



Waterford Court

Welcome ***To Your New Home at Waterford Court***

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.

Property Management **Ayre & Oxford Contact Information**

Amanda Edwards
Senior Condominium/Property Manager / Associate

Ext. 3490 - Email: aedwards@ayreoxford.com

Administrative Assistant
Ext. 3400 - Email: admin5@ayreoxford.com

501 4730 Gateway Blvd NW
Edmonton AB, T6H 4P1
Ph: 780.448.4984 ~ Fax: 780.448.7297

After-hours Maintenance Emergency line:
780.499.8424



Waterford Court Condominium Plan 062 0420

The Waterford Court is a condominium in which individual residents, as a group, desire to live amicably in neighboring homes. They also desire to share a community which has a pleasant, well-maintained appearance. As residents are physically close to one another, everyone must make a significant effort to act in a neighborly manner. With these conditions in mind, this booklet outlines the 'good neighbor' guidelines, based on the Bylaws, which are in effect in this condominium community.

The Bylaws of the Condominium Corporation are the regulations governing the operating rights and responsibilities of the individual owners and the Corporation. The Bylaws are available to everyone and should be considered as a 'must' read. Although most of the units are occupied by Owners, some have renters as occupants. All residents are expected to follow the guidelines outlined in the Policies/Bylaws.

Operation

The business aspects of running this building are handled by a Property Manager at:

Ayre & Oxford Inc.

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

Emergency Situations

In the event that a problem is noticed in a unit or on common property, please contact your Property Manager(s) at Ayre & Oxford Inc.

Property Manager: Amanda Edwards, aedwards@ayreoxford.com, Ext 3490.

Administrative Assistant: admin5@ayreoxford.com, Ext 3400.

Board of Directors

In accordance with the provincial Condominium Property Act, the Waterford Court Condominium Corporation consists of all the owners. The owners elect a seven-member Board of Directors. All members of the Board serve for a two-year term which is staggered in such a way that only half end their term in office each year. This provides continuity of control. A retiring member may stand for re-election. Please keep in mind that the Waterford Court Board members are volunteers who give many hours of their time to see that the building maintained and that it is a pleasant place to live.

Your cooperation and patience in helping them with issues of condominium living will be appreciated. It is hoped that every Owner will take a turn at being a Board member. The Board generally meets once a month. If anyone has a reason to make a submission to the Board, in the normal course of events, inquiries or complaints should be made in writing to Ayre & Oxford Inc. The Annual General Meeting is held annually. A notice, along with financial statements, are sent to all owners by Ayre & Oxford Inc. at least two weeks ahead of time.

Disputes between Residents

It is assumed that the majority of these will be minimal and easily solved by discussions between the Residents involved without any abuse or harm to each other. The Board of Directors should only be asked to intervene as a last resort for problem solutions.

New Owner

To make your transition into condo life smoother, please review these key resources from Service Alberta:

- **Owning a Condominium (tip sheet)** – Find out about taxes, insurance, bylaws, and more.
- **Purchasing a Condominium (tip sheet)** – A must-read if you're new to condo ownership or purchased from a developer.

These guides will help you understand your rights, responsibilities, and the legal framework that governs condominium living in Alberta. You can find them under the “**Fact sheets**” and “**Tip sheets**” sections on the Service Alberta “Condominium information” page. [Condominium information | Alberta.ca](http://www.alberta.ca/condominium-information)

Condominium Fees

These are the ‘revenue’ which ensures that this Condominium Corporation can meet its cost obligations for utilities, insurance, maintenance, cleaning, snow removal, landscaping etc. and contributions to the Reserve Fund. The most convenient method of payment for your monthly fee is electronic payment. This form is attached below in the package.

Payment of the fees is due on the 1st of each month. The Board has implemented a fixed policy for the purpose of collections of arrears:

1. Up to thirty (30) days Statement
2. Thirty (30) to sixty (60) days Statement with Caveat notice
3. Ninety (90) days Caveat registered
4. One hundred twenty (120) days Contact with mortgagee to request payment in full

Any costs related to collection or legal action that may be required will be charged back to the Unit Owner. Cheques returned as not honored by the Bank, are subject to a returned item fee of \$35.00. Fees will increase from time to time as costs increase.

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 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.

