

# Peace Grove Estates

## Welcome Package



3835-107 Street Edmonton, Alberta T6J 2N7

Property Managed by: Realty Canada 780-434-2222

Visit our website: <http://peacegrove.weebly.com>

# Welcome

On behalf of the Peace Grove Condo Board, welcome to our home. Whether you have chosen to rent or purchase your apartment, the choice has been a good one. Situated on the south side of Edmonton near ample shopping and public transit, Peace Grove is a quiet family oriented building. Here at Peace Grove, your board works to maintain the building and build community among the residents. We are a proactive board who look for input from all that reside in the building. With your help, we strive to maintain a safe and beautiful place to live in. This package is meant for you to get much needed information once you have moved in. Please read through this package for important information that will help you transition into our community. Attached you will find important forms including buzzer hook up, insurance information, emergency contact, and tenant information. Bylaws, and Rules and Regulations can be found on our website (<http://peacegrove.weebly.com>). Unfortunately, as per our bylaws, we do not allow pets in our building. If you are a new owner, please contact Realty Canada to set up payment for your condo fees. Should you have any further questions, or would like to receive the Condo Board's monthly meeting minutes, please do not hesitate to email the us at [peacegrove@live.com](mailto:peacegrove@live.com).

Sincerely,

*The Peace Grove Condo Board*



# Contacts

*In case of an emergency dial 911*

- Police, Fire Department, and Ambulance

*Realty Canada (Don King): 780-434-2222*

- Contact Don if you are having plumbing, electrical, or building issues

*Peace Grove Condo Board: email [peacegrove@live.com](mailto:peacegrove@live.com)*

- Contact the board with any issues you may have.

*Electricity:*

- If you require electrical work performed in your unit, please contact a licensed electrician. **The owner/tenant is responsible for all work provided and must pay the contractor upon completion of the service provided.**
- Tenants and owners are NOT to perform unlicensed electrical work.
- Two breaker boxes are located in each unit.

*Plumbing:*

- If you require plumbing work performed in your unit, please contact a licensed plumber. **The owner/tenant is responsible for all work provided and must pay the contractor upon completion of the service provided.**
- Please contact Realty Canada if there is a leak within the plumbing in the walls or leakage from other apartments.
- Tenants and owners are NOT to perform unlicensed plumbing work.
- Please report any water leaks to Realty Canada immediately.
- Water shut off valves are located in each unit usually under the kitchen sink and in the master bedroom closet. The main shut off for the building is not accessible to you.
- Shut off valves for the heating system is located on the floor radiators.

# Important Information

## Volunteers:

- Peace Grove Estates is always in need of volunteers.
- If you would like to help out by joining the board, watering the lawn, or planting flowers, please email the board at [peacegrove@live.com](mailto:peacegrove@live.com).

## Insurance:

- Owners are required to have insurance to protect against damages that may be caused by them and the contents of their suites. It is highly recommended that tenants have insurance as well because they can be held personally liable for damages.
- Please complete the attached form with your insurance policy information and send it to Realty Canada.

## Safety and Security:

- This is our home, let's keep it safe.
- When moving in or out of the building, please ensure doors are closed and secure at ALL times as open doors invite unwanted persons.
- Place a wooden/metal stick in the slider of the windows and patio door to prevent thieves from entering your suite. Make sure you have a screen. If your screen has been removed or damaged, please contact the condo board.
- Keep windows and patio doors locked when you are not in your suite.
- Ensure side and front entrance doors are securely closed behind you. If a door is not closing properly please report it to the condo board ASAP.
- Do not let ANYONE you do not know into the building. If they live in the building they will understand your concern for the safety of the building and they should have their own key. If they state they are meeting a friend, encourage them to buzz their friend so they can inform them of their presence and buzz them in personally.
- Say 'hello' to new or unfamiliar faces in our building. After all, it is OUR home. If they are new residents, it's a nice way to say 'WELCOME', and is a

good way to get to know your neighbours. If they are not supposed to be in the building, it will send a message that we are active in ensuring the security of the building and aware of their presence. **Report suspicious persons and activity to the police immediately. If you contact the police for any reason, please let the condo board know.**

- Do not buzz in delivery persons. Meet them at the front door to pick up your delivery, it saves them a few steps and keeps our building secure.
- Note: If you require a change to your buzzer entry, please complete the form and submit it to the board.

