

EAGLEWOOD VILLAGE CONDOMINIUMS

CONDOMINIUM CORPORATION PLAN # 032 2411

YOUR WELCOME PACKAGE

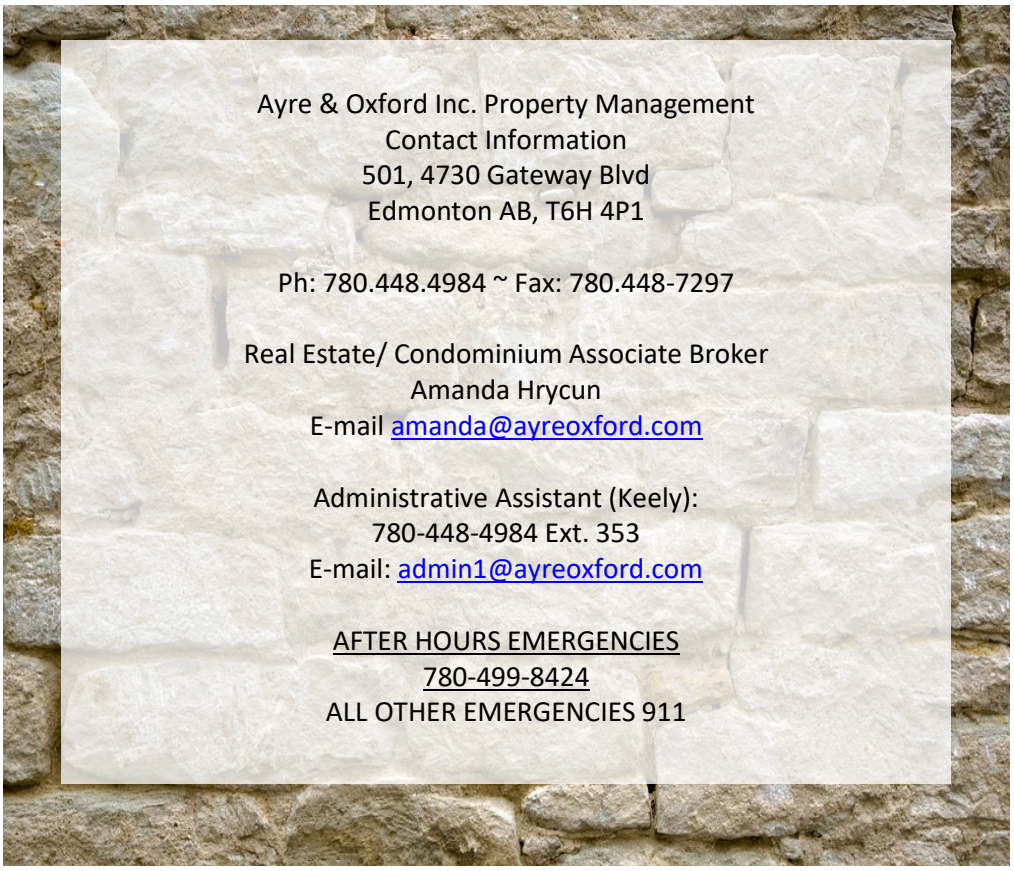
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www.ayreoxford.com

Welcome to Eaglewood Village Condominiums

Table of Contents

Eaglewood Village-Some History 3
About This Welcome Package 4
Legislation 4
Condominium Living Lifestyle 5
Board of Directors 5
Condominium Manager 5
Resident Manager ..... **Error! Bookmark not defined.**
Move In & Large Household Items Apartment Building 6
Social Club 6
Paying Condominium Fees 6
Insurance 7
Common Expenses 7
Emergencies 8
Pets 8
Smoking 9
Garbage 9
Snow Removal 9
Grounds Maintenance 9
Exclusive Use Areas 10
Guest Suite 10
Amenities 10
Noise and Disturbance 11
Annual General Meetings or AGM 11
Renovations and Alterations 11
Parking/Motor Vehicles 12
Website/Condo Genie 13
Telus Internet/TV 13
Sign up for condo fee payments 13
Apartment Intercom 17
Move In – Move Out Form ..... **Error! Bookmark not defined.**
Contact Information Update Form 21

