

MacEwan Gardens

Welcome *to your new home at MacEwan Gardens*

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.



We have a Website for all Owners to access through Genie Pad. On the website you will find important updates on your condominium, recent Board Meeting minutes, a message forum to voice your concerns as well as many other great features! **Come join us online at <https://macewangardens.geniepad.com>.**

Utilities & Condominium Fees

Your condo fees cover: electricity, water, sewer, heat, and waste disposal. Residents are responsible for their own telephone, TV, and Internet. Make condo fees payable to: Condominium Corporation 062 3469. Contact the Property Manager to setup automatic payment.

Move in's / Outs Etiquette:

1. Book your move at least **7 days** in advance through **CondoGenie** under the Amenities tab by selecting **Move In/Out reservation**. This is necessary to ensure orderly use of the elevator and to minimize damage to common property. Even if you do not need the elevator for your move, the move must still be booked and the move fee paid. Once your reservation is approved, you will be contacted by the Move Coordinator, who will be on-site to supervise the move during your scheduled time.
2. Moves are scheduled on a "first come, first served" basis and are only permitted between the hours of **8:00 AM – 8:00 PM, 7 days a week**, in consideration of other residents. Moves must remain within the allotted **two-hour time limit**. Moves must start and end promptly as scheduled. **An additional \$100 fee** will apply for each hour past the two-hour time limit.
3. A **\$100 Move In/Out fee** (per occurrence) paid to **MacEwan Gardens 062 3469** is required to pick up the elevator key and is non-refundable. Owners/Residents are responsible for any damage which occurs. Payment must be made by **cheque or money order** payable to MacEwan Gardens.
4. Elevators held open without a key cause major repair issues; therefore, if you are found holding open the door, you will be charged for the elevator company inspection and any resulting repairs required. These repairs have been known to be in excess of **\$500.00**.
5. Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors, the parkade overhead door, and building exit doors. Breach of this policy will result in a fine of **at least \$250.00**.
6. Building security must be maintained throughout the move.
7. Unwanted or damaged furniture, mattresses, etc., are not to be left at the garbage and recycle bins. It is your responsibility to remove them or to pay to have them removed. Units will be charged for the cost of removing any items left which can be tracked to a Unit.
8. The Common Areas are to be inspected for damages and cleared of all disrepair. Should damages be found during the walk-through further to the move, it will be the responsibility of the unit owner, who may in turn charge back the tenant as per their personal agreement to incur the fees of the damages.
9. No driving on the grass or moving through patios.

Visitor Parking

MacEwan Gardens has 17 visitor parking stalls. The visitor parking policy has been created because residents will occasionally enjoy guests visiting their home for longer than the 12- hour time limit, and this policy is intended to provide a fair and consistent method to manage visitor parking in our community. Key points to note:

- **Visitor parking is for non-residents only.**
- Residents must book parking for visitors staying for more than 12 hours using the Amenities Section of the website.
 - To book visitor parking, **reserve it for 1 hour on each of the days** that is required. A limitation in the amenities booking system only allows for one booking per day if someone reserves visitor parking for the entire day.
 - Each unit is entitled to eight (8) eight days of parking registrations within a calendar month. If extenuating circumstances require more than 8 days, please contact the Board through the "Contact" section on the Website.

- AutoRescue is used to patrol the visitor parking stalls and will tow vehicles which continue to ignore posted warnings.

General

- Any vehicles found parked at any time in: (1) Emergency Access Routes (2) Building Entrances (3) Handicap Parking (without proper placard) (4) Garbage Bin Areas or (5) In the Loading Zone will be ticketed and towed at the Vehicle Owner's expense without warning.
- Reserved Parking Stalls are all owned. If you park in a Reserved Parking stall that you do not own, the vehicle will be ticketed and towed at the Vehicle Owner's expense without warning.
- Inoperable vehicles are not permitted anywhere on the property, including Reserved Stalls.

Towing charges will not be refunded. *None of Auto Rescue, Condominium Corporation 062 3469, Ayre & Oxford Inc., or any towing provider will be responsible for damages incurred as a result of towing.*

Parkade

- Parking stalls are to be kept clean and tidy and are not to be used for storage of articles.
- Don't let your vehicle idle in the Parkade, as the fumes can be deadly.
- If your vehicle leaks oil onto the floor, it is your responsibility to clean up the cement and to ensure that the leak is isolated.