### Swimming Pool - Big Blue Pool Rules:

- Our heated outdoor pool is seasonal. Keys for the pool will be provided by the board upon request once the pool opens for use. (email us for a key)
- All users of the pool do so **at their own risk.**
- Pool hours of operation are from **7:00 am - 11:00 pm daily.**
- **No diving.** The pool is only 5 feet deep at its deepest.
- **No food or beverages** are allowed inside the pool enclosure.
- **No glass** of any kind is allowed in the pool enclosure.
- **Children under the age of 12 must be supervised** by a resident adult.
- Guests are more than welcome to use the pool but must have a resident accompany them.
- The **gate must be kept locked at all times when the pool is not in use.**
- **Please be respectful of the amount of noise you're making in the pool area.** Sound reflects into residents windows very easily.
- **Pool toys and furniture should not be removed from the pool area.** Please return all toys to the storage bin when you are done with them.
- **Proper swim attire must be worn at all times.** Please remove footwear before entering the pool area.
- **Have Fun!!!**



# COMMON COURTESY

## Garbage and Dumpsters:

- City garbage trucks cannot get their trucks to the dumpsters and empty the dumpsters if they are blocked by vehicles or large items/junk/garbage.
- **Anyone caught leaving large pieces of garbage around the dumpsters will face fines. Please report violators to the board.**
- One recycling bin is located in the parking lot. Let's try and be green.
- Options for Disposal:
  - Items can be taken to the **City of Edmonton Eco-Stations** located on 51<sup>st</sup> avenue and 99<sup>th</sup> street.
  - There is a **Goodwill Donation Site** located nearby at **3901-106 Street**

## Smoking:

- Cigarettes can easily be disposed of in a metal coffee can instead of off your balcony. Any cigarettes thrown off of 2nd, 3rd or 4th floor balconies may damage your neighbour's property or injure your neighbour. **Smoldering cigarettes also pose a fire risk.**
- During the summer, more and more of us keep our windows open and use our patios/balconies. Please be aware that smoke from barbecues and cigarettes among other things are wafting into your neighbors' homes. Please try to control this as much as possible.
- Marijuana is an illegal substance and will not be tolerated. Police will be notified.

## Patios and Balconies:

- The patios, as well as any green space around the complex, are considered common area. Please make sure that the grass around your unit is free of any garbage, **especially cigarette butts.**
- **Balconies and patios are not storage rooms.** They are actually common property. If they are not tidy you may be fined.
- **Main floor patio doors are not entrances or exits.** Using them as such damages our lawn. Shoveling paths in the winter and parking moving vehicles on the lawn is not acceptable.

### **Litter:**

- The flower bed around the front entrance is not a garbage can. Carry your litter up to the garbage can in your suite.
- Mention to your guests that it is **NOT OK** to litter the grounds around Peace Grove.

### **Other:**

- Sound travels. **Please keep your music and TV at a reasonable volume.**
- When cooking, be mindful that odors linger in the common areas for long periods of time.
- A bike rack is available for your convenience. Use the rack at your own risk. Please lock up your bicycles as theft is an issue.

### **Mailboxes:**

- Please empty your mailbox on a regular basis.
- Report to the board of any suspicious activity around the mailboxes.
- If you do not want to receive flyers or junk mail, please leave a red dot sticker clearly visible on the inside of your mailbox. Please do not leave your junk mail on the bench, or on the top of the mailboxes.
- A mailbox for return mail is located to the left of the mailboxes.

### **Keys:**

- Keep your keys in a safe place. If you lose or misplace you main door key, replacements are available from Realty Canada for a fee.

### **Parking:**

- Please park **ONLY** in your assigned stall. Visitor parking is meant for our guests. Residents are not to park in the visitor stalls. As all resident stalls are equipped for power, please remove extension cords when not in use. Any cars that have no license plate or have been abandoned will be tagged and towed at the owner's expense.

**Buzzer Form:**

- To activate your buzzer, please fill out the form below and return it to apartment 410. You may use a landline or cell phone number. When you move out please inform 410 so we can remove your buzzer information.
- When you receive a call from the front door, press 9 on your phone to unlock the door and allow your guest into the building.

The buzzer list will be organized alphabetically. A random three-digit number will be assigned to each suite. Please note for security purposes your suite number will not be posted. If you prefer to have occupied or private instead of your last name, please indicate that on the form.

