

# Studio Ed

## *Welcome to your new home at Studio Ed*

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**

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

Ph: 780.448.4984 ~ Fax: 780.448.7297

### **Amanda Edwards**

#### **Senior Condominium/Property Manager/Associate**

Ext. 3490 ~ Email: [aedwards@ayreoxford.com](mailto:aedwards@ayreoxford.com)

Administrative Assistant

Ext. 3400 ~ Email: [admin5@ayreoxford.com](mailto:admin5@ayreoxford.com)

**After-hours Maintenance Emergency line:  
780.499.8424**

### **Property Assistance Personnel**

If you have a flood or a similarly urgent issue which requires immediate assistance, please contact the after-hours emergency staff using the **After-hours emergency line: 780.499.8424**.

Outside of regular business hours, rotating after-hours emergency staff are available to assist you, however they are paid overtime rates.

The Condominium Corporation will always pay the staff for their time on-site, however please keep in mind that many concerns you would have within 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 the management office directly. **All non-urgent reports should be made via email or phone to the office for record purposes.**

### **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.

### **Move In's / outs etiquette:**

- a. Move in/outs must be booked one week in advance so notice can be posted in the building.
- b. \$100 refundable deposit for the return of the elevator key, 4 hour maximum timeframe, between the hours of 9am until 9pm.
- c. Please pay close attention to balconies when navigating moving trucks.
- d. Owners/residents must ensure the elevator is not locked for long extended periods of times.
- e. Please ensure you do not block emergency fire lanes for any extended duration while conducting your move, and be ready to remove your vehicle promptly if required.
- f. **No driving on the grass or moving through patios.**
- g. Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged backed to the unit owner.
- h. Do not leave any doors propped open and unattended.
- i. Do not dispose of any furniture or large items in the garbage room besides domestic garbage.

### **Access & keys**

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

### **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.

### **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.**

### **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:

- o Condo Bylaws
- o Previous AGM minutes
- o Insurance Certificate for building
- o End of year financials
- o Reserve Study Report
- o Information statement & Estoppel Certificate these must be ordered directly from [www.condopapers.com](http://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](http://www.condopapers.com)

**For sale / rent signage:**

Signs can only be placed on the realtor tree located on the northside of the main entrance. Lock boxes are to be placed on the bar in the elevator parkade lobby only. Those lockboxes put onto the realtor tree will be asked to be removed.

**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.

**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”

**Rental Policy**

Short term rentals are not allowed as per the bylaws. Airbnb, VRBO, or any other short-term rentals are considered a business and require a permit from the City of Edmonton. Again, this is not permitted under any circumstances in Studio Ed. The corporation requires a verified lease for terms of at least 3 months. Anything between 1 and 3 months requires Board approval. Anything less than 1 month is considered a short-term rental as per the City of Edmonton and is therefore not permitted.

**1. 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

**Visitor Parking:**

Visitor parking will be monitored by Parking Busters.. Please remember to remind your guests to register their vehicle as soon as they park. **Residents are not permitted to park in visitor stalls.**

Please review the parking signs on site down in the elevator parkade lobby for the code for further instructions.



## TO REGISTER:

1. Scan the **QR code** or visit **vparking.ca** or call/text **587-402-6295**
2. Enter the following information:
  - Location ID: 77
  - License Plate #
  - Unit # you're visiting
  - Security Code (this can be obtained from the resident you're visiting)

### Unit Alteration

There are no exterior items that can be attached to the building. For example garden hose holders must be free standing. Any exterior alteration must be approved by the Board of Directors.

### 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](mailto:receivables@ayreoxford.com) prior to the 23<sup>rd</sup> of the month. If you have an outstanding balance the arrears cannot 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](mailto: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 Cafe, 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.