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Eaglewood Village-Some History

On behalf of the Eaglewood Village Board of Directors and all your new neighbors, a warm welcome to Eaglewood Village Condo Corporation 0322411. This corporation was incorporated under the Condominium Property Act of Alberta and must operate under their guidelines and rules. As a new owner you have purchased a portion of the 10,000-unit factors and your title shows your apportioned amount of unit factors. Your condo fees and any Special Levies are based on this number and by-laws.

Our corporation (Eaglewood Village) was registered in 2003 and consists of two different types of dwellings. These are the 38 Apartment suites and the 19 Villa's along the drive (18 duplexes and 1 stand-alone unit). The original developer/builder was Christenson Developments.

About This Welcome Package –

As a new owner, you will find just about everything you need to about living at Eaglewood Village. We have highlighted a few of the provisions of the Bylaws (new update in 2024) as well as the updated Rules and Regulations (updated 2024). Please ensure that you read and understand the Corporation Bylaws, Policies and the Condominium Property Act of Alberta.

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About This Welcome Package

Condo living can be very attractive to people who place a high value on convenience, security, amenities and reduced home ownership responsibility. It's the near perfect downsize. But with these benefits come the awareness of living as a community with bylaws, rules and regulations.

As a new Owner, you will find important information in this package related to living at Eaglewood Village Condominiums. This package is intended to help you settle quickly into your new community. It should help you adjust smoother, get to know the rules and by-laws and feel at home more quickly.

This welcome package highlights a few of the provisions of the Bylaws and policies of the Condominium Corporation, and provides start-up information that you need to know. Please also ensure you have read and understand the Condominium Corporation Bylaws, Policies, and the Condominium Property Act of Alberta. Don't be daunted, read the by-laws, it will get you started.

Legislation

The Condominium Property Act of Alberta can be viewed online at:

http://www.qp.alberta.ca/documents/Acts/c22.pdf

The Condominium Property Regulations can be viewed online at:

http://www.qp.alberta.ca/documents/Regs/2000_168.pdf



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Condominium Living Lifestyle

Board of Directors

The Board of Directors manage the Condominium Corporation on behalf of the owners; they represent the owners. As an entity, they are responsible for making all major decisions regarding the maintenance of buildings and grounds, the Corporations finances, and they must uphold and enforce the Condominium Property Act of Alberta, Bylaws, and Policies. The board consists of a President, Vice-President, Treasurer, Secretary, Privacy Officer and Directors. These are volunteers and your neighbours. Feel free to get involved. It's an investment in your new community and fresh blood is always welcome.



Condominium Manager

A Condominium Manager (Ayre and Oxford Inc. contract) has two primary responsibilities, to manage the Corporation's daily operations, and to carry out policies set by the Board of Directors. The manager works closely with the Board as an advisor, but acts at the sole direction of the Board and is not a member of the Board. Any questions, complaints or concerns you would like the Board to address should be sent to the Condominium Manager, but addressed to the Board of Directors. Be advised that making a request through your Condominium Manager will still need Board approval i.e. renovation requests, pet approval, etc. See page 3 for Manager Contact information.

Resident Manager- There is currently no resident manager at EWV as of 2026

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Move In & Large Household Items Apartment Building

Eaglewood has a move policy.

Prior to moving in please make arrangements with the move coordinator when moving into the apartment building or moving large items into your unit. The manager will book the elevator for you, ensure the elevator pads are installed and a key is given to you to put the elevator into service so the doors remain open when moving items in and out of the elevator. You will also be required to complete and return the Third-Party Agreement with your mover. All large vehicles must park in the loading/unloading zone along the west side of the road (east side of Villa 5) of the apartment building and not in the 15-minute loading zone by the front door of the building. No ramps are allowed in the driving lanes of the road to ensure safe passage of other vehicles. Entrance doors must not be left open when personnel or owners are not present to ensure the security of the building. All packaging, boxes and other material must be removed from the building and not placed in the garbage bins. The city has a recycle center in Campbell Park for resident use. Owners are responsible to ensure the elevator, hallways and stairwells are properly cleaned after the move in. All damages will be the responsibility of the owners.

