

Change in Residency Policy

To: All Owners / Residents:

On behalf of all unit owners, the Grandin Manor Owners Condominium Board requests that all parties review Grandin Manor By-laws and Regulations pertaining to any "change in residency". Any change in residency requiring the move-in or move-out of personal and/or household items must be scheduled through the property manager, York-West Asset Management Group Inc., telephone number (780) 482-1644, or through the office at Grandin Manor. Office hours for Grandin Manor are posted in our lobby and the office telephone number is (780) 488-4185.

There have been a number of recent incidents where established procedures were not followed. For example, on separate and numerous occasions:

- Elevator pads were not hung and elevators walls were damaged
- Elevator key was not obtained; **both** elevators were used to move personal/household items causing inconvenience for all residents

For the benefit of all owners and residents the Board has elected to introduce a "no-tolerance" policy and will assess a \$250.00 fine for all future infractions including, but not necessarily limited to the following:

- Failure to properly schedule a move-in or move-out for any change in residency (ensure elevator pads have been hung, elevator key has been obtained and instructions regarding use of the elevator have been obtained).
- An owner of a unit rents the owner's unit prior to providing the condominium corporation with written notice of the owner's intention to rent the unit setting out the address at which the owner may be served with a notice given by the condominium corporation and the amount of rent to be charged for the unit.
- An owner does not provide the condominium corporation with written notification of a change in residency within 20 days as required under section 53 (see attached) of the [Condominium Property Act](#). (Also refer to Grandin Manor By-law #57.)
- Where a unit is rented to a third party or occupied by anyone other than the registered owner(s) listed on the Abstract of Title, and the Owner does not provide the condominium corporation with a tenant undertaking. The undertaking is to be signed by the tenant/resident, acknowledging receipt, from the landlord/unit owner, of a copy of Grandin Manor By-laws and Regulations, confirmation that they have reviewed the documents and agree to comply with the By-laws and Regulations.

Grandin Manor

Condominium Plan No. 002 3891
9741 - 110 Street, Edmonton AB T5K 2V8

Grandin Manor Office
Tel/Fax: (780) 488-4185

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- An updated emergency contact sheet is not submitted to the Property Manager with any Change in Residency.

Please note the \$250.00 fine is not cumulative and will be assessed for **each infraction** incurred during any move-in or move-out.

All relevant documents can be found on the Grandin Manor Website at www.grandinmanor.com.

Thank you for your co-operation.

York-West Asset Management Group Ltd.

On Behalf of the Grandin Manor Condominium Owners Board

Change in Residency Policy *(continued.....)*

Condominium Property Act

53(1) An owner of a unit shall not rent the owner's unit until the owner has given written notice to the corporation of the owner's intention to rent the unit, setting out (a) the address at which the owner may be served with a notice given by the corporation under section 54 or an originating notice or order referred to in section 55 or 56 and (b) the amount of rent to be charged for the unit.

53(3) The corporation may require an owner who rents the owner's unit to pay to and maintain with the corporation a deposit that the corporation may use for

- The repair or replacement of the real and personal property of the corporation or of the common property, and
- The maintenance, repair or replacement of any common property that is subject to a lease granted to the owner of the unit under section 50,

that is damaged, destroyed, lost or removed, as the case may be, by any person in possession of the rented unit.

53(4) A deposit referred to in subsection (3) shall not exceed one month's rent charged for the unit.;

53(5) The owner of a unit shall give the corporation written notice of the name of the tenant renting the unit within 20 days from the commencement of the tenancy.

53(6) Within 20 days after ceasing to rent the owner's unit, the owner shall give the corporation written notice that the owner's unit is no longer rented.