



Bylaw 2.1 (g) states an owner shall: "notify the Corporation forthwith, in writing, upon any change of ownership or of any mortgage, rental, or other dealing in connection with his Unit".

Unit Address: _____ **Parking Stall:** _____

Owner 1 Name: _____	Owner 2 Name: _____
Owner 1 Address: _____ _____	Owner 2 Address: _____ _____
Owner 1 Email: _____	Owner 2 Email: _____
Owner 1 Phone: _____	Owner 2 Phone: _____

By signing this form, you consent to receiving notices via the email address(es) provided above and acknowledge that you must notify the Condominium Corporation of any change to your contact information.

(If more than 2 Owners, attach a list, with details as above)

OCCUPANCY STATUS:

Occupied by Owner(s) Rented, Managed by Owner(s) Rented, Managed by Others

IF MANAGED BY OTHERS:

Manager Name: _____	Email: _____
Main Phone: _____	24-HR Emergency Phone: _____
Address: _____	

If you rent your unit, all tenants must be registered with the Condominium Corporation. If you hire a property manager, you must register them with the Condominium Corporation. This information must be kept current. You are legally responsible for ensuring that your tenants and property manager comply with all bylaws, regulations, and the law. All property managers must be licensed by the Real Estate Council of Alberta.

Date Signed

Owner 1 Signature

Owner 2 Signature



OWNER ACKNOWLEDGEMENT

As the owner you are legally responsible for your unit, its occupants, manager, and/or any contractors who do work in the unit. Sometimes, people buy properties without reviewing the bylaws or property details and end up with expensive problems. We do not want this to happen to you. Please read everything, then initial below each section to indicate that you understand.

UNIT INSURANCE

The Condominium Corporation carries insurance to protect River Park Glen as a whole. **This does not completely cover your unit.** The Condominium's insurance excludes "furnishings, improvements, fixtures, and any property brought into or installed in a unit by any owner, current or previous." In other words, the Condominium Corporation's insurance will only cover to a base unit as outlined in the Standard Insurable Unit Description (SIUD). There is a SIUD for Apartment Units and a SIUD for Townhouse Units. We strongly recommend you review the SIUD which applies to your unit and invest in a high-quality insurance policy with comprehensive liability and sufficient coverage for the \$50,000 deductible which you may be charged by the Condominium Corporation if a loss originates from your unit.

Additionally, if you will live in your unit, we strongly recommended that you get coverage for additional living expenses, should a loss put you out of your home for a period of time. Alternatively, if you rent your unit, is imperative that both you and your tenant have sufficient coverage. We strongly recommend against renting your unit without ensuring that your tenant gets (and maintains) a tenant insurance policy with at least \$2,000,000 in third party liability coverage and which insures their property against damage or loss to caused by fire, water, theft, and any other perils.

If your unit is in the Rental Pool, then you do not need to worry about unit insurance because the rental pool's group insurance policy already covers your unit. All costs and any claims will be taken care of for you.

Owner 1 Initials

Owner 2 Initials

RENOVATING YOUR UNIT

Any structural, electrical, plumbing, air conditioning, or similar renovations require written approval. If you plan to renovate your unit, please submit form **CM 0008 Renovation or Water Shut Down Request** to the River Park Glen office prior to starting any work. If you are using a contractor, please also submit form **CM 0007 Contractor Registration** prior to starting any work.

Owner 1 Initials

Owner 2 Initials

WARNING: WASHERS DRYERS, AND DISHWASHERS

Due to the plumbing and exhaust infrastructure of the buildings, washers, dryers, and dishwashers are prohibited in High Rise or Low Rise units. The installation of these appliances leads to significant property damage to both the common areas as well as other units located below. If a washer, dryer, or dishwasher is installed in your unit, you will be sanctioned. If any property is damaged, you will be responsible for all associated costs. If you wish to install a washer, dryer, or dishwasher in one of the Mews units, please ensure that you use a licensed contractor and that forms **CM 0008 Renovation or Water Shut Down Request** and **CM 0007 Contractor Registration** are both submitted prior to starting.

Owner 1 Initials

Owner 2 Initials



LOCK BOXES AND KEYS

Lock boxes are prohibited at River Park Glen. You may also want to consider leaving a copy of your key with the River Park Glen administration office, so that it may be used in the case of emergency, or with proper notice, rather than compromising the door or lock. The keys are stored securely. Contact the office for more information.

Owner 1 Initials

Owner 2 Initials

SHORT TERM RENTALS

Short-term or "Airbnb" type rentals are prohibited.

Owner 1 Initials

Owner 2 Initials

SMOKE FREE

River Park Glen is 100% smoke-free. Smoking is prohibited on literally every square foot of property at River Park Glen. This includes indoors, balconies, and outdoors. If an occupant of your unit smokes on the property, you will be sanctioned.