**Studio Ed**  
**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.**

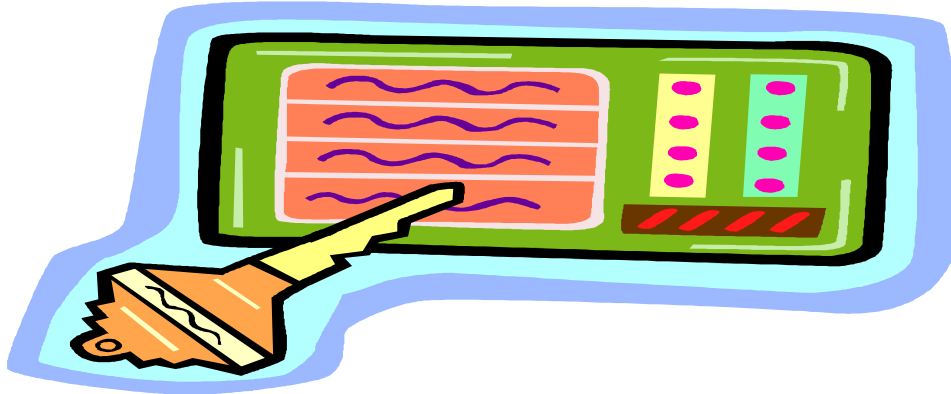
Parking stall number: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

**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@avreoxford.com](mailto:admin5@avreoxford.com), or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

## Intercom Update Studio Ed Condominiums



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

The system works by using a digit number assigned to your suite which has to be entered by your guest. This will then activate the number you have registered with Ayre & Oxford Inc. You may then allow your guest access to the building by pressing "6" or "9" on your phone pad.

To activate your Intercom, we require the one (1) local 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 [admin5@ayreoxford.com](mailto:admin5@ayreoxford.com) or to the office at:

Ayre & Oxford Inc.  
#501 4730 Gateway Blvd NW  
Edmonton, AB T6H 4P1  
FAX: (780) 448- 7297

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

Unit # \_\_\_\_\_  
Owner/Tenant Name(s) \_\_\_\_\_  
Name Displayed or "Occupied" \_\_\_\_\_  
Phone Number \_\_\_\_\_

**Studio Ed**  
**NOTICE OF INTENTION TO RENT/LEASE**

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

\_\_\_\_\_  
(name and address of proposed tenant/lessee)

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.

My/Our address for service of legal process is:

\_\_\_\_\_

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.

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.

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.

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, signed bylaw received. Tenants' insurance certificate

**Studio Ed**  
**Tenants' Receipt of Bylaws Confirmation**

TO BE COMPLETED BY THE TENANT(S)

To: Board of Directors: Studio Ed Condominiums

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

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

In consideration of the attached application to lease unit # \_\_\_\_\_ at Studio Ed,  
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: \_\_\_\_\_

**Studio Ed**  
**Unit Owner's Cease to Rent Notification**

TO BE COMPLETED BY THE UNIT OWNER(S)

To: Board of Directors: Studio Ed Condominiums

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

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

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

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

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

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

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

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

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

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

**Studio Ed**  
**APPLICATION FOR PET APPROVAL**

In accordance with the Board of Directors approval for a cat or dog is required. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted. **NOTE:** A size restriction is in effect: all pets require Board approval and all pets must be registered with the Board.

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

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Mailing Address if Owner lives Off-Site: \_\_\_\_\_

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

Tenant Name(s) \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Pet Description: Cat (breed): \_\_\_\_\_ Dog (breed): \_\_\_\_\_

Sex: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Neutered? Circle Y or N

Full Grown Height: \_\_\_\_\_ Full Grown Weight: \_\_\_\_\_

Municipal License # \_\_\_\_\_ Tag # \_\_\_\_\_

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

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation, in accordance with By-law 62 (b) iii.
4. In the event that the animal described is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above-described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be tied to any part of the Common Property, including posts, trees, shrubs, fences or signs.
7. No animal shall be allowed to create noise or disturb other residents in any way.
8. No animal shall be left unattended while on Common Property or exclusive use areas.
9. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
10. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
11. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

**Studio Ed  
APPLICATION FOR PET APPROVAL**

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 based on any violation of the pet rules or bylaws.
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. It is the Owner's responsibility to remove pet feces from common areas and exclusive use areas immediately.