Social Club

Eaglewood Village Condominiums has a social committee which is operated by a few owners inside the complex, and is funded by owners and occupants who donate empty bottles and containers.

The committee holds multiple events each year, including a Christmas party in the apartment lobby and a summer barbeque. Watch for notices in the lobby, at the mailbox and on Condo Genie. These events are open to all owners, apartment and villa. A great way to meet your neighbours and new friends.

If you're interested in volunteering to be a part of the social committee, please contact management and they will connect you with the Social Event Coordinator. For anyone that wants to assist funding the social club, please leave empty bottles and refundable containers in the garbage room which is located inside the Apartment building on the main floor.

Paying Condominium Fees

Condominium Fees are due and payable on the first of each month. Please ensure all cheques are made payable to Condominium Corporation No. 032 2411, and forwarded to Ayre & Oxford Inc.

For your convenience Ayre & Oxford Inc. offers Pre-Authorized Debit (PAD), which allows their company to automatically withdraw monthly condominium fees from your bank account on the first banking day of each month.

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Insurance

The Condominium Corporation provides insurance on all common property and assets.

This insurance covers the replacement of a unit as originally built as per the **Standard Insurable Unit Description** (see CondoGenie folder/insurance). This does not cover interior upgrades made by owners. The unit Owner is responsible for obtaining a Condominium Unit Owner's insurance policy that includes liability coverage, contents insurance, and coverage for all upgrades to the interior of the unit. Each owner should have a minimum of $50,000 deductible.

Common Expenses

Payments of condominium fees are required to enable the Condominium Corporation to pay for day-to-day operations, and to contribute monies into the reserve fund account.

Common expenses for Eaglewood Village Condominiums are divided up into three categories which are titled "Shared", "Apartments", and "Villas".

- The total "Shared" expense category is paid by the villa and apartment owners, and is apportioned as per Section 18 of the by-laws.
- The total "Apartment" expense category is paid by the Apartment owners, and is apportioned as per Section 18 of the by-laws,
- The "Villa" expense category is paid by the Villa owners, and is apportioned per Section 18 of the by-laws.

Some examples of common expenses from these categories are:

-Corporation Insurance	-Electricity (Street Lamps)
-Management Fees	-Utilities (Apartments)
-Administration Fees	-Grounds/Landscaping
-Bank Charges	-Snow Removal
-Fiscal Year Audit	-Building Maintenance
-Underground Utility Services	-Legal/Accounting Fees

The Villas owners: are required to setup their own natural gas, power, water, cable, phone, blue bag, garbage pickup and internet. These services are NOT included in condominium fees.

The Apartment owners: are required to setup their own power, cable, phone, and internet. These services are NOT included in condominium fees.

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Emergencies

If there is a police, fire or medical emergency, **call 911**. The non-emergency line for the St. Albert RCMP is **780-458-4300.**

Report after hour building incidents which require immediate action to Ayre & Oxford Afterhours at 780-499-8424. These include garage door stuck open, water damage, flooding etc. Non-emergency reports should be made to Condominium Management A&O (780-448-4984) between 8 am and 4:30 pm). If you don't need to talk to a live person, use email during normal business hours or after hours.

Pets

All owners are required to fill out a pet request form (which can be obtained from management or in the forms section at the end of this document). This must be approved before a pet can reside in any unit at Eaglewood Village Condominiums. This request must be approved by the board. Please make yourself aware of pet size limitations before acquiring a new pet. One important note - 13 inches at shoulder is the maximum allowable size

Pets MUST be leashed at all times on the Common Property. Owners must also promptly pick up, and properly dispose of all pet droppings. When entering or exiting the apartment pets must be carried over any common property in the building.

