



WELCOME TO THE CHANTICLEER

FIRE SAFETY

Exit Plan – Use the stairwells, *not* the elevator.

Fire alarms and instructions are clearly visible in the hallways on each floor.

Important! The Chanticleer is a wood-frame building. All residents must be particularly vigilant regarding fire safety in our building. This includes:

- **Barbeques** – Electric barbeques *only* are permitted!
- **Smoking** – *All* common interior areas of the building (including the parkade!) are deemed as “No Smoking”. Outside, remember that flower beds, lawns, walkways, etc. are not ashtrays!
- **Fireplaces** – Use of wood logs *only* is permitted in fireplaces at the Chanticleer. Recommended logs are birch, white poplar and pine (black poplar is not recommended). Any other logs (Dura flame, Self-starting, etc.) are not allowed as they coat the chimney with creosote, a highly flammable material. The Chanticleer Condominium Association provides for chimney cleaning throughout the building every three or four years. It is the responsibility of the owner/renter to maintain a clean fireplace.

SECURITY

We all play a part in making sure our building is secure:

- Remember to close exterior doors fully when entering or exiting the building.
- Never give access to anyone through the doors or with your intercom buzzer who you do not recognize as someone you expect or know. Simply put, never allow strangers into our building, no matter what their “story” might be.
- Do not allow canvassers/salespeople into our building unless they are only coming in specifically to visit you and you can ensure they do not go anywhere else in the building (“No Soliciting” signage is clearly marked at the front entrance).
- If there is a disturbance, contact the Edmonton Police @ 780-423-4567 or #377 on your cell.
- A camera is located in the front lobby - TV access to see the lobby is on channel 117 or 217, depending if you have cable or satellite TV (note: some TV systems do not support access).
- From 11 PM through to 6 AM, the automatic front door buzzer is shut off. Residents must physically open the front door for guests entering during those hours.
- The outside front door locks automatically from 9 PM through to 7 AM. Again, residents must physically open the front door for guests entering during those hours.

MAIN ENTRANCE KEYS

The main entrance “magnetized” key is the key required for access through all the exterior entrances into the Chanticleer, as well as the exterior and interior entrances into the parkade. If you require an extra main entrance “magnetized” key, it may be obtained through a written request to Box 41. The Chanticleer Condominium Association requires a \$50 deposit for the extra key; the deposit will be fully refunded upon your return of a current issue key.



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PROPERTY MANAGER

The Property Manager is responsible for maintaining the building common property. He is directed by the Chanticleer Board of Directors and is paid on a contract basis. He manages contractors required to perform regular maintenance, ad-hoc repairs, projects and emergency responses for common property, is available to residents on-call during regular business hours to respond to building problems as well as on stand-by 24x7 to respond to immediate emergency building issues.

Our Property Manager, **Ric Johnsen** of Go Green Technology Corp., provides 24 x 7 emergency response. In the event of an emergency, call Ric on his Cell Phone **780-919-1301** immediately!

- **During business hours [9:30 a.m. to 4 p.m. Monday-Friday]**, Ric will answer his Cell Phone directly (or if a call is in progress, he will respond back to you as soon as that call is completed).
- **During off-business hours**, Ric will answer his Emergency Phone directly (the current number to call for the Emergency Phone is clearly stated on Ric's Cell Phone voice mail message).

Remember that you can call Ric at any time on his Cell Phone **780-919-1301**. If you call Ric during off-business hours on that number you will hear his voice mail message which will direct you to either call his Emergency Phone number immediately, in the event of an emergency, or, if there is no emergency situation, leave him a message that will be answered on the next business day.

MOVING

The following procedures and fees apply when moving in or out of the Chanticleer:

- Contact the Property Manager as soon as you can to inform him of your moving plans.
- The Chanticleer Condominium Association requires for security purposes that the front doors be monitored at all times during a move – the fee for this monitoring service has been set at \$30 per hour and will be charged to the resident for the duration of the move accordingly. At no time should the front doors be left open and unattended.
- If you will be moving items by way of the elevator, contact the Property Manager so that he can book the elevator, get the protective curtains installed, and post notices alerting other residents of the timing that the elevator will be unavailable to them. The Chanticleer Condominium Association requires paid in advance a non-refundable fee of \$50 for such use of the elevator as well as a \$100 deposit for use of the elevator key during the move to lock the elevator in “service mode”; the deposit will be fully refunded upon your timely return of the elevator key to the Property Manager.
- When you are moving furniture, appliances or other large items, we suggest using the parkade entrance rather than the front stairs. This will save the front step tiles, the walls and paint, and your movers' backs!

MAIL BOXES

Individual mail boxes for each of the 40 units in the Chanticleer are located on the parkade level at the bottom of the stairs. You will notice that there is also a “Box 41” for submission of communications to the Chanticleer Board of Directors.

