



Creekside Village

Welcome *to your new home at Creekside Village*

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

**#501 4730 Gateway Blvd NW
Edmonton AB, T6H 4P1**

Ph: 780.448.4984 ~ Fax: 780.448-7297

**Amanda Edwards
Senior Condominium/Property Manager/Associate
780-448-4984 Ext. 3490**

E-mail aedwards@ayreoxford.com

**Administrative Assistant
780-448-4984 Ext. 3400
E-Mail: admin5@ayreoxford.com**

MAINTENANCE STAFF: Gord Grue

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

1. Move in's / out etiquette:

- a. **No driving on the grass or moving through patios.**
- b. Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.

2. Access & keys

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

3. Emergencies

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

4. In-Suite Emergencies

If you have a flood or a similarly urgent issue which requires immediate assistance, please report these incidents first to maintenance staff directly, or if more applicable, the after-hours emergency staff using the **after-hours emergency line: 780.499.8424. Please remember: IF** the situation may impact your neighbors, management needs to know about it immediately.

5. Paying Your Condo fees (levy)

There are a few options for paying your condominium fees (Levy)

1. **Paying via post dated cheques** - should you choose this method you can mail or drop off post dated cheques to the Ayre & Oxford office the cheques are to be made payable to "Creekside Village" and ensure your unit number is mentioned on the memo section
2. **EFT form** – the EFT form can be filled out and sent directly to receivables receivables@ayreoxford.com prior to the 23rd of the month. If you have an outstanding balance the arrears can not be taken out at start up. Therefore the balance will need to be paid via cheque, money order or via Condo café as we do not accept email money transfers.
3. **Condo Café**

CondoCafé, an online portal where you can make payments with your bank card, credit card, or chequing account for recurring condominium fees, levies, or any other cost you may incur. You will have access to view your own account balance in real-time and ability to change your financial information. In addition to the new payment options, you will also have access to your condominium documents, communications from our office.

If we have your email address on file, you will receive an email from CondoCafé, containing a link, which will redirect you to change your password. Please email admin5@ayreoxford.com if you do not receive an email invitation as that means we do not have your current email address on file.

****Special Note:** Only one email address can be linked to each unit file. You must reach out to our office to receive the email invite as you can not sign up by yourself.

After changing your password according to email instructions from Condo Café, please use the below login to enter the CondoCafé website moving forward. *Condo Café will show up named as RentCafé when logging in through a browser*

<https://www.rentcafe.com/residentservices/apartmentsforrent/userlogin.aspx>

Enter your email and password to sign in.

Choose **Make Payments** option.

For **One-time payment**, you can clear any odd outstanding balance including any special assessments, chargebacks, or fines that may be incurred. Select the **payment accounts** tab and add your choice of payment mode, Bank account, Debit card, or Credit Card.

For **Recurring payments**, select the **auto-pay setup** and fill in your choice of payment options along with start and end dates.

Bank accounts, Debit and Credit cards can be added in **Payment Accounts** column.

6. Maintenance Personnel

Your Condominium Corporation employs regular maintenance personnel, ensuring that you have someone familiar with your property to address any site emergencies and complete a regular maintenance checklist. Kindly note that outside of regular business hours, a rotating after-hours emergency staff is available to assist you, however they are paid overtime rates when called.

The Condominium Corporation will always pay the staff for their time on-site, but please keep in mind that many concerns in your suite are a unit owner's responsibility, as outlined in your bylaws. **If personnel are called on-site solely to assist in completing an owner responsibility, the Corporation may have to charge your unit for the expense.**

If you are unsure whether your concern is an owner issue, please ask your onsite staff or the management office directly. **All non-urgent reports should be made via email or phone to the office for record purposes.**

7. Noise and disturbance:

Daily living and its associated noises are expected and suggested to remain from 8am to 9pm. Outside of this timeframe should be quiet hours.

- a. Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- b. Owners with complaint regarding noise in a unit after hours are asked to call the police and report it to Ayre & Oxford the next business day. Please document the date / time and nature of the complaint with as much details as possible.

8. Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 20 days of the Rental and provide details of the tenants. You will need to fill out the following forms - all attached in this package for your reference.

- Intention to rent form
- Owner contact form with tenant information
- Along with signing the "tenant receipt of bylaw form"

9. 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".

10. Home based business:

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

11. Air conditioners:

Air Conditioners must be approved by the Board. Please submit written requests to Management with all specifications. 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.



NOT APPROVED
In-Window Air Conditioners installed
directly into the window



APPROVED
Portable Air Conditioners with proper
window vent kit

12. Heating:

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.

13. Pets:

Pets, including visiting pets require approval of the Board. You will find a pet approval Form included in this package, the pet approval form must be accompanied by a picture of your animal. Please also refer to the Corporation bylaws.**Please note that animals are to be taken off site to use the bathroom.

14. 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 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
- Insurance to cover the Corporations insurance deductible up to \$50,000.00

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.