Pets are to be quiet and to not disturb neighboring units. Please do not leave your dogs unattended on decks/patios, as they may bark and disturb other residents.

For more information regarding pets please refer to the Corporation's Bylaws.

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Smoking

Eaglewood Village is a non-smoking community in units as well as common property. Please see the bylaws.

Garbage

Villas: The City of St. Albert is responsible for picking up the garbage from the end of each Villa driveway every second Monday (garbage, organics and blue bags should be out by 7 am). Villa blue bags pick up is weekly. Signing up for the City of St. Albert Be Waste Wise app will give you Sunday evening reminders of pick up. The Apartment garbage is picked up Monday from the bins under contract with a private company.

For the Villa owner's garbage must be securely packaged in the brown bins. (City offers 3 choices of capacity containers). Garbage is to be kept in the garage until the scheduled pickup date. Please do not store garbage anywhere on common property.

Apartments: Owners have 3 choices, garbage down the chute, organics in the green totes in the garbage room and cardboard and recyclables in blue bags for collection day. Please do not leave garbage bags beside the dumpster.

Snow Removal

The Corporation is responsible for removing all snow on driveways, walkways, and city sidewalks. A certified contractor holds a contract to have this work completed from November 1 – March 31 of each calendar year. If an owner notices any icy conditions, please apply environmentally friendly ice melt.

Snow removal on drive lanes and visitor parking areas are not on contract, and are completed on an "on call" basis. If you're having issues with any of these areas in the winter months, please contact management for assistance.

Grounds Maintenance

The Corporation is responsible for maintaining the lawns and trees on all common areas in the summer months. A certified contractor holds a contract to cut the common area lawns from April 1st –October 1st of each calendar year. Some villa owners choose to do additional lawn and shrub care at their units.

Trees are also maintained and pruned when needed by certified arborists on all common areas.

The Board is always looking for volunteers to help maintain the common areas, so if this is something that may interest you, please contact management for more details.

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Exclusive Use Areas

An exclusive use area is part of the common property that is reserved for use by one particular condominium unit. Balconies, decks, parking spaces are common examples. Even though use is restricted to one unit owner, exclusive use areas are still common property owned by all condominium owners. Eaglewood Villages Bylaws contain rules governing the use of exclusive areas, and define who is responsible for maintaining these areas.

Any additions to exclusive use areas i.e. planting shrubs, trees, hanging ornaments must be requested in writing, and approved by the Board of Directors.

Guest Suite

We are pleased to offer an overnight guest suite for rent by Eaglewood Village owners and residents from both the Apartments and Villas. The suite is located within our apartment building and will provide a comfortable and convenient accommodation for your guests.

The guest suite features a single room with a queen-size bed, two chairs, a full bathroom, air conditioning, TV, and mini fridge. It is available on a first-come, first-served basis for $40 a night.

For more information on the policy and booking procedures, please visit CondoGenie.



Amenities

Other Eaglewood amenities include an exercise room/library and a party/meeting room. These amenities are open to both Apartment and Villa owners.

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These amenity rooms are located inside the apartment building, and we ask that all owners and occupants please review the "Eaglewood Village Amenities" document before use, which is accessible on the Corporations website (CondoGenie).

Noise and Disturbance

Daily living and its associated noises are expected and suggested to remain from 8:00 am to 9:00 pm. Outside of this timeframe should be quiet hours.

Parties or activities beyond 10:00 pm should be conducted with due respect to your neighbors.

Please remember that living in a condominium is community living.

Annual General Meetings or AGM

The Board of Directors are required to host an Annual General Meeting every calendar year and not more than 15 months apart from the last General Meeting.

Annual General Meetings are held for purpose of informing owners of the past year events, to provide a financial update for the Corporation, to elect Board Members, and to vote on specific agenda items. All owners will receive a comprehensive AGM package including agenda, financials etc.