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”

Reserve Fund

As required under the Condominium Property Act, a condominium corporation must have a Reserve Fund to pay for larger repair and renovation costs (a distinct from smaller and routine repairs and maintenance) over the longer term.

A Reserve Fund study must be done every five years to provide an estimate of the remaining useful life of the various components of the building, and the date and dollar costs when they must be replaced. The study provides a basis for a spending plan for the next several years. Funds for this are deposited monthly in the Reserve Fund.

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.

Common Areas

Each owner owns their individual suite, from the walls inwards. All owners own a share of the rest of the complex, known as the common areas. Patio Decks are technically a common area but owners have the right of exclusive use to their patio decks. The lawns and open space surrounding the building are common areas. Repairs and maintenance within a suite are generally the responsibility of the owner, including the fireplace and smoke alarms. The Bylaws for this Corporation set out the responsibilities of the owners and the Corporation.

Utilities

Residents are responsible for arranging and paying for their own electricity, telephone, TV, water, and furnace. The complex has cable connections.

Air Conditioning

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

Noise

This complex has some unusual characteristics as far as sound transmission is concerned. The walls are constructed in such a manner that sound traveling horizontally from the one unit to another. The adjacent one is negligible. Vertically, however, it is just the opposite, and the following should be kept in mind:

- Keep the volume of the radio, stereo, TV, or musical instruments within reasonable limits, particularly if the windows are open.
- Keep noise-making hobbies and modifications to your unit.
- Keep children from running, jumping, or shouting in the backyards and driveways.

Parking

- Ensure your vehicle is parked within the confines of your driveway.
- Occasionally check to determine whether your vehicle is dripping oil on the ground. If it is, please have it stopped or repaired immediately.
- Repairing of vehicles in your garage or driveway is prohibited from the Corporation Property.
- Storage of vehicles is prohibited from the Corporation Property.
- Only cars, motorbikes, or half-ton trucks may be kept on your driveway. All other vehicles shall be parked in your garage or on the street.

Patio Decks

- Flower boxes should not be hung over the balcony rail and care must be taken to ensure that the railings are not damaged.
- Hanging baskets are not permitted because of the danger of them falling.
- Wind chimes are not permitted due to the noise factor.
- The balconies are not to be used for the drying of laundry or storage of furniture or bicycles. Only patio furniture or BBQ are allowed.
- Snow is the only thing they may be thrown from the patio deck. Please ensure that it does not fall onto neighboring patios.

Move In-Move Out

- The preferred moving time is any weekday and the weekend between the hours of 9:00 a.m. and 7:00p.m.
- Residents are prohibited from blocking the fire lanes during the move.

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

For sale / rent signage:

- Signs can only be placed on the realtor tree located on the east side of the first entrance of Waterford Court.

Changes, Modifications, or Additions

While all units are individually owned and one would expect to be allowed to make any desired alterations, there is a problem: units are attached to each other, so a change may structurally affect the neighbor(s).

- As a result, all proposed changes to a unit must be submitted to the Board of Directors/Ayre & Oxford Inc. in writing, complete with detailed specifications.
- The request will be reviewed by the Board who will, if necessary, consult an expert such as a structural engineer, and in turn advise the owner of its decision.
- Trades people working in your unit must be licensed and insured.



- Renovation work that causes noise that would disturb other Residents is not permitted on weekends or statutory holidays without the consent of the Board and during the weekdays between the hours of 9:00 a.m. and 5:00 p.m.

Pets

- All dogs, pets or any other nature other than fish, birds, and cats, require the written approval of the Board.
- Dogs must be kept on a leash at all times when on common property, both indoors and out.
- Any dropping must be picked up immediately and the area cleaned by the owner. All common property areas that are damaged will be repaired by the Condominium Corporation and all charges will incurred will be billed back to the unit Owner(s).
- Pets must not disturb other Residents.
- Pet approval is based on the breed, size, and tag.

Garbage Disposal

- Please ensure that you tie your garbage bags securely before putting them into the bin.
- Please use strong plastic bags or double bag if using grocery bags.
- Do not use boxes. Please ensure the bin(s) are secured with proper lids and shall be placed inside the garage once emptied.
- Clean up any spillage around the common property area

Mailboxes

Mailboxes are not common property. Please ensure you empty out the mailboxes regularly to control any junk mail from overflowing and creating garbage around the complex. Management nor the Board have mailbox keys and therefor if your keys are lost or break it is the unit owners responsibility to repair or replace the lock.