Parkade Entrance

- When leaving the parkade, ensure that the garage door closes before you leave the ramp. When entering the parkade, please wait for the door to close before going to your parking stall. A previous break-in at MacEwan occurred because the miscreants gained building access by simply following another vehicle into the parkade. This resulted in over \$15,000 worth of damage to cars and the building.

Building Security

MacEwan Gardens is equipped with a fob-based security system for all access doors, the parkade door and the gym. The garage door fob will also work for accessing all other building doors. The building is equipped with both interior and exterior security cameras covering all entrances, stairways, parkade entrance, and garbage bins.

- Building access is only possible with a key FOB or if a guest is buzzed in by a resident through the intercom system.
- You are responsible for your visitors and guests. **UNDER NO CIRCUMSTANCES ARE YOU TO ALLOW ANYONE INTO THE BUILDING YOU DO NOT KNOW.** Remain with your guests at all times.
- Deliveries of furniture are to be made from the courtyard loading zone only and residents must ensure that the delivery people do NOT block open building doors.
- Additional garage door fobs (which also open all condo entrance doors and the gym door) are available for \$125. Key fobs which only open the entrance doors are available for \$100. Cheques must to made payable to Condominium Corporation No. 062 3469 and can be obtained by going to the Property Manager's office.

How to Buzz in Guests

- The intercom system on the two main doors off the building lobby can be used to buzz guests into the building.
- Press the “9” button on the phone to buzz guests into the building. The entrance door will automatically unlock and open and your visitor can enter the building.
- For obvious security reasons, please do not let anyone in you do not know.
- Between the hours of 11:00 PM and 7:00 AM, the exterior doors to the main entrances with the intercom system are locked. If you have visitors arriving at this time, you will have to go down to the lobby to let them into the building as your guests will not be able to access the intercom panels.

To setup the intercom with your phone, please make the request through the Amenities section on the Corporation’s website (<https://macewangardens.geniepad.com>) or by contacting the Property Manager. A local phone number (cell or landline) is required and the intercom cannot be setup with a **long-distance number**.

Garbage and Recycling

- The garbage and recycling bins are located on the west side of the building.
- The “brown” colored bin is for general waste, while the blue bin is for recyclables. Please consult website to determine what can go into each bin:

http://www.edmonton.ca/residential_neighbourhoods/garbage_recycling_waste/what-goes-where.aspx

- Do not dispose of furniture, appliances, electronics, or other large items in this area. Instead, take such items to the Eco Station at 14710 Ellerslie Road SW (http://www.edmonton.ca/programs_services/garbage_waste/eco-station-ambleside.aspx). The garbage area is under video surveillance and if you deposit large items in this area you will be fined.

Pets

While MacEwan Gardens is a pet friendly community, the pet policy is designed to address the needs of all residents and applies both to residents and their visitors bringing pets. In addition to requirements of the City of Edmonton Animal Licensing Bylaw No.13145, the Corporation’s bylaws state that the permission to own a pet at MacEwan Gardens Condominium Corporation requires conditional approval. The Pet Policy defines the conditions for approval and also expectations for pet owners. The pet policy in brief includes:

- Only one (1) dog or (1) cat allowed per unit
- Dogs cannot be larger than 15 inches at the shoulders
- All dogs must be hand leashed and kept under control at all times
- All Pets need to be registered with the Condominium Corporation. See the Pet Policy for the registration form and procedure
- Pet caregivers are responsible for immediately cleaning up any excrement or debris left by their pet

Of course, disabled individuals may keep assistance animals in their units and are not bound by the same pet policy.

Please note the cost to repair any damages to common property caused by a pet will be charged back to the unit owner as well as result in a \$250 fine for common property vandalism.

Smoking and Building Cleanliness

- NO SMOKING is permitted in all common areas (hallways, lobby, parkade or exit foyers).
- If you spill something on the common area carpets - please clean it up immediately. If you are unable to clean it up, then please contact the Property Manager.
- Commercial Advertising is not permitted on Common Property. If you are selling your Unit or looking to rent it, you can advertise it on the Condominium's Website (<https://macewangardens.geniepad.com>). Please do not post For Sale or Rent signs in unit windows.