Management will mail an invitation to all owners prior to the AGM identifying the venue, date and time, and business to be discussed.

Renovations and Alterations

Notification of any proposed renovations or alterations to an owner's unit must be given to the Board in writing, and approved prior to initiating any work. Notification must include, but not limited to the following:

i. The scope of the renovation with enough detail to describe any potential impact to common property (Example: Walls, Windows, Entrance Doors, Flooring, Plumbing, or Electrical).
ii. Timelines for the renovation
iii. Name of company(s)/contractors performing the work

The Board will review the proposal for any concerns as it relates to common property impact, and advise in writing of any concerns and if such renovations/alterations are approved or denied.

For approved renovations/alterations the following must be executed:

a. Any work impacting common property approved by the Board must be done by a qualified, licensed, and insured journeyman/contractor.

b. Any construction and or renovations must be done to current Alberta Building Code Standards.

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c. The Owner is responsible for obtaining any required permits and inspections. Copies of both must be provided to the Corporation.

For flooring renovations inside the Apartments, please refer to the Rules, Regulations, & Guidelines document.

For general maintenance pertaining to painting walls, replacing carpets, etc. these do not need Board approval. Please use the third-party agreement located in CondoGenie. It is in owners' best interest not to commit to contractor start dates without board approval in hand. This could cause inconvenient delays to your project.

Parking/Motor Vehicles

No Owner shall allow trailers, campers, boats, snowmobiles, trail bikes, all-terrain vehicles, motor homes or equipment to be parked or stored other than in an area designated by the Board. See the By-laws.

No Owner shall obstruct or permit any entry, roadway, walkways or driveways or parking areas to be obstructed by his family, guests, or visitors. The complex has lots of available visitor parking. The Villa center road is not to be used for parking. It is part of fire access to the complex.

No Owner shall park or allow any of his family, guests or visitors to park in an area designated as "visitor parking" for a period of more than 3 days without the written permission of the Board.

A motor vehicle which is

i. Not in running order
ii. Undergoing repairs of any nature
iii. Not insured
iv. Not displaying a valid license plate
v. Persistently or excessively leaking fluids

shall not be parked or located on the common property.

Propane powered and natural gas-powered vehicles carrying propane or natural gas shall not be permitted to enter or park in any garage forming part of a Unit.

Additional parking stalls (without power) can be rented by owners, and occupants. If you require an additional parking stall please contact Management.

EV Vehicles
Residents are fully permitted to park legally registered, road-worthy, and insured EVs or PHEVs in their deeded or assigned parking stalls. Charging of any vehicles using standard 120V wall outlets located in common areas, parking stalls, or private garages is strictly prohibited, without formal, written agreement approved by the Board of Directors.
The policy can be found on Condo Genie.

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Building Power

Notice Regarding Electrical Service and Appliance Compatibility

Owners are advised that the apartment building is supplied with 122/208-volt electrical service, which differs from the 120/240-volt service commonly found in detached residential homes.

Prior to purchasing or installing any electrical appliance, including ranges, dryers, ovens, air conditioners, or electric vehicle charging equipment, owners should ensure that the equipment is compatible with a 122/208-volt electrical system. Appliances designed exclusively for 120/240-volt service may not operate as intended and could experience reduced performance.

Owners are responsible for confirming compatibility with the manufacturer, retailer, or a qualified electrician before installation. The Corporation will not be responsible for costs associated with the purchase, replacement, modification, or operation of incompatible equipment.

Website/Condo Genie

Eaglewood Village has their very own webpage where you can register at https://eaglewoodvillage.condogenie.com/

CondoGenie is a website/service offered to Condominium Corporations to better the communication between the Board of Directors and Ownership.

When logged into this site owners have the capability to view Corporation announcements from the Board of Directors, and view documents/information such as bylaws, board meeting minutes, guest suite booking, amenities and all other forms.

We encourage all owners to register to CondoGenie, and if you have any questions about this service, please contact management or a board member.

