

Ospin Terrace Condominium

Welcome *to your new home at Ospin Terrace Condominium*

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.



1. Move In/Out Etiquette:

- Notice of a move must be provided to Ayre & Oxford at least **3 business days** in advance. A moving reservation and padding for the elevator are arranged by contacting the property management **between Monday and Friday**.
- Reservations are held between the hours of **9 a.m. and 8 p.m.** and comprise of **4-hour time limits**.
- A deposit of **\$100.00** is required when booking.
- Please pay close attention to balconies with moving trucks. Damages resulting from vehicles are charged back to the unit owner.
- No driving on the grass.
- External doors that are propped open cannot be left unattended, and an alarm will sound after they are left open for more than a minute. The elevator doors must never be manually propped open, and the use of the elevator key is mandatory to hold its doors open. Failure to comply will result in fines.
- Any damages incurred will be the responsibility of the unit owner.

2. Emergencies:

- If there is a police, fire, or medical emergency, call **911**.
- For after-hours incidents and emergencies, please call **780-499-8424**. After hours are considered weekdays after 4 p.m., weekends, and statutory holidays.
- Non-emergency reports should be provided in writing to your property manager the following business day for record purposes.

3. Non-Smoking Building:

There is no smoking allowed in the units or common areas, including balconies and condominium property.

4. Noise and Disturbance:

Daily living and its associated noises are expected and recommended to occur between 8 a.m. to 11 p.m. Outside of this timeframe should be quiet hours.

5. Complaint Procedure:

- Notify Property Management of the complaint in writing, noting as much detail as possible, including dates, times, description of the issue, and pictures if applicable.

Report to Ayre & Oxford Inc.:

Danika Litke, Condominium Manager: danika@ayreoxford.com

Administrative Assistant: admin4@ayreoxford.com

- If the complaint involves noise after 11 p.m. report it to the police during the occurrence, in addition to reporting the occurrence to the property management. Police reports can substantiate complaints should further action be required to rectify the issue, and can also result in additional City bylaw fines.
- **The police non-emergency phone number is 780-423-4567.**

6. Types of Common Complaints:

- Late night/early morning exterior noise, which carries from yards and balconies.
- Offensive or inappropriate language.
- Music and loud bass.
- Dogs barking or other animal noises.
- Yard or balcony parties.
- Late night indoor parties with windows open.

7. Board of Directors Action:

- Complaint #1: First letter (a letter of warning) is issued, stipulating consequences for next complaint.
- Complaint #2: Second letter of warning.
- Complaint #3: FINE.
- Subsequent Complaints: Depending on the nature of the complaint, or alternate action thereafter (i.e., if tenant is renting, then eviction).

8. **Short Term Rentals:**

Please be advised that **Air BnB units are not permitted**, as the Corporation has decided against them for the best interests of Ospin Terrace Condominiums. Any short-term rentals (less than one month) are not permitted.

9. **Payments:**

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. Payment for all other items, including but not limited to moving fees, fobs and keys, chargebacks, parking, etc. can be paid on Condocafe, or by cheque made out to the following:

Ospin Terrace C/O Ayre & Oxford Inc.
#501, 4730 Gateway Blvd NW.
Edmonton Alberta, T6H 4P1

Please note that any payment that is returned is subject to a **\$35.00 NSF processing charge**, as well as any interest charges as set out in the Corporation Bylaws.

10. **Key Cards**

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

Key Cards- Additional key cards can be purchased from the Property Management Office for a fee of \$75.00 each.

****Pet Policy****

Pursuant to Section 31 of the Ospin Terrace Condominium Corporation, this policy regarding Animals/Pets within the complex shall be a Board Policy and shall be a guideline for the Owners of the Corporation as a whole.

Registration and Approval of Pets:

- All pets must be registered with the Board, and a registration form must be completed for each pet including a picture of the animal.
- All new animals must be approved by the Board as stated in the Corporation Bylaws **section 31**.
- Owners are responsible for their pet regardless of kind/type.

Number and Size of Pets:

- Restricted to a maximum of one animal total.
- All pets must be a **maximum of 14 inches** in height at the shoulder when fully grown.

Restrictions to Animals:

- All dogs and cats must be licensed with the City of Edmonton and be rabies vaccinated.
- All animals must comply with the City of Edmonton animal licensing and control **bylaw #13145**.
- Any animals who exhibit aggressive or vicious behavior will not be allowed within the complex.
- Extended visiting and/or babysitting of unregistered pets is not allowed without Board permission.