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NOISE

It is important to respect your neighbours regarding noise levels, especially in common areas such as our hallways. The Chanticleer Bylaws clearly state that residents shall not “make or permit any disturbing noises ... which will interfere with the rights, comfort or convenience of other occupants”. In consideration of this, residents of the Chanticleer are required specifically:

- *Not* to operate appliances (laundry, dishwasher, garburator, etc.) past 10 PM nor prior to 7 AM;
- To avoid slamming doors, banging on walls and running through the hallways;
- To keep everyday noise sources at a reasonable volume level, including radios, stereos, televisions, computers, exercise gear and musical instruments;
- To minimize floor noises that travel to the unit below – especially on hardwood/tile; and
- To use your common sense to be a good neighbor!

If you experience an on-going problem with noise caused by a Chanticleer resident, here are some steps you can take: a) Discuss the issue directly with the resident (optional) b) Report the incident to the Board for follow-up in writing with the resident and/or c) Make a noise complaint to the Edmonton Police who are authorized to issue a fine if warranted.

HEATING SYSTEM

The Chanticleer is heated by water from our boiler travelling through pipes throughout the building. During the summer months, the boiler is turned down to allow the building to cool down. Normal heating for the remainder of the year is maintained by thermostat controls within each unit. If you experience heating issues, please do not tamper with the heating system. Failure/problems with your heating must be reported immediately to the Property Manager as only qualified technicians are allowed to work on the heating system in this building.

ELEVATOR BREAKDOWN

If you notice that the elevator is not responding when you press the button to call for its use, please advise the Property Manager as soon as possible. Should the elevator become inoperable while you are inside, use the emergency telephone located in the elevator. Lift the receiver and a 24-hour answering operator will report your situation immediately. Our elevator maintenance contract provides for 24x7 emergency service defined as "investigation of trouble, passenger assistance [if trapped], minor adjustments and minor repairs". If the elevator requires major repairs, the work will be scheduled during regular business hours and the Property Manager will post notices accordingly in terms of the anticipated timing of the repairs to get the elevator back to working order.

BALCONY BASKETS/PLANTERS

To ensure the safety of residents beneath your unit, all baskets/planters must be erected within the bounds of your personal balcony. Also, please ensure that any water overflow occurs on your personal balcony area only – avoid unpleasant drips onto your neighbors below!



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COMMUNICATIONS

The Chanticleer is going paperless whenever practical! Owners and renters can access important Chanticleer information on the Chanticleer Website www.chanticleercondo.com. To get automatic notifications of the latest postings, **become a Follower** of the website to receive email notifications of any new postings such as Notices from the Property Manager or Newsletters from the Board.

For those residents who do not have computer internet access:

- Property Manager Alerts will continue to be posted hardcopy in visible locations throughout the building.
- You may request (via Box 41) that a printed version of newsletters be provided to you – remember, provision of hardcopy newsletters will be on request only.

GARBAGE/RECYCLING DISPOSAL

The dumpster bins designated for Chanticleer garbage and re-cycle waste disposal are located immediately outside the south gate behind our building on the *east* side of the alley lane. You can reach these bins via the courtyard or by using the stairs at the south end of the parkade. Please respect neighboring buildings by ensuring that you use only the Chanticleer-designated bins and not any of the other the bins in the alley. Remember that it is your responsibility to look after the disposal of large items (such as old mattresses and furniture) separately. Leaving such articles anywhere outside the dumpster bins in the alley is not permitted. The City of Edmonton does not automatically look after disposal of these articles.

MOTORIZED VEHICLES

- Do not force vehicles entering the parkade to back up on the ramp or into the street; vehicles entering the parkade have the right of way (vehicles exiting at the same time must yield).
- Washing vehicles and automotive repairs are not allowed in the parkade.
- Vehicles are not to be left running for an undue length of time.
- Leaked oil causes concrete to erode. Please have a leaking vehicle fixed as soon as possible. Put down a piece of carpet to absorb the oil until the repairs are complete. If the oil leak is not taken care of in your parking space, the Board will hire someone to clean/repair the oil smear and will charge you accordingly.
- If some unauthorized vehicle is parked in your stall you can call the Edmonton Police who will send a by-law enforcement officer to tag the unauthorized vehicle (a \$50.00 fine). The owner/renter of the stall can then proceed to have the vehicle towed away.
- Renting out your parking stall to anyone who is not living at the Chanticleer is not allowed.
- No items other than motorized vehicles are to be left in a parking stall.

STORAGE LOCKERS



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Each unit has a designated locker in the parkade. Remember that under no circumstances should flammable or corrosive materials be stored in your locker!

BICYCLES

For your convenience, bicycle racks are located in the parkade; please use the parkade entrance when entering the building with your bicycles. Do not bring bicycles into the suites, lobby, or elevator. Scratches and scrapes on the walls are expensive to repair.