Examples:

Lacy & Phillips 712

Occupied 466

Smith 878

---

I, \_\_\_\_\_, hereby give Peace Grove Estates Board of  
(print name)  
Directors, permission to place the following information on the front entrance buzzer information sheet for Peace Grove Estates Building at 3835-107 Street, Edmonton, Alberta, T6J 2N7 for the following suite:

Suite #: \_\_\_\_\_

Telephone # for connection: \_\_\_\_\_

Name to be posted: \_\_\_\_\_ **OR** OCCUPIED/PRIVATE

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Suite 410**

---

Board Use Only

Signed sheet received on: \_\_\_\_\_

Resident given entry code by: \_\_\_\_\_

Date code given: \_\_\_\_\_

**Owners and Tenants Insurance form:**

OWNER/RESIDENT MORTGAGE AND INSURANCE INFORMATION FORM (#PG2006A2)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Unit Number: \_\_\_\_\_

OWNER(S) INFORMATION

Owner(s) Name(s): 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

MORTGAGE INFORMATION:

Mortgage Company: \_\_\_\_\_

Account Number: \_\_\_\_\_

Address to which payments are sent:

\_\_\_\_\_  
Street Address Box No.

\_\_\_\_\_  
City Province Postal Code

HOME OWNERS INSURANCE INFORMATION:

Insurance Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Is the Unit owner occupied? \_\_\_\_ Yes \_\_\_\_ No (Must Fill out Form #PG2006A3, contact Realty Canada for this form)

This form must be filled out to the best of your ability and return to Realty Canada as soon as possible. Realty Canada can be found at 4478-97 Street, Edmonton, Alberta T6E 5R9 Fax# 780-437-5474. All information gathered is for the sole purpose of the Peace Grove Estates Condominium Association in order to keep our records current and in the event of an emergency and will not be shared with anyone unless consent is provided. Realty Canada is acting as an agent for the Peace Grove Estates Condominium Association.

**Tenant Information form:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Unit Number: \_\_\_\_\_

**OWNER(S) INFORMATION**

Owner(s) Name(s): 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

**TENANT INFORMATION: (Complete if unit is leased)**

Name(s) of Resident(s):  
1) \_\_\_\_\_  
2) \_\_\_\_\_

**Residents' Telephone Numbers:**

1)	Home: _____	Office: _____
	Cell: _____	Email: _____
2)	Home: _____	Office: _____
	Cell: _____	Email: _____

**Person(s) to contact in an emergency:**

1) Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Day: \_\_\_\_\_ Night: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Day: \_\_\_\_\_ Night: \_\_\_\_\_

**Copy of lease attached: (Please check one)**

Yes \_\_\_\_\_ Will be submitted within 3 business days \_\_\_\_\_

**Copy of lease addendum attached: (Please check one)**

Yes \_\_\_\_\_ Will be submitted within 3 business days \_\_\_\_\_

This form must be filled out to the best of your ability and return to Realty Canada as soon as possible. Realty Canada can be found at 4478-97 Street, Edmonton, Alberta T6E 5R9 Fax# 780-437-5474. All information gathered is for the sole purpose of the Peace Grove Estates Condominium Association in order to keep our records current and in the event of an emergency and will not be shared with anyone unless consent is provided. Realty Canada is acting as an agent for the Peace Grove Estates Condominium Association.

**Owner Emergency Information form:**

OWNER EMERGENCY INFORMATION FORM (#PG2006A1)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Unit Number: \_\_\_\_\_

Parking Space # 1) \_\_\_\_\_ 2) \_\_\_\_\_

Building Access Key # 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

OWNER(S) INFORMATION

Owner(s) Name(s):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Telephone Numbers (Please include area codes)

1) Home: \_\_\_\_\_ Office: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

2) Home: \_\_\_\_\_ Office: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Person(s) to contact in an emergency:

Name: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

This form must be filled out to the best of your ability and return to Realty Canada as soon as possible. Realty Canada can be found at 4478-97 Street, Edmonton, Alberta T6E 5R9 Fax# 780-437-5474. All information gathered is for the sole purpose of the Peace Grove Estates Condominium Association in order to keep our records current and in the event of an emergency and will not be shared with anyone unless consent is provided. Realty Canada is acting as an agent for the Peace Grove Estates Condominium Association.

## Moving Out?

- When moving out, please make sure exterior building doors are secure at all times. Please do not prop them open and leave them unattended. We do not want uninvited people or pest in the building.
  - If you damage the common areas while moving out, please contact Realty Canada to assess the damages.
  - Please do not leave large items (furniture, electronics, bikes, etc.) in or around the dumpsters. Take them with you or to an Eco Station.
  - Make sure you have tightly closed all the water taps in your apartment.
  - Turn off all the lights and make sure your appliances are off.
  - Lock all doors and windows.
  - Please fill out the form below to disconnect your buzzer and return the form to apartment 410.
- 

## Buzzer Disconnection Form

Name to be disconnected: \_\_\_\_\_

Suite #: \_\_\_\_\_

Buzzer# for disconnection: \_\_\_\_\_

Date for disconnection: \_\_\_\_\_

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Suite 410**