Callingwood Two

Welcome

to your new home at Callingwood Two

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.

Key Resident Contact Information

Ayre & Oxford Inc
501, 4730 Gateway Blvd
Edmonton AB, T6H 4P1
Ph: 780.448.4984 ~ Fax: 780.448.7297

Condominium Manager
Laila Bonertz
780-448-4984 Ext 3260
Email: laila@ayreoxford.com

Administrative Assistant
780-448-4984 Ext 3570
Email: admin6@ayreoxford.com

After-hours Maintenance Emergency line:
780.499.8424

CondoGenie:
The Corporation joined in utilizing the services of Genie Pad to stay in touch with residents & keep them informed! As a resident, you are more than welcome to create your own account! Please visit **http://callingwoodtwo.condogenie.com** to sign up! Please note that your username and password should be kept in a safe place as we do not have access to retrieve this information should you need it.

Rent/CondoCafe:
We have recently created a Website for all Owners to access through Rent/CondoCafe. This is an online portal offered exclusively by Ayre & Oxford Inc. where Owner's will have access to view their own account balance in real time and you can make payments with your bank card, credit card, or chequing account for any costs you may incur (other than recurring Condo Fees). In addition to the new payment options, you will also have access to your condominium's documents and communications from our office.

To be able to be invited to register for Rent/CondoCafe, you are required to register your email address with Ayre & Oxford Inc. Once your email is received, you will be emailed instructions on how to register. Please contact admin6@ayreoxford.com to update your email information.

AYRE & OXFORD INC.

Property Assistance Personnel

If you have a flood or a similarly urgent issue which requires immediate assistance and you are now part of the property that has been fully turned over to the Callingwood Two Condominium Corporation, 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.**

Move In's / outs etiquette:

a. Please pay close attention to balconies when navigating moving trucks.
b. 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.
c. **No driving on the grass or moving through patios.**
d. Damages resulting from vehicles or trucks onto any common property area, or any other damages incurred will be charged back to the unit owner.
e. It is advised that you do not leave any doors propped open and unattended.
f. Do not dispose of any furniture or large items in the garbage room besides domestic garbage.

Rental Units:

If you intend to rent your suite, please ensure you send confirmation to the Condo Corporation of your own and the tenants' contact information and receipt of the bylaws through Ayre & Oxford Inc within 21 days of the rental. Provide all contact details regarding any third parties involved in the suite as well: You will find a form attached for your reference.

If you are found to be renting out your suite without sending the Condominium Corporation the full contact information and confirmation required, please note that this may result in a fine of $250.

Visitor Parking:

Visitor parking is for guests of residents only. Under special circumstances, a Visitor Parking Pass may be acquired for long term visitor parking. Please contact Ayre & Oxford in writing via email to obtain a visitor parking pass. Provide the dates it is required for, vehicle make, model, and license plate number. The pass can be emailed to you within the same day of your request. Remember to place the Parking Pass on the dash of the vehicle at all times when parked in the visitor stall.

Bylaws:

Please be advised that all Owners & Tenants must be familiar with Callingwood Two's bylaws. Please note specifically section 3 (Duties of the Owners) & 62 (Use and Occupancy Restrictions). **Any violation of the bylaws may attract a fine for every infraction**.

Water shut offs:

Please note that the water shut offs connect to more than one unit especially on units with a single garage door. In these units the door will be considered as common property and access to same would be expected to be granted should a request be made by / on behalf of the corporation.

AYRE & OXFORD INC.

Callingwood Two

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 admin6@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

AYRE & OXFORD INC.

Callingwood Two

NOTICE OF INTENTION TO RENT/LEASE

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.

Notice of Move in and move out must be notified in advance, at which time an elevator key will be provided if applicable to assist with the move.

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

AYRE & OXFORD INC.

Callingwood Two
Tenants' Receipt of Bylaws Confirmation

TO BE COMPLETED BY THE TENANT(S)

To: Board of Directors: Callingwood Two Condominiums

Unit # _____

Address:_____

In consideration of the attached application to lease unit #_____ at Callingwood Two, please be advised of the following:

I / We_____
have received a copy of the Corporation bylaws, for review.