CONDOMINIUM FEES

Owners pay monthly condominium fees, due on the 1st of each month. Cheques are to be made payable to the **Chanticleer Condominium Association** and forwarded to Box 41 in the mail room. These condo fees are used to maintain and improve the building common property. For example, budgeted items include: utilities, cleaning, snow removal, elevator maintenance, legal fees, auditor fees, insurance fees, waste removal, grounds maintenance, chimney cleaning, general repairs, boiler maintenance, plumbing repairs and managerial fees. A portion of condo fees also goes into a reserve (savings) fund for major building projects and improvements such as landscaping, post-tension cable replacement, hallway painting, common area rug replacement and parkade membrane replacement. The Board may decide to raise condominium fees if ongoing costs to maintain the building exceed the revenue collected through condo fees. As well, occasionally the Board may decide to levy a special assessment to owners in the event major projects and improvements require additional funding in order to proceed. Be aware that fees and assessments collected from owners/renters are the *only* source of revenue available to the Condominium Association for maintaining and improving the Chanticleer – it's *your* building!

INSURANCE

The condominium building insurance policy covers the common areas of the building and property. Owners are responsible for carrying coverage on their unit including coverage for personal possessions, unit improvements and betterments (whether made by you or previous owners/occupiers of your unit), liability for injury or damages suffered by others within your premises, etc. Owners who rent their units are responsible for continuing to maintain insurance as condominium owners as well as for requiring renters to carry their own coverage for their personal possessions. Speak with your insurance company to ensure you have sufficient coverage and please make sure your insurance is up-to-date!

EMERGENCY CONTACT SHEET

We ask that each owner/renter provide key contact information to the Chanticleer Board of Directors for emergency purposes. Should an emergency arise, we will do our best to contact the Unit Owner(s), Renter(s) and/or other Emergency Contact(s) you provide on the "Emergency Contact Sheet" form that is given to you with this "Welcome to the Chanticleer" material. The contact information you provide will be held *in confidence*. Note that you will be asked to update this form



WELCOME TO THE CHANTICLEER

annually so the information we have on record remains current. You can also take the initiative to inform the Board of changes at any time by submitting them to Box 41 in the mailroom.

BY-LAWS

Refer to the Chanticleer By-Laws for more detailed information. A copy of the By-Laws is available for your reference on the Chanticleer Website under “Information for Residents”. Please be aware that it is the responsibility of each owner/renter to understand and uphold the By-Laws of the Chanticleer.

CURRENT CHANTICLEER BOARD OF DIRECTORS:

President	Margaret (Maggie) Lair
Vice-President	Shawn Melnyk
Secretary	Mary Masson
Treasurer	Marilyn Kuhlmann
Member-at-Large	Adrian Boanta

Messages, inquiries and letters for the Chanticleer Board should be submitted in writing to Box 41 in the mail room. You also have the opportunity to post comments on-line via the Chanticleer website.

Please note that if you expect a response be sure to include your name and contact information. Anonymous letters will be ignored!



EMERGENCY CONTACT SHEET

Date _____ UNIT # _____

Please provide the following information for emergency purposes. Should an emergency arise, we will do our best to contact the Unit Owner(s), Renter(s) and/or other Emergency Contact(s) you provide below. Information provided herein will be held *in confidence*. You will be asked to provide this form annually so the information we have on record remains current. PLEASE PRINT CLEARLY.

Unit Owner Name 1:	<i>First</i>	<i>Last</i>
Telephone Numbers:	<i>Home</i>	<i>Work</i>
	<i>Cell</i>	<i>Other</i>
Email Address:		
Mailing Address: <i>(if different from Chanticleer Unit)</i>		
Unit Owner Name 2: <i>(if applicable)</i>	<i>First</i>	<i>Last</i>
Telephone Numbers:	<i>Home</i>	<i>Work</i>
	<i>Cell</i>	<i>Other</i>
Email Address:		
Renter Name 1: <i>(if applicable)</i>	<i>First</i>	<i>Last</i>
Telephone Numbers:	<i>Home</i>	<i>Work</i>
	<i>Cell</i>	<i>Other</i>
Email Address:		
Renter Name 2: <i>(if applicable)</i>	<i>First</i>	<i>Last</i>
Telephone Numbers:	<i>Home</i>	<i>Work</i>
	<i>Cell</i>	<i>Other</i>
Email Address:		
Emergency Contact 1: <i>(if applicable)</i>	<i>First</i>	<i>Last</i>
Telephone Numbers:	<i>Home</i>	<i>Work</i>
	<i>Cell</i>	<i>Other</i>
Email Address:		
Emergency Contact 2: <i>(if applicable)</i>	<i>First</i>	<i>Last</i>
Telephone Numbers:	<i>Home</i>	<i>Work</i>
	<i>Cell</i>	<i>Other</i>
Email Address:		

Please return completed form to: Chanticleer Condominium Corporation No. 8120783
Box 41, 10160 – 119 Street NW, Edmonton AB T5K 1Y9.