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

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

**SIGNED THIS      DAY OF      , 202 .**

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: Studio Ed Condominiums

**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)

## Studio Ed

### 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**

- |                                                    |     |    |
|----------------------------------------------------|-----|----|
| 2. New Pre Authorized Plan for Ayre & Oxford Inc.? | YES | NO |
| 3. 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 1<sup>st</sup> 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 .**

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](http://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 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: \_\_\_\_\_, 20\_\_\_\_ (This form must be received by the 23<sup>rd</sup> 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](mailto:receivables@ayreoxford.com)

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

# Studio Ed

## Unit Alteration/Renovation Application

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

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

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

**PHONE:** \_\_\_\_\_ **Interior Enhancement** (needing insurance) **Y / N**

**DESCRIPTION OF PROJECT(S)** – Exterior: (Deck, Fence, Screen Door, A/C, Other)

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**City of Edmonton Permit Required:** **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ (If yes, enclose copy for file)

IF the installation is an air conditioner: Installation is allowed as a residential grade, the condensing unit is to be located in the fenced yard on the cement pad with the discharge fan on top or facing toward the owner's yard, it is professionally installed at no cost to the Condominium Corporation, and the unit owners sign the waiver. **All air conditioners must be a 20amps or smaller.** Professional maintenance is required to keep the condensing unit functioning normally. As per the City of Edmonton Bylaw 1400, the A/C unit is not to be more than 75DB from 7am-10pm and 50DB from 10pm-7am. The Board of Directors holds the right to revoke approval if there are reported complaints on file or if the air conditioner is found to overload the community electrical panel. If the City of Edmonton or the Board finds the A/C non-compliant with the Bylaw and orders that it be removed, the owner is responsible for any cost associated with removal and restoration of the property to previous condition. Please visit the link to the City of Edmonton Bylaw 14600 Community Standards Bylaw [http://www.edmonton.ca/bylaws\\_licences/C14600.pdf](http://www.edmonton.ca/bylaws_licences/C14600.pdf) for more information.

**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.

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**Color(s): NOTE:** If enhancement is exterior, it must coordinate to existing exteriors

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**Dimensions, Specifications:**

(Attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties, also provide where it will be located within the yard. If interior enhancements involve structural changes, an engineer's report may be required. If for an air conditioner please specify the make, model, decibels and the amps.)

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

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**Estimated start to completion dates 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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**Specifications as Follows:**

IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- 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 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 / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.

Plumbing/Dishwashing changes: That this work is conducted by a professional.

If you have any questions about coordinating the work, contact Amanda Edwards, Property Manager.

**This decision will stand as long as all of the following conditions are met:**

1. The work is to be completed during normal working hours 8:00 a.m. to 6:00 p.m. Monday to Friday and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this may be considered replacement of the builders' grade; therefore, this will be considered betterment, or improvement is covered by the Corporation insurance policy. Be sure to complete and submit the betterment and improvement form from the welcome package.
3. It will be the homeowner's responsibility to pay for any future damage that may occur due to the above adjustment.
4. It will be the homeowner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
6. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board will result in this request being denied.
7. Failure to maintain the area after construction will result in the area being returned to its original state at the homeowner's expense.
8. All building permits are responsibility of homeowner not the Condominium Corporation.
9. You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.

If you agree with all of the above conditions, please sign and return one copy of this form to the Board of Directors of Condo Corp. **142 2029** c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

**Studio Ed**  
**Unit Alteration/Renovation Application – Third Parties Agreement**

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

**Office to complete the following section**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved / Denied (Please circle and initial one)

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

# Studio Ed Complaint Form

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Short Term Rental Policy**

## **STUDIO ED CONDOMINIUMS**

Please note that there has been an incident where the Board was made aware of an Airbnb operating in the complex. Therefore, the Board would like a reminder to be sent out to all unit owners. Please refer to the information below.