Owner 1 Initials

Owner 2 Initials

PETS

All pets require written approval from the Condominium Corporation. Please submit form **CM 0005 Pet Approval** prior to bringing a pet to the property. If an occupant of your unit brings a pet onto the property without written approval, you will be sanctioned.

Owner 1 Initials

Owner 2 Initials

PEST CONTROL

In a property as large as River Park Glen it is extremely important to be pro-active with pest control. Each month a block of units is inspected by a K9 unit and a licensed pest control technician. This is a preventative inspection. You can expect your unit to be inspected annually. However, if your unit has a pest issue, treatments can be scheduled immediately. The cost of pest control is included in your condominium fees, so please do not be shy about reporting any pest issues to the River Park Glen office. Please note that if an inspection or treatment is scheduled and you do not provide access to your unit, after several attempts you will be sanctioned.

Owner 1 Initials

Owner 2 Initials



WINDOWS & BALCONIES

Window coverings must be proper blinds or curtains. Flags, blankets, plastic, foil, cardboard, or other improvised window coverings are not allowed. Balconies must be kept clean and not be used for storage. Only patio furniture and barbeques are allowed on balconies. Bags, cloths, toys, tires, or other items are prohibited. If an occupant of your unit violates this bylaw, you will be sanctioned.

Owner 1 Initials

Owner 2 Initials

WASTE & SANITATION

Only regular household waste may be disposed of at the site. All other debris such as furniture, electronics, mattresses, appliances, etc. must be taken directly to the Regional Municipality of Wood Buffalo’s waste management facility. Minimum sanitation standards must be maintained. If an occupant of your unit fails to maintain minimum sanitation standards, you will be sanctioned.

Owner 1 Initials

Owner 2 Initials

PROPERTY MANAGER REGISTRATION

If you engage someone to manage your property, they must be licensed by the Real Estate Council of Alberta and they must be registered with the Condominium Corporation. This information must be kept up to date. If your property manager is not registered, the River Park Glen office will not be able to assist them with fobs, parking passes, etc.

Owner 1 Initials

Owner 2 Initials

OCCUPANT REGISTRATION

Anyone living in your unit must be registered with the Condominium Corporation. This information must be kept up to date. If an occupant of your unit is not registered the River Park Glen office will not be able to assist them with fobs, parking passes, etc.

Owner 1 Initials

Owner 2 Initials

EXTRA PARKING

There are additional parking stalls available for rental. If you would like to rent one of these, please contact the River Park Glen office.

Owner 1 Initials

Owner 2 Initials



MOVING

When moving in or out, please coordinate with the River Park Glen Office. We can arrange to lock out the elevators for you. Also, you must not park vehicles anywhere that may block Fire Lanes, marked Handicap Stalls or other Resident's parking stalls. Vehicles are not to be driven on the fire lanes, sidewalks, or grass areas unless permission has been granted by the Condominium Office. Security will not unlock the gates for anyone unless they have received authorization from the office.

Owner 1 Initials

Owner 2 Initials

THE BYLAWS

Included in your responsibilities as an owner, is to familiarize yourself with the River Park Glen Condominium Corporation's Bylaws. As the unit owner you are ultimately responsible for your unit, its management, and anyone living in. If anyone living in your unit damages the property or violates the bylaws, you as the owner, will be responsible for all associated cost.

Owner 1 Initials

Owner 2 Initials

CONTACT INFORMATION

For Condominium Corporation Reporting

The official website of the Condominium Corporation is www.rpgcondo.ca. Open the "Owner Information" section, and you will find up-to-date reports on the Condominium Corporation. Everything from bylaws to financial reports are available here, as well as the SIUD mentioned in the insurance section.

To Contact the Board of Directors

The Board of Directors meet periodically and may be contacted via www.rpgcondo.ca/contact.

For Form Downloads & New Owner Orientation

All forms mentioned above may be downloaded from www.on-site-solutions.ca. Click on "New Owner" and there you'll be able to download/print all of the condo forms. You can also contact us to request that we prepare your forms and send them to you via DocuSign.

For Day-to-Day Administration

For all day-to-day issues (such as parking passes, fobs, bylaw violations, payments, etc.) please contact the River Park Glen Administration Office directly. Please remember, the office will not be able to assist you with any rental related issues unless your unit is in the River Park Glen Rental Pool. However, the office will be able to assist you with any day-to-day condominium related administrative issues. Also, please keep in mind that if you rent your unit out, but your property manager or tenants are not registered it will complicate the office's ability to assist you.

- Address: 103, 117-21 MacDonald Drive.
- Office Hours: 9am to 5pm, Monday to Friday (excluding holidays)
- Office Phone: (780) 790-2077 (24-Hours for emergencies)
- Office Email: info@riverparkglen.ca