Noise:

Pets that make noise continuously and/or incessantly to the disturbance of any resident at any time of day or night will not be permitted.

Control of Animals:

- Pets must be confined to the pet owner's unit and must not be allowed to roam free or be tied unattended in any common areas. Pets in transit outside your unit are to be carried, restrained by a leash, or placed in an animal carrier.
- Pet owners are responsible for any damage to the common areas caused by their pets.
- No pet shall be allowed to become a nuisance or create any unreasonable disturbance such as personal injury or property damage caused by unruly behavior.
- Pets in common areas are to be in complete control of a responsible human companion.

Cleanliness:

- Under no circumstances is an owner, their family members, tenants, or visitors to deposit any animal feces or like materials outside the fenced area of their patio. Such actions will constitute immediate fines.
- All feces must be cleaned up and deposited in a secure plastic bag, tied and then deposited in the waste bins provided in the complex. Cat litter may not be disposed of in toilets.
- No animal is allowed to defecate or urinate on any part of the common property. All animals must be taken off common property for walks. If the animal does defecate while being walked off the property, the droppings must be immediately picked up in a plastic bag and deposited in the nearest waste receptacle. If an animal urinates on walkways or on walls it must be immediately rinsed off with water.
- Under no circumstances are animals to be fed outside the unit.

Fines:

- When a complaint regarding an animal is received, a letter will be sent to the owner of the animal involved explaining the complaint. Upon a second occurrence, a fine will be sent out. If complaints continue, the Board will have no other recourse but to require that the animal involved be removed from the premises.
- As expressed in the above correspondence, we will impose bylaw infraction fines as follows:
 - 1st Offence – **Written warning.**
 - 2nd Offence – **A \$200.00 bylaw fine will be imposed.**
 - 3rd Offence – **Removal of the animal involved.**

Enforcement of the Policy:

- It is the responsibility of everyone within the complex to monitor and report any offences to the property management via e-mail or written letter.
- Verbal complaints are not accepted and will not be investigated until a written complaint is made.

****Parking and Parking Stall Policy****

Pursuant to Section 30 of the Ospin Terrace Condominium Corporation, this policy regarding parking within the complex shall be a Board Policy and shall be a guideline for the owners and residents of the Corporation as a whole.

Visitor Parking:

- Visitor Parking is for visitors only.
- Owners/Residents are strictly forbidden from parking in the visitor parking stalls.
- All visitors must register online with the applicable license plate and unit number.
- Visitors are not allowed to park in visitor parking more than **8 times per month** for a maximum of **8 hours per time**.

No Parking:

- No propane vehicles are allowed in the parkade at any time.
- Unlicensed, uninsured, and inoperable vehicles are not allowed on the property.
- Vehicle maintenance is strictly forbidden on the property.

Parkade Storage:

- **One (1) set of tires** in a parking stall is permitted.
- No other items are permitted to be stored.
- If you have a storage locker, tire storage is only permitted within the storage locker and not within the parking stall.
- Storage units must always be kept neat and tidy.

Enforcement of the Policy:

It is the responsibility of everyone within the complex to monitor and report any offences to the property management via e-mail or written letter. Verbal complaints are not accepted.

Ospin Terrace Condominiums Contact Information

Suite No.: _____

OWNER INFORMATION

Owner Name: _____

Address: _____

SEND MAIL TO CONDO ADDRESS? Circle YES or NO -If you circled no, please enter mailing address below

Address: _____

_____ Province _____ Postal Code _____

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

E-mail: _____

****Anti-Spam Email Legislation Consent:** By providing my email address I am granting permission for Ayre & Oxford Inc. to email me for communication purposes related to the property. To remove consent, please notify our office requesting removal of your email from our system.**

Emergency Contact/Agent: _____

Emergency contact daytime phone: _____ Evening phone: _____

OWNER OCCUPIED UNIT Please circle YES or NO (if you circled no please complete the section below)

RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

CARS OWNED OR USED BY OWNER/RESIDENTS which are parked at or near the condominium:

Car #1.

Parking stall location & number: _____

Make & Model: _____ Color: _____ License Plate: _____

Car #2.