Need help?

Clarification of any of the foregoing can be found in the Bylaws for the Waterford Court and/or in the Condominium Property Act published by the Government of Alberta. Questions may also be directed to the Property Managers or the Board of Directors.

Winter Outdoor Storage & Decoration Policy November 1st – April 15

Waterford Court

Approved September 22, 2025

1. Purpose

This policy establishes guidelines for outdoor storage and decorations within the condominium complex to ensure a clean, aesthetically pleasing, and safe community while respecting owners' rights to personalize their spaces.

With the winter season approaching, items left around front steps, driveways, and garages create significant safety concerns, particularly for snow removal and emergency access.

Any items (excluding garbage bins) stored on the stairs, sidewalks & driveway **must be removed from November 1 to April 15** to accommodate snow removal.

2. General Guidelines

2.1 Respect for Common Areas

- No personal items may be stored or left unattended on common property, including sidewalks, green spaces, shared walkways, and visitor parking areas.
- Owners/residents are to ensure that all items are removed from the front steps, sidewalk and driveway to accommodate snow removal.

2.2 Exclusive Use Areas (Stairs, Sidewalk & Driveways)

Any items (excluding garbage bins) stored in the driveway **must be removed from November 1 to April 15** to accommodate snow removal.

- Items stored on stairs, sidewalks & driveways must be removed prior to the start date of November 1st.
- Garbage and recycling bins must be stored off the grass, as the grass underneath will die and need to be replaced.

3. Permitted & Prohibited Items

The following items are NOT permitted to be stored in driveways for the winter months.

- Non-operational vehicles, car parts, or tires.
- Large appliances, furniture, or construction materials.
- Bicycles, bike racks, etc.
- Children toys
- Flammable materials, including propane tanks and gasoline containers, unless properly stored in compliance with safety regulations.
- Indoor furniture or household items not designed for outdoor use.
- Excessive clutter that creates an untidy appearance.

3.2 Seasonal & Decorative Items

- Holiday decorations are allowed but must be removed within 30 days after the holiday.
- String lights are permitted but must be kept in good repair and not affixed in a way that will cause damage to the siding or deck/railings.
- Potted plants, decorative items, and small garden features are allowed, provided they do not cause damage to decks, fences, or siding, but must be removed prior to November 1st to accommodate snow removal.

4. Compliance & Enforcement

4.1 The Board reserves the right to determine whether any outdoor storage or decoration is unsightly or inappropriate and request removal.

4.2 Owners will receive a written warning for violations and must comply within seven (7) days. Failure to do so may result in further action, including fines or removal at the owner's expense.

4.3 Any rule updates or exceptions must be approved by the Board and communicated to residents.



Waterford Court Condominiums 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.



PET REGISTRATION

The Owners: Waterford Court

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 or urinate on Common Property and if so it is the Owners responsibility to remove immediately.

28. Animals

28.1 Occupants may keep one or more pets in the Unit if the following conditions are met:

- a) The animal must not be allowed to run at large (i.e. not on a leash) within the common property;
- b) The owner of the pet is responsible for picking up and disposing of any droppings left by the pet;
- c) The owner of the pet is responsible for any damage done by the pet;
- d) In general, the owner of the pet shall ensure that the pet does not unreasonably interfere with the rights of other Occupants. The Board has the authority to make a final determination in this respect.

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: WATERFORD COURT



**NOTICE OF INTENTION TO RENT/LEASE
WATERFORD COURT 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.
6. I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person because 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 owner's unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.
7. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.
8. I/ We understand that the Residential Tenancies Act may affect us and our tenant. If there is a conflict between the Residential Tenancies Act and the Condominium Property Act, the Condominium Property Act applies.
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.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement
Signed bylaw received
Tenant's insurance certificate



Tenant Receipt of Bylaws

To: Board of Directors: Waterford Court Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit #_____ at Waterford Court Condominiums, 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: _____



Cease to Rent

To: Board of Directors: Waterford Court Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____



Waterford Court

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



WATERFORD COU 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: _____



Waterford Court – Suite Renovation/Alteration Form

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

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

****Air Conditioning**:** Building Alteration report with detailed diagram, final inspection from the City of Fort Saskatchewan and sign off from Professional Contractor.

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 exterior

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 _____, 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)