Telus Internet/TV

Residents can qualify for a discount if they subscribe to Telus internet or TV services by advising Telus, they qualify for the Eaglewood Village Building discount or Ayre & Oxford Property Management discount.

Sign up for condo fee payments

Common Expense Levies (condo fees) can be paid via post-dated cheques or automatic EFT withdrawal. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking, etc. can be paid by cheque made out to:

Eaglewood Village C/O Ayre & Oxford Inc.
#501, 4730 Gateway Blvd
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.

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See the form next page.

Eaglewood Village
Alberta Treasury Branch Pre-Authorized Chequing
Authorization for Debit Transfer

Unit #: _____

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) _____

CIRCLE YES or NO			
1.	**New Pre-Authorized Plan for Ayre & Oxford Inc.?**	**YES NO**	**(CIRCLE)**
2.	**Bank Information Change (If Applicable)?**	**YES NO**	**(CIRCLE)**

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and:
Ayre & Oxford Inc.
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To transfer monies in the amount of the monthly condominium fees from my account at the following location:
Financial Institution Name_____
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. 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 24th 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: _____ 1, 20___
(We must receive this form by the 20th of the month before the commencement date.)

Witness: _____Signature: _____Date: _____

Please send completed form and banking information to receivables@ayreoxford.com

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A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED



The following forms are also readily available for download on CondoGenie or available through the Property Management Company –

Pet Registration form

Renovation and 3rd Party Providers Agreement

Standard Insurable Unit Description

Guest Suite rental agreement

Move In/Move Out forms

Personal Contact Update form

Intercom Setup (for Apartment only)

Parking Stall rental (exterior)

For any additional information, copies of Corporation documents, and/or further questions you may have regarding Eaglewood Village Condominiums, please contact Management.

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ENJOY YOUR NEW HOME AT EAGLEWOOD VILLAGE. AND A WARM WELCOME NEIGHBOUR.

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Apartment Intercom

Properties on Eaglewood Village

An Intercom system is installed and all entrance doors to the building are secured.

The system works by your guest who enters a code assigned to your Unit, this activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing “9” on your phone pad.

To activate your Intercom, we require a local telephone or cellular number you wish to use along with your name or “Occupied” to be displayed.

Please fill out the following information and return it to admin1@ayreoxford.com or to the office:

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

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

Unit #: _____

Owner/Tenant Name(s): _____

Name Displayed or “Occupied”: _____

Phone Number: _____

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MOVE IN/ MOVE OUT POLICY

1. **Move-Ins and Move-Outs must be booked with the Condo Corporation a minimum of five (5) business days in advance to ensure the protective padding is in place, the elevator is booked, and proper notice is provided to other residents.**

2. **Moves are to be booked by completing the Move-In/Move Out Form located in Ayre & Oxford's Welcome Package by phoning 780-448-4984 ext. 3530 or email admin1@ayreoxford.com.**

3. **Use the Move-In/Move-Out Form to provide your unit number, date, time and details of your move at least five (5) business days in advance to confirm availability and proper supervision. Payment and coordination must be made through Ayre & Oxford Inc. and the Condo Corporation's Move-In/Move-Out Coordinator within the five (5) day timeline or it will automatically be considered an unscheduled move. Unit Owners will be charged $200 for an unscheduled move, which is payable to the Condo Corporation.**

4. **Elevator bookings must be made 5 DAYS IN ADVANCE by contacting admin@ayreoxford.com Elevator pads will be installed to protect the elevator including a walkthrough of the building to identify damages. Supervision will be arranged and provided by the Condo Corporation.**

   Our 4 hour reservation is held within the hours of 8:00 AM and 6:00 PM in consideration of other residents/owners, and we will remain within our scheduled timeframe.