Parking stall location & number: _____

Make & Model: _____ Color: _____ License Plate: _____

INTERCOM: (local number only)

Name: _____ Phone Number: _____

Signature: _____ Date: _____

The information requested is for our records only. In order to ensure confidentiality to all tenants, site staff has been instructed not to provide personal information contained in our files. **Once completed, please sign and return the form attention to and contact info provided on the letter head, or e-mail admin4@ayreoxford.com.**



Ospin Terrace
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



Ospin Terrace Condominium Move In / Move Out Form

Suite No: _____ Move Date: _____ Please Circle: Move-In / Move-Out

Owner Name: _____ Tenant Name: _____

Phone Number: _____ Phone Number: _____

I/We _____, hereby declare the following move in/move out etiquette are to be followed through the duration of our move.

1. Notice of the move has been provided to Ayre & Oxford at least 3 business days in advance, and reservation and padding of the elevator is arranged by contacting the maintenance coordinator, or the office of Ayre & Oxford Inc. between Monday and Friday.
2. Our reservation is held within the hours of 9 am and 8 pm in consideration of other residents/owners, and we will remain within our scheduled time period.
3. We acknowledge receipt of the elevator key.
4. We acknowledge the moving fee is a \$100.00 deposit, refundable after the final walkthrough.
5. Elevators held open without a key cause major repair issues; therefore if we are found holding open the door, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that these repairs have been known to be in excess of \$500.00.
6. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the building exit doors. Doors that are held open will have an alarm sound. Breach of such policy will result in a fine of \$250.00.
7. The following areas were 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.

	Prior to Move		Further to Move	
	LI Yes	LI No	LI Yes	LI No
a) Walls clear of makings/damages				
b) Flooring clean and clear of damage	LI Yes	LI No	LI Yes	LI No
c) Elevator clear of scratches	LI Yes	LI No	LI Yes	LI No
d) Time move began	(Key Provided) _____			
e) Time move was completed	(Key Returned) _____			
f) Elevator key and door wedges	LI Yes	LI No	LI Yes	LI No

Notes:

\$100.00 moving fee: Paid _____ Please make cheques payable to Ospin Terrace Condominium.

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of the Ospin Terrace Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ and submitted to the Ospin Terrace Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Ospin Terrace Condominium – Suite Renovation/Alteration Form

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)



Ospin Terrace Condominium Floor Covering Specifications

Floor coverings in the interior of any unit shall not be replaced with less resilient coverings than the pre-existing coverings without the prior consent of the Board. For the purpose of this policy, ceramic tile, marble, or the like shall be considered less resilient than vinyl tile, hardwood flooring, or the like which shall be considered less resilient than carpeting, carpeting and under pad, or the like.

Where hard floor coverings are allowed by permission of the Board, and where they are located in any unit that is above another unit, the floor coverings must be installed using a resilient underlay which has a laboratory tested rating of **Impact Insulation Class (IIC) of 70 or higher**, and a **Sound Transmission Class (STC) of 65 or higher**.

The floor covering must “float” on the isolated underlay with no fasteners or other bridging through to the structure. For solid hardwood floors and tiles floors, this can be achieved by installing the resilient underlay below the subfloor.

Occupants with hardwood floors topping (hardwood, vinyl, ceramic tile, and laminate) must recognize that the floor impact resulting from their activities are more readily transmitted to units below, and active steps to limit the noise of these impacts must be taken. Please note that the under pad requirement must have an **Impact Insulation Class (IIC) of 70 or higher** and a **Sound Transmission Class (STC) OF 65 or higher**.

PET REGISTRATION/APPLICATION

Condominium Plan No. 082 9395 Ospin Terrace Condominiums

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) License # _____

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 on Common Property, and if so it is the Owners responsibility to remove it immediately.
8. **That I have read and understand By-law Section 31.1, which states, but is not limited to, the fact that only one pet is permitted per unit and dogs must not be greater than 14" high at the shoulder.**

Per Unit Owner _____

Per Unit Owner _____

Dated this _____ day of _____, 20____. Per: _____ (Property Manager)

on behalf of The Owners: Condominium Plan 082 9395 Ospin Terrace Condominiums



NOTICE OF INTENTION and APPLICATION TO RENT/LEASE
Ospin Terrace Condominium Plan No. 082 9585

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 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 by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

6. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 53, 54, 56 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.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER



Ospin Terrace Condominium Confirmation of Bylaw Receipt

To: Board of Directors: Ospin Terrace Condominium

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, for review.

I / We _____ agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

Unit Owner's Cease to Rent Notification
Ospin Terrace Condominium

To: Board of Directors: Ospin Terrace Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____



PROPERTY RESIDENT COMPLAINT FORM

Today's Date: _____ Building Name / Address: Ospin Terrace 1204 156 Street NW

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:

1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____