15. 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 Report
- Information statement & Estoppel Certificate these must be ordered directly from www.condopapers.com please note that there are fees associated and ensure you choose the timeframe in which you require these documents.

All these documents are located for download via Condo Café. If you choose not to sign up for Condo Café then all the same documents can be purchased from www.condopapers.com 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!

Guidelines for enjoyment and use of Common Areas

1. For sale / rent signage:

Signs can only be placed on the realtor tree located on the east side of the main entrance of Creekside Village.

2. BBQ's :

Please ensure all BBQ's are 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 owner or residents of the damaged suite.

3. Smokers: smokers of any kind are **not permitted** to be used in this complex due to manufacturers recommendations.

4. Visitors Parking: visitor parking policy is attached.

- a) The visitors' parking is for guests of residents only. Please note that if your guest is staying for an extended period, please advise Ayre & Oxford Inc.
- b) Please reference page 5 of the Welcome package for the Visitor Parking Policy

5. Cleanliness of Occupant Parking stalls

Please reference page 6 of the Welcome Package for the Cleanliness of Occupant Parking stall Policy.

Rules Governing Visitor Parking Stall Usage at Creekside Village – FINAL

Date: 10 September 2022

Article 27.2 of the Bylaws grants the Board of Directors the authority to draft reasonable rules governing the use of Parking Stalls at Creekside Village. Using this authority, the Board has drafted the following rules governing the use of Visitor Parking Stalls at Creekside Village. These Rules apply equally to ALL eleven (11) Visitor Parking Stalls located on the Property.

1. Visitor Parking Stalls are for the exclusive use of visitors to the Complex. The occupant must inform the Property Management Company by email if their visitor(s) will be utilizing a Visitor Parking Stall(s) for more than eight (8) hours. The following information must be supplied to the Property Management Company:

- 1.1. Anticipated duration of Visitor Parking Stall usage
- 1.2. Applicable dates
- 1.3 Licence plate details
- 1.4 Vehicle make and model

2. Under normal circumstances, occupants are not allowed to use Visitor Parking Stalls. However, if an event occurs that prevents the occupant from using their driveway and/or garage for parking, occupants may use a Visitor Parking Stall for the duration of the event. If the event is anticipated to exceed three (3) hours, the occupant must inform the Property Management Company by email that they will be using a Visitor Parking Stall for a period exceeding three (3) hours. The following information must be supplied to the Property Management Company:

- 2.1. Anticipated duration of Visitor Parking Stall usage
- 2.2. Applicable dates
- 2.3. Licence plate details
- 2.4. Vehicle make and model

3. Failure to comply with these rules will be dealt with in accordance with Section 15 of the Bylaws.

Cleanliness of Occupant Parking Stalls at Creekside Village – FINAL

Date: 10 December 2022

Article 27.2 of the Bylaws grants the Board of Directors the authority to draft reasonable rules governing the cleanliness of Occupant Parking Stalls at Creekside Village. At Creekside Village, Occupant Parking Stalls refer to the driveway leading from the street to the Occupant's garage. Using the authority granted by Article 27.2 of the Bylaws, the Board has drafted the following rules regarding the **cleanliness** of Occupant Parking Stalls at Creekside Village. These Rules address situations where an Occupant's actions, whether accidental or on purpose, result in the soiling or staining of the concrete surface of an Occupant Parking Stall, and/or damage to any vegetation adjacent to the impacted Occupant Parking Stall. These Rules apply equally to ALL Occupant Parking Stalls located on the Property.

1. The Occupant shall inform the Property Management Company within **24 hours** of the occurrence that an event resulting in the soiling or staining of the Occupant Parking Stall and/or damage to adjacent vegetation, had occurred. The Occupant shall provide the following information:

- (a) The unit number(s) affected by the event.
- (b) A detailed description of the material involved.
- (c) An estimate of the quantity of material involved in the event.
- (d) The extent of the soiling or staining.
- (e) The extent of vegetation impacted by the event.
- (f) Cleanup actions contemplated.
- (g) Date by when cleanup will be completed.

2. The Property Management Company will share the information contained 1(a) – (g) with the Board of Directors. The Board of Directors reserve the right to inspect the site to determine the accuracy of the information provided by the Occupant.

3. Should (a) the Board determine that the cleanup actions contemplated by the Occupant are insufficient or (b) if the spill has not been cleaned to the Board of Director's satisfaction by the date specified by the Occupant, the Property Management Company will engage a Professional Cleaning Company to complete the cleanup. Costs incurred will be charged to the Unit Owner.

4. Any vegetation damaged by the event will be replaced by a Professional Landscaping Company. Costs incurred will be charged to the Unit Owner.

5. Failure to comply with these rules will be dealt with in accordance with Section 15 of the Bylaws.

Creekside Village

Contact Information Update Form

How would you like to receive your Condominium Correspondence?