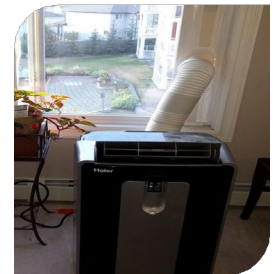
Maintenance

- Have loose toilets checked and repaired by a plumber or professional. If water is leaking from the tank to the bowl, please replace the toilet flapper. This is a very inexpensive item and is quite easy to change.
- DO NOT POUR LIQUID FAT / GREASE DOWN YOUR DRAIN OR TOILET as this leads to expensive drain blockages. Please put grease in a jar with a lid and put that in your garbage. "Store it don't pour it!" (http://www.edmonton.ca/residential_neighbourhoods/drains_plumbing_sewers/sto_re-it-dont-pour-it.aspx).

Although MacEwan Gardens units contain garburators on the kitchen sink, **we strongly recommend NOT disposing of food waste using the garburator** as it will plug your kitchen drain and leads to large amounts of buildup in the drain stacks running between units. This creates a risk of flooding.

Air Conditioning

While the hallways of MacEwan Gardens are air conditioned, your units are not. Residents can install portable air conditions which vent through the window (as shown) in their units. Window mounted air conditioners are not permitted.



Renovations

- Board approval is required prior to conducting renovations within your Unit. This includes (and is not limited to) electrical changes, plumbing changes, entry door hardware changes and any other change that may affect common property or other units.
- If you intend to install hardwood or laminate flooring, an underlay and sound proofing MUST be installed which meets the building specifications. The minimum IIC rating for the underlayment is 80.

Emergency Procedures

Fire

The Condominium is constructed of fire-resistant materials. Fire-resistant walls deter the spread of fire from one suite to another. However, no building is 100% fire proof.

The building has a fire alarm system that will alert the whole building when it is activated manually. You must know the location of and how to operate the fire alarm "pull stations".

- The building has fire-resistant stairways that are marked on all floors by EXIT signs. The stairway doors must be kept closed at all times.

- In case of emergency or fire, DO NOT PANIC. Follow all instruction and move at a steady pace. Know what you should do and then do it. Keep calm.
- Once you have left the fire area, do not return.

Evacuating - No Assistance Required

If you hear an alarm and are able to evacuate without assistance:

- Stop what you are doing.
- Close all windows and balcony doors.
- Before opening your suite door, lay your hand flat on the surface of the door. If it is cold, feel the door above the handle. If it is also cold, open the door slowly and check the hallway for smoke.
- If you see smoke outside the door, remain in the suite. Close, but do not lock your door. Press wet towels or cloths around the door to seal the cracks.
- Phone 911 and inform the dispatcher of your location and situation. Wait to be rescued in your unit.
- If the exterior hallway is clear of smoke and fire, close your suite door (do not lock it) and proceed to the nearest exit stairway that leads to the main floor lobby. Do not use the elevators - Elevators will not work once the fire alarm is activated.
- Feel the stairway door before you open it. If it is cool and if there is no smoke in the stairway, proceed at a steady, unhurried pace down the stairs.
- If, while descending the stairs, you find you are entering a smoke area, immediately leave the stairway and proceed down an alternate stairway. Remember to check the door for fire first.
- Leave the building. Assemble well away from the building, taking care not to block any of the entrances or impede the work of fire personnel.
- The Fire Captain may give instructions over the communication system during an alarm if further direction is required. Normally, the communication system is not used.

Evacuating - Assistance Required

If you hear an alarm and require assistance to evacuate, it is the owners' responsibility to advise the fire department of their location.

- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- If you have a portable phone, keep it with you. Call the fire department to let them know where you are.
- If there is no fire in your area, close all doors and stay put.
- If there is smoke or fire in your area, go to another room with a window and wait.
- Stuff the cracks around the door and cover vents with a cloth to keep out smoke.
- Wait at a window and signal for help with a flashlight or light-colored cloth.

Note: Any residents that can exit should exit. It will always be safer to remove someone from a fire scene before it turns into a tragedy than after.

