074 0718.**
5. Ensure contact information is kept up to date for Owner and occupants.
6. As per the Corporations Bylaws Part V1, 48(a)
  - (i) Each Unit shall be occupied only as a one-family residence by the Owner and his family or by a tenant of the Owner and his family, and for the purposes of this Bylaw one family shall mean a nuclear family.
  - (ii) Roomers and boarders shall not be allowed; and
  - (iii) The number of occupants of a Unit shall in any event be reasonably commensurate to the number of bedrooms and bathrooms within the unit;
  - b) The Owner shall require written approval from the Board for use of a Unit in whole or part for the operation of any commercial or professional enterprise. No Unit shall be used in whole or in part for any commercial or professional enterprise by other than the Owner and such enterprise shall be restricted to one authorized and approved by the City of Edmonton through the development permit process as a home occupation which use shall not create unreasonable traffic, noise or activity with the portion of the Unit so employed or upon or around the building or the parcel.
7. Notice to vacate will be sent by registered mail, three months in advance, should this be deemed necessary by the Board of Directors upon review of the rental agreement.
8. All other notices by the Corporation to give up possession will be given in compliance with Section 54 of the *Condominium Property Act*:
  - 54 (1) The Corporation may give a tenant renting a unit notice to give up possession of that unit if any person in possession of the unit;
    - a) Causes damage, other than normal wear and tear, to the real or personal property of the Corporation or to the common property, or
    - b) Contravenes a bylaw.
  - (2) When the Corporation gives a tenant notice under subsection (1),
    - a) The tenant shall give up possession of the unit, and
    - b) Notwithstanding the *Residential Tenancies Act* or anything contained in the tenancy agreement between the tenant and the tenant's landlord, the tenancy agreement terminates,

On the last day of the month immediately following the month in which the notice is served on the tenant.

  - (3) A notice given under subsection (1) shall be served on the tenant and the tenant's landlord.

# **AYRE & OXFORD INC.**

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## **Park Place South Terwillegar 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) \_\_\_\_\_

### **CIRCLE YES or NO**

- |  |
|--|
| <p>1. New Pre Authorized Plan for Ayre &amp; Oxford Inc.? YES NO</p> <p>2. Bank Information Change (If Applicable)? YES NO</p> <p>3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____</p> |
|--|

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 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>th</sup> of the month before the commencement date.)**

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

Email: [receivables@ayreoxford.com](mailto:receivables@ayreoxford.com)

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

# **AYRE & OXFORD INC.**

Professional Real Estate Management  
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## ***Park Place South Terwillegar - Unit Alteration/Renovation Application***

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

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

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

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

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

**DESCRIPTION OF PROJECT(S)** – Exterior: (Deck, Fence, Sun/Screenroom, 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:**

\_\_\_\_\_

**Owner(s) to complete the following section:**

I/we, \_\_\_\_\_, as homeowner(s) of Unit \_\_\_\_\_,



## **AYRE & OXFORD INC.**

Professional Real Estate Management

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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.**

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You will need to ensure that work is completed during normal working hours (8:00 a.m. to 6:00 p.m.), is completed by a professional installation company and that the contractor:

- Coordinates use of elevator pads if needed to protect the elevator from damage;
  - Takes care not to damage the common areas, cleans up any mess in the common areas and disposes of any construction debris appropriately.
  - All work is to be completed within the unit, no work to be completed on the balcony if applicable.
  - If the flooring being installed is an engineered floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid any disturbance to adjacent suites. A further recommendation for sound barrier would be an FIIC rating of 80.
  - The flooring will be installed with the inclusion of a moisture barrier which is mold and mildew resistant.
  - The unit occupant needs to remain mindful of future sound transference, especially when considering the use of footwear in the suite.
1. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
  2. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
  3. Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
  4. Although this area is no longer considered common area it must be maintained as to all other common areas of this project.
  5. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
  6. All building permits are responsibility of home owner not the condominium board.
  7. All waste materials will be discarded off-site.

**Please note;** if you are replacing a builders' grade product with an alternate product, this will be considered a betterment, or improvement, not covered by your Corporation Insurance Policy. **You will need to ensure your personal insurance covers this.**

# Intercom Update

PARK PLACE SOUTH TERWILLEGAR



**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 is entered by your guest and activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing “9” on your phone pad. To deny access simply hang up your phone .**

**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 [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com) or to the office at:**

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

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

**Building # \_\_\_\_\_**

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

**Owner/Tenant Name(s)\_\_\_\_\_**

**Display Name or “Occupied” \_\_\_\_\_**

**Phone Number \_\_\_\_\_**

# **AYRE & OXFORD INC.**

Professional Real Estate Management  
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## **Cease to Rent Park Place South Terwillegar**

To: Board of Directors: Park Place South Terwillegar

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: \_\_\_\_\_