Short term rentals are not allowed as per the bylaws. Airbnb, VRBO, or any other short-term rentals are considered a business and require a permit from the City of Edmonton. Again, this is not permitted under any circumstances in Studio Ed.

The corporation requires a verified lease for terms of at least 3 months. Anything between 1 and 3 months requires Board approval. Anything less than 1 month is considered a short-term rental as per the City of Edmonton and is therefore not permitted.

Please see below Bylaws regarding Rentals:

### **LEASING OF UNITS**

51. In the event that any Owner desires to lease or rent his Unit he shall furnish to the Corporation an undertaking, in a form satisfactory to the Corporation, signed by the proposed lessee or occupant, that the proposed lessee or occupant of the Unit will comply with the provisions of the Act and the By-Laws of the Corporation. The Owner shall not be released of any of his obligations and shall be jointly and severally liable with the proposed lessee or occupancy with respect to such obligations.
52. The Corporation is authorized to:
  - (a) impose and collect deposits under Section 53 of the Act;
  - (b) give notices to give up possession of residential Units under Section 53 of the Act;
  - (c) make applications to the court under Section 55 and 56 of the Act.

### **Use and occupancy Restrictions**

58.

- (b) An Owner shall not:
  - (i) use his Unit or any part thereof for any commercial or professional purpose or for any purpose which may be illegal or injurious to the reputation of the condominium project or for a purpose involving the attendance of the public at such Unit;

Below are the expectations for Rental Units in the building as per the Condominium Property Regulations.

#### **Rental of units**

53(1) An owner of a unit shall not rent the owner's unit until the owner has given written notice to the corporation of the owner's intention to rent the unit, setting out

- (a) the address at which the owner may be served with a notice given by the corporation under section 54, or an application or order referred to in section 55 or 56, and
- (b) the amount of rent to be charged for the unit.

(2) If an owner of a unit rents the owner's unit it is a condition of that tenancy, notwithstanding anything in the tenancy agreement, that any person in possession of that unit shall not

- (a) cause damage to the real or personal property of the corporation or the common property, or
- (b) contravene the bylaws.

## **AYRE & OXFORD INC.**

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

(3) The corporation may require an owner who rents the owner's unit to pay to and maintain with the corporation a deposit that the corporation may use for

(a) the repair or replacement of the real and personal property of the corporation or of the common property, and

(b) the maintenance or repair of any area of the common property that is the subject of a grant to the owner of the right to exercise exclusive possession under section 50(1), that is damaged, destroyed, lost, or removed, as the case may be, by any person in possession of the rented unit.

(5) the owner of a unit shall give the corporation written notice of the name of the tenant renting the unit within 20 days from the commencement of the tenancy.

(6) within 20 days after ceasing to rent the owner's unit, the owner shall give the corporation written notice that the owner's unit is no longer rented

The corporation requires the following paperwork to be sent to management within 20 days of the tenant taking possession or moving out:

- Owner contact information form,
- Tenant Receipt of Bylaws form
- Intercom form

Thank you kindly for your cooperation and attention to this matter.

***Ayre & Oxford Inc.***

*Agents on behalf of Studio Ed*

May 29, 2025

## AIR CONDITIONER POLICY

This is a reminder that **in-window air conditioning units are NOT approved or permitted** in our building. This is due to the safety risk they pose, both from falling from the window and preventing proper fire egress/ingress in the event of an emergency. In addition, they also do not meet our building exterior aesthetic standards.

Portable air conditioning units that vent through a window are approved, as long as a proper window vent kit is used (no carboard, foam, etc.).

If you have any questions or concerns, please reach out to Ayre & Oxford at [admin5@ayreoxford.com](mailto:admin5@ayreoxford.com)

Thank you,

Management



**NOT APPROVED**

In-Window Air Conditioners installed  
directly into the window



**APPROVED**

Portable Air Conditioners with proper  
window vent kit