I / We _____
agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

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www.ayreoxford.com

AYRE & OXFORD INC.

Callingwood Two
Unit Owner's Cease to Rent Notification

TO BE COMPLETED BY THE UNIT OWNER(S)

To: Board of Directors: Callingwood Two Condominiums

Unit # _____

Address:_____

I / We_____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

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AYRE & OXFORD INC.

Pet Policy

The Guidelines regarding pets in the complex in accordance with your bylaws, Article 62 section b (iii), are as follows:

1. An Owner shall not other than as specifically provided in this By-law, keep or allow any animal, livestock, fowl or pet of any kind at any time to be in his Unit or on the Common Property without the specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn anytime on seven (7) days notice to that effect.

2. Notwithstanding the foregoing, an Owner may keep or allow one (1) cat or one (1) dog up to forty-five (45) pounds in weight and seventeen (17) inches in height; or

3. two (2) cats or two (2) dogs, or one (1) cat and one (1) dog, up to thirty (30) pounds in weight each and fifteen (15) inches in height each.

4. All dogs and cats must be hand leashed and kept under control and in the custody of a responsible person at all times who shall not allow the animal to befoul or defecate on any landscaped area of the Project. Any municipal By-law in effect in the City of Edmonton with regard to pets at any point in time shall have effect within the Common Property and municipal officers are hereby authorized and are permitted to enforce City By-laws on the Units and the Common Property.

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

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AYRE & OXFORD INC.

PET REGISTRATION

The Owners: **Callingwood Two 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: Callingwood Two Condominium

AYRE & OXFORD INC.

Callingwood Two
Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____

NAME:_____

ADDRESS:_____

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

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

_____

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

Material(s) to be used in construction:
NOTE: low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements:

_____

_____

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

_____

Dimensions, Specifications:
(attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required.)

_____

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

_____

_____

Estimated 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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AYRE & OXFORD INC.

Callingwood Two
Unit Alteration/Renovation Application – Third Parties Agreement

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)

AYRE & OXFORD INC.

Callingwood II

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; 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

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AYRE & OXFORD INC.

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:_____

_____

_____

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AYRE & OXFORD INC.

To: All Residents of Callingwood Two

Re: CondoGenie Interactive Website for Owners & Residents at Callingwood Two

Dear Owner/Resident,

We are excited to provide you with a unique tool to enable the sharing of information between owners, residents and the Condo board!

This new website provides unique and interactive features to encourage involvement in our community with timely access to up-to-date condominium news, announcements and documents. It's easy to share information with your neighbours in the message forums or use the classified ad pages to sell or buy items. The following options are accessible anytime:

- ✓ **NEWS** – Inform you of events and activities happening in our condominium.
- ✓ **DOCUMENTS** – A convenient way to access various condo documents such as: policies, bylaws, forms, and AGM minutes.
- ✓ **MESSAGE FORUM** – You can easily post messages for quick and effective communication with all residents. Automatic notifications of new postings are sent to all registered owners and tenants.
- ✓ **CLASSIFIEDS** – A great tool for listing items for sale. Post ads, including photos, to sell your items or offer services.
- ✓ **CONTACT** – Submit suggestions, maintenance requests, complaints or general inquiries to the Property Manager and the Condo Board members.

The website is active and you may register either as an Owner or as a Tenant. Tenants must be registered with property management to use the website and will not have access to any owners' private financial or personal information.* Should you wish to continue receiving notices by regular mail only, please contact the office at the number below and ask to remain on the mailing list.

Please take a minute to register at your Genie Pad website address below:

https://callingwoodtwo.condogenie.com

Yours truly,

Callingwood Two Condominium Board

**Website moderators monitor the forums and site for any misuse. We expect everyone to treat each other with respect and communicate in a friendly manner. Posting of offensive comments or material will result in the loss of posting privileges.*

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