

**MacEwan Gardens II**  
**Condominium Corporation No. 092 4818**

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Dear Owner(s):

If you are planning to move out or are renting your suite, please be advised there are polices in place to ensure that all moves are handled in a well-organized manner that is respectful of other residents, the common area property and compliant with our condominium by-laws.

**NOTIFICATION:**

- 1) A written notification of your intent to move or advising us of a change of tenancy must be done seven (7) days in advance, in writing, to the MacEwan Board of Directors at our email [macewangardens2@gmail.com](mailto:macewangardens2@gmail.com).
- 2) If a tenant will be moving in or out they are also to contact the board by email and advise which date and time they are considering for their move.
- 3) If this provision of notice is not done the board can fine owners up to \$250.00
- 4) Please do not proceed with your move until you have received acknowledgement from the board. This will be done within 2 days of receiving your email.

**BOOKING ELEVATOR:**

Whether moving in or out or even for having furniture delivered, if the elevator is required, it is to be booked in advance.

- 5) Only one elevator is to be used, Elevator #1 which is the closest to the main door. This elevator will be prepared for your use with four (4) hanging safety mats. Do not remove these mats and should any loss or damages occur to the mats during your use, please notify the board immediately.
- 6) Elevator #2 is to be available for resident use at all times.
- 7) The key for locking off the elevator is to be picked up at KDM Management office located at #103, 205 Carnegie Drive St. Albert and a security deposit of \$100 is required. This can be cash, money order or cheque payable to Condominium Corporation No. 092 4818. The office hours are 8:30 am – 4:30 pm Monday to Friday. After your completed move the deposit will be returned in full provided no damages have occurred and the elevator key has been returned.
- 8) During your move please be considerate of residents at all times. Use the elevator within the time frame you have booked and make reasonable concessions for residents with mobility challenges. Keep the noise to a minimum and do not block any entrances, halls or access to Elevator #2 with your belongings.
- 9) To lock the elevator, insert the key in the top lock inside the elevator panel and switch the Red Service switch to the “ON” position. When you have completed your move, please ensure you leave the elevator unlocked and remove the key.

**USE OF EXTERIOR DOORS:**

10) Whichever entrance you use to accommodate your move must remain secure during your entire move, you or someone of your choosing is to be present at any open doors. **DO NOT** prop doors open with rugs, shims, paper etc. this is damaging to the hinges and a security risk.

**USE OF VEHICLES:**

11) The loading zone in front of the building is to be used for all vehicles required for moves.

12) **DO NOT** park in other resident's stalls, or emergency access areas. You may utilize the visitor stalls for your move.

As an owner who rents, it is your responsibility to inform your tenants of these procedures and policies. It is the owner, not the tenant that will be fined if there are unauthorized moves or non-compliance with these policies.

If you have any questions, please feel free to contact the board at macewangardens2@gmail.com.

Your anticipated cooperation is appreciated.

Kind Regards

MacEwan Gardens II Board of Directors

Unit Number \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_