5. **There is a non-refundable move-in or out fee of $150 payable to the Condo Corporation in advance of the scheduled move to manage ongoing wear and tear of the building. Any damages in excess of the non- refundable move-in/out fees will be the unit owner's responsibility. A site review will be conducted before and after the move in/out is completed. Charges will be automatically added to the Unit Owner's account for both the move-in/out fee and any damages to the property. This $150 fee applies for each move-in and move-out. Moves that exceed the four (4) hour timeframe will be charged $50.00 per each additional hour.**

6. **For large item deliveries (appliances, furniture, renovation materials, etc.) where an Owner requires a 30-minute period, the Board clarified the following:**
   - **Moving in 1–2 appliances in a single event is considered a large delivery.**
   - **If an Owner has multiple large deliveries, the coordinator must be involved to supervise.**
   - **A $50 supervisory fee applies, with a time limit not to exceed 30 minutes.**
   - **Any delivery exceeding 30 minutes is considered a full move, and the full move-in rate applies. The fee is intended to ensure proper security and safety of the building and elevator.**

7. **If you are found keeping the elevator doors opened or opened without an elevator key, you will be charged for the elevator inspection and any repairs as a result. These repairs have been known to be in excess of $1,200.00.**

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8. **Do not leave any building doors propped open and unattended. Open doors must always be attended to. Doors must be correctly held open with door wedges. Foreign objects are not to be used or inserted between the door(s) and door frames. Damages caused by improper methods or objects will be the responsibility of the Unit Owner.**

9. **Moving vehicles must be parked across the road from the front entrance of the apartment doors along the side of Villa 5 between the parking signs. Vehicles cannot be parked so they block access to other residents' garages. Moving household goods in and out should be done with safety and courtesy.**

10. **Unit Owners will be responsible for any professional cleaning resulting from spills or leaks.**

11. **Deliveries\Disposal – Large deliveries or moving\disposal of large objects like furniture, appliances, furnaces or air conditioning units must also be arranged with Arye & Oxford and follow the move in\out policy guidelines at no cost to owner. Owners are expected to supervise parking and entry/exit to the building. All damages and repairs will be charged to the owner and are subject to a fine for any non-compliance.**

12. **All garbage, boxes and packing material must not be disposed of in the apartment garbage bins. They should be disposed of at the recycle center.**

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MOVE IN / MOVE OUT FORM		
Pre-Move Signatures		
Date of Move	**Name:**	**Unit Number:**
Type: In ☐ Out ☐ Other ☐	**Start Time:**	**Key Provided: YES NO**
Coordinator Signature:	**Resident Signature:**	**Date:**

I/We _____ hereby understand and will follow the move-in/out expectations throughout the duration of our move(s). A non-refundable fee of $150 for each move-in and move-out is payable to the Condo Corporation and will be provided to Ayre and Oxford for scheduled moves.

We acknowledge receipt of the elevator key, which will be returned immediately upon the completion of the move. Cost of the key if not returned: $50.00 per key. Elevators held open without a key can cause major repair issues. Therefore, if we are found manually holding the door open, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that no doors are to be propped open and/or unattended. We acknowledge that a breach of such policy will result in a fine plus repairs.

The following areas were inspected for damages and cleared of all disrepair: Walls clear of makings/damages; Flooring clean and clear of damage; Elevator clear of scratches; Elevator key and door wedges. Should damages be found during the walk-through after the move, it will be the responsibility of the Unit Owner, who may, in turn, charge back the tenant according to their personal agreement to cover the costs of damages.

	Pre-Move	Post-Move
Walls clear of markings/ damages:	**YES NO**	**YES NO**
Flooring clean and clear of damages:	**YES NO**	**YES NO**
Elevator free from scratches and debris:	**YES NO**	**YES NO**

Notes:

_____

_____

_____

Post-Move Signatures		
Time move was completed:		**Key Returned: YES NO**
Resident:	**Signature:**	**Date:**
Coordinator:	**Signature:**	**Date:**

#501, 4730 Gateway Blvd • Edmonton AB T6H 4P1
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www.ayreoxford.com

Eaglewood Village

Contact Information Update Form

How would you like to receive your Condominium Correspondence?

◯ EMAIL ◯ 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 admin1@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

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