Fire & Flood Safety

- Gas & propane barbeques are allowed on decks, but when operating ensure they are two feet or more away from railings and building siding - and don't leave them unattended when in use!
- Cigarette butts should be disposed of properly (not in plastic containers or flower pots) and NOT thrown over the balcony as doing so is not only unsightly, but also creates a fire hazard in dry conditions.
- Do not throw anything over the balcony railings.

- Only fireproof, imitation Christmas trees and fireproof decorations are allowed in units.
- Do not hang anything from the ceiling sprinkler system as this could potentially cause a flood.
- Do not get paint on any of the smoke detectors, alarms, or sprinklers within your unit since this damages the fire protection equipment which is costly to replace.
- Do not exceed the wattage of incandescent bulbs in light sockets. Putting a 100 W incandescent bulb in a 60 W rated light fixture creates a fire hazard.
- If you leave your apartment for a period of 48 hours or more, turn off the water. Most unit water shut-offs are located in the utility room. See the “Emergencies” section.

Renting Your Unit

Owners wishing to rent their condo out are required to provide written notice to the Board and Property Management Company. The forms required are available on the website or through the Property Management Company. Please ensure that your tenant has a copy of the bylaws. Damages caused by your tenants or their guests will result in the Owner being held accountable for costs incurred.

Noise

Condominium living can be a challenge when it comes to noise issues. Late night parties, loud music, loud thumping noises, etc., can be disruptive to those trying to sleep. Shift workers may be sleeping during the day. Should you have a noise related complaint, please submit in writing to our Property Manager through the website. Use the “Contact” section and be sure to provide information on the Unit #, date, time and type of noise.

Insurance

Every Owner / Renter must carry their own content and liability insurance. Homeowner Insurance is important in case of unforeseen problems such as water leaks, fires or other damage to your property. This will provide protection for your personal belongings. When shopping for coverage, confirm they specialize in condominium insurance. The Condominium Corporations’ insurance policy does not cover the contents of individual units.

For the prevention of potential freeze ups, please take precautionary measures for winter months;

1. Check to ensure your heat is working daily.
2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. Do check your pipes and unit fixtures frequently to ensure the heat is working properly and that there are no leaks.
4. To prevent window frost up:
 - Ensure your heat can fully circulate through the suite.
 - Open blinds or heavy curtains to allow air flow.
 - Move furniture away from windows and patio doors.
 - Ensure the humidity levels in your suite are not too high.
 - If you still have ice buildup, install a plastic winter kit to your windows.
5. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
6. In suite heating problems such as thermostats are the unit **owners’** responsibility. Please ensure your thermostat is in working order.
7. If you notice something is wrong call Ayre & Oxford for advice, and to report the issue.

8. Ensure common area doors close properly when entering or exiting the building, as broken pipes, and/or heat loss costs everyone.

9. If you have not already provided Ayre & Oxford with your contact information, or if you need it updated, please do so immediately. Having an up to date list can save you money, as in the event of an emergency, if we cannot reach you, or the occupant, we will contract a lock smith to provide entry.

Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit **owner** responsible

Preventing Theft from Automobiles

Edmonton Police Services advises that most vehicle crime is opportunistic and preventable. They recommend that all car owners observe the following tips in order to prevent thefts from vehicles:

Remove all Valuables - Never leave anything on display when you leave your vehicle. Even loose change, cigarettes, cigarette lighters, sunglasses, CD's, cell phones, stereos, cameras, and clothing, if they can see it they will steal it.

Park Safely - When parking at home, always lock your vehicle and ensure all windows are closed.

Remove Portable Accessories - Removing stereo face plates and locking them in the trunk or taking them with you, will deter thieves.

Get an Alarm Installed - Alarms can deter thieves not only from stealing items from your vehicle, but also from stealing your vehicle. Even if you have an alarm installed never leave anything in your vehicle. Thieves can smash a window, reach in grab an item and be gone in seconds, before your alarm is even activated.

Use a Steering Locking Device (The Club) · Use a steering wheel lock every time you leave your vehicle. A vehicle that is well secured has a tendency to deter criminals. A steering wheel lock will also deter theft of your vehicle.