EMAIL ONLY ☐

MAIL ONLY ☐

**** Please ensure that your address filed with Land Titles is kept up-to-date at all times to ensure you receive important Legal documents pertaining to your Property, which will continue to be mailed to the Address registered on Land Title. ****

Suite No.: _____ Building (where applicable): _____

OWNER INFORMATION

Owner Name: _____

Property Address: _____

Mailing Address (if offsite): _____ Prov: _____ Postal Code: _____

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

E-mail: _____

Emergency Contact/Agent: _____

Emergency contact primary phone: _____ Secondary phone: _____

TENANT / RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

Please be reminded that the Owner(s) is/are responsible to ensure the Tenant(s) receive all applicable correspondence.

CARS OWNED OR USED BY OWNER/RESIDENTS parked on Condominium Property:

Car #1.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate Number: _____

Car #2.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested above is required as per your Bylaws and the Condominium Property Act. Please ensure you submit a new form with any changes to any of the above information. Changes are accepted in writing only, to ensure no discrepancies.

Once completed, please sign and return the form to admin5@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.



**NOTICE OF INTENTION TO RENT/LEASE
Creekside Village Condominiums**

1. 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 and the circumstances under which it may be terminated prior to expiry 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. 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 bylaws. The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

6. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 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. 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.

9. Attached is a cheque for the deposit (one month's rent) in the amount of \$1000.00 or one month's rent which is ever greater and \$150 move in fee if applicable Yes_____, or No_____.

DATED at Edmonton this ____ day of _____, 20 ____.

SIGNATURE OF OWNER SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement, signed bylaw received. Tenants insurance certificate

Creekside Village Cease to Rent

To: Board of Directors for Creekside Village

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: _____



Tenants' Receipt of Bylaws – Creekside Village

To: Board of Directors: Creekside Village Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at Creekside Village, 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: _____



Creekside Village

Alberta Treasury Branch Pre-Authorized Chequing / Authorization for Debit Transfer

Unit #: _____ Building #: _____

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) _____

Email: _____

CIRCLE YES or NO

- | | | |
|--|-----|----|
| 1. New Pre Authorized Plan for Ayre & Oxford Inc.? | YES | NO |
| 2. Bank Information Change (If Applicable)? | YES | NO |

THESE SERVICES ARE FOR:

CHECK ONE:

_____ Personal Use **OR** _____ Business Use

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and: Ayre & Oxford Inc., #501 4730 Gateway Blvd NW; Edmonton, AB T6H 4P1, Telephone: (780) 448-4984

To transfer monies in the amount of the monthly condominium fees from my account at the following location on the 1st of every month or next business day: **Please note outstanding balances CAN NOT be paid through Pre-authorized and must be paid by either cheque/money order or Condo Café/.**

Financial Institution Name: _____

Acct No: _____ Transit # (5 digits): _____ Financial Inst # (3 digits): _____

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.

You, the Payor may revoke your authorization at any time in writing subject to providing notice of 10 days. You have certain recourse rights if any debit does not comply with this agreement. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your resource rights you may contact your financial institution or visit www.payments.ca

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: _____, 20____ (This form must be received by the 23rd of the month before the commencement date.)

Signature: _____ Signature of Joint Acct Holder (if applicable) _____ Date: _____

Printed Name of Signer: _____ Printed Name of Signer of Joint Acct Holder

Please send completed form to receivables@ayreoxford.com

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

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

www.ayreoxford.com



Creekside Village – Suite Renovation/Alteration Form

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Is this an Interior Enhancement: Y / N _____

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, including 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: _____

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

<http://www.strathcona.ca/departments/planning-development-services/permitting/epermits/>

Unit Alteration/Renovation Application Third Party Agreement Creekside Village

IMPORTANT:

Buildings constructed prior to 1991 may have used construction material containing ASBESTOS. Prior to approval of this Unit Alteration/Renovation application, samples of materials such as drywall tape/mud, ceiling textures and vinyl floor tiles and sheeting must be taken from all intended renovation areas and submitted to a licensed testing facility for evaluation. If results are positive for ASBESTOS content then all required abatement codes and practices must be adhered to as per Alberta's Occupational Health and Safety (OHS) Code and Guidelines.

More information on this may be obtained from <https://www.alberta.ca/alberta-asbestos-abatement-manual.aspx>.

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)

Pet Policy

The Guidelines regarding pets in the complex in accordance with your bylaws, Article 28 section 28.1, are as follows:

An Occupant may keep one or more pets in the Unit on the following conditions:

- a) The animal must not be allowed to run at large (i.e. not on a hand-held leash) within the Common Property;
- b) The Occupant must pick up and dispose of any droppings left by the pet;
- c) The Occupant is responsible for any damage (dead grass, wrecked flower beds, etc.) caused by the pet;
- d) In general, the owner of the pet shall ensure that the pet does not unreasonably interfere with the rights of the other Occupants. The Board has the authority to make a final determination in this respect.

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



PET REGISTRATION

The Owners: Creekside Village Condominium

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 _____
Signature

Per Pet Owner _____
Signature

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: Creekside Village Condominium



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: _____

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:

1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____