**MacEwan Gardens
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 letterhead.



MacEwan Gardens
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

Pets

While MacEwan Gardens is a pet friendly community, the pet policy is designed to address the needs of all residents and applies both to residents and their visitors bringing pets. In addition to requirements of the City of Edmonton Animal Licensing Bylaw No.13145, the Corporations' bylaws state that the permission to own a pet at MacEwan Gardens Condominium Corporation requires conditional approval. The Pet Policy defines the conditions for approval and also expectations for pet owners. The complete pet policy can be found under "Documents" on MacEwan's website:

<https://macewangardens.geniepad.com>. In brief, these conditions include:

- Only one (1) dog or (1) cat allowed per unit
- Dogs cannot be larger than 15 inches at the shoulders
- All dogs must be hand leashed and kept under control at all times
- Pets need to be registered with the Condominium. See the Pet Policy for the registration form and procedure
- Pet caregivers are responsible for immediately cleaning up any excrement or debris left by their pet

Of course, disabled individuals may keep assistance animals in their units and are not bound by the same pet policy.





PET REGISTRATION

The Owners: **MacEwan Gardens 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: MacEwan Gardens Condominiums

MacEwan Gardens – Unit Alteration/Renovation Application

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

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

Permit Required: YES _____ NO _____ (If yes, enclose copy for file)

Material(s) to be used in construction:

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

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

Dimensions, Specifications:

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

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

Estimated completion date of project(s):

NOTE: owner(s) accepts responsibility for timely completion of construction project

Units that may be affected and/or impacted by construction: _____

Owner(s) to complete the following section:

I/we, _____, as homeowner(s) of Unit _____, 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)



NOTICE OF INTENTION TO RENT/LEASE
MacEwan Gardens Condo Corporation

1. We, _____ as owner(s) of

Unit Number _____, intend to rent/lease the unit to:

(name(s) of proposed tenant/lessee)

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

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

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

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

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

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

8. Attached is a cheque for the deposit (one month's rent) in the amount of \$ _____ and \$100.00 move in fee if applicable Yes _____ or No _____ .

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

Tenants Receipt of Bylaws – MacEwan Gardens

To: Board of Directors: **MacEwan Gardens** Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease Unit # _____, please be advised of the following:

I / We _____ have received a copy of the Corporation Bylaws and Welcome Package, for review.

I / We _____ agree to undertake the Bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

Note specific Rules and regulations apply to:

- Pets
- Rental Units
- Move in Fees
- Parkade Door Etiquette

All of the above information can be referenced in the Welcome Package



Cease to Rent - MacEwan Gardens

To: Board of Directors: **MacEwan Gardens** Condominium

Unit #: _____

I / We _____

Cease to rent the aforementioned suite effective: _____
date.

My/Our mailing address for future correspondence is:

Contact Number: _____

I/We would like to request that our Rental Deposit be returned by *(check the applicable box)*:

Mail to the above noted address.

We would like to be notified when the cheque is ready and come to the Ayre & Oxford office to pick it up in person.

**FOR OFFICE USE ONLY
RETURN OF RENTAL DEPOSIT CHEQUE REQUEST**

PROPERTY: _____

PAYEE: _____

DATE: _____

AMOUNT: _____

APPROVED BY: _____

NOTES: _____



MACEWAN
GARDENS

MacEwan Gardens

Condominium Corporation No. 062 3469

Email/Website: <http://macewangardens.geniepad.com>

MacEwan Gardens – Electric Vehicle Policy

MacEwan Gardens at this time does not have Charging stations on the premises. Charging of Electric Vehicles is NOT permitted anywhere on the property by any resident, Owner, Renter, or Guest.

Electricity is not individually metered at this property, therefore charging one's vehicle would be at the cost of all owners through Common Property Electricity invoices paid from Corporation's Operating expenses, and passed on to owners via Condo Fees.

Any vehicle found on site to be charging, will be charged for each and every occurrence. The owner of the unit the vehicle belongs to (renters/owners/guests) will be responsible for all associated costs to compensate for the electricity used. The cost charged back to the owner will be determined on individual basis. This amount will vary, and will take into account several factors, including but not limited to: Type of vehicle, length of charge, current electricity rates, and administration fees to calculate, invoice and collect these costs. Administrative fees for calculation, investigation, billing and collection will be invoiced to Owners at \$150/hour.

We ask that any occurrence witnessed of vehicle charging on site, be reported to Management so that we can initiate cost recovery. Vehicle charging will cost us all in increased operating costs and condo fees for electricity consumption.