



November 1, 2024

Unit Owner  
Glamis Terrace  
Condominium Corporation No. 8210666  
108 Glamis Terrace SW  
Calgary, AB T3E 6V3

**RE: New Management Services at Glamis Terrace – CCN 8210666**

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Dear valued owners,

On behalf of your Board of Directors, we are excited to announce that effective January 1, 2025, Blue Jean Condominium Management ("Blue Jean") has been selected by the Board to be the management company for Glamis Terrace. The Board has decided to proceed with full management services, and beginning January 1, 2025, we will be handling all matters with regard to your property.

My name is Chris Mott, and I will be your Condominium Manager and your main point of contact. Alongside of me is a dedicated team working behind the scenes to ensure all your property management needs are met. We look forward to working with you and to provide reliable and professional service to all the owners at Glamis Terrace.

First Service Residential remains in service until the completion of their contract on December 31, 2024. Please continue to engage First Service Residential for your needs at Glamis Terrace.

**Condominium Fee Withdrawal – Commencing January 1, 2025.**

As we are working to set up your community within our system as quickly as possible, we are asking for all applicable forms below to be returned to our office by **Monday, December 9, 2024**. This will ensure we have all unit owner information on file to commence pulling the January 1<sup>st</sup> condominium fee withdrawal. Thank you for your understanding and timeliness regarding this matter. Should you have any questions, please feel free to contact our office.

**Required Set Up Forms:**

Attached are the following forms to be filled out and returned to our office by December 9, 2024. Forms can be submitted by email to: [glamisterrace@bluejeancm.com](mailto:glamisterrace@bluejeancm.com)

- Owner Information Form
- Pre-Authorized Debit Form – **please include a VOID cheque or Bank Account Information**
  - Please be advised that due to the Privacy Act, banking information is not able to be transferred from your previous management company to Blue Jean.

If you currently have a tenant or roommate living in your unit, or should you intend to rent your unit, the additional form attached **MUST** be filled out and submitted to our office:

- Rental Notice & Tenant Agreement



If you have a pet, the additional form attached **MUST** be filled out and submitted to our office. This is not to obtain approval for your pet if you have already received board approval. We need this for record keeping purposes for your approved pets.

- Pet Application & Approval Form

The pet information will be entered into the Fire Safety Plan to ensure responders are aware of these pets during an emergency.

**Contacting Blue Jean Condominium Management:**

You can reach Blue Jean through any of the following methods:

Main Office Line: 403-536-7080 (24 hours)

General Email: [glamisterrace@bluejeancm.com](mailto:glamisterrace@bluejeancm.com)

Our main office is located at:

245 Forge Road SE

Calgary, AB T2H 0S9

Operating Hours:

Monday – Friday, 8:30 AM – 4:30 PM

**After Hours Emergency: 403-536-7080**

***\*\*\*Please be advised that any non-emergencies and unit issues not relating to the base building or the common property that are not the corporation's responsibility as per the bylaws can be charged back to the unit owner with all associated costs. Calling the after-hours line and looking for onsite support provides consent for the corporation to perform the subsequent repairs. Also, management is not responsible for or has details on any homebuilder warranty within the unit. Should your unit still be under warranty of any kind, the unit owner is responsible for calling the appropriate party who is providing the warranty directly\*\*\****

Should you have any questions or concerns, please do not hesitate to contact our office, and a member of our team would be happy to assist.

Thank you,

Glamis Terrace

Condominium Corporation No. 8210666

by its authorized agent:

**BLUE JEAN CONDOMINIUM MANAGEMENT**

**Chris Mott**

Condominium Manager

Office: 403-536-7080

[glamis@bluejeancm.com](mailto:glamis@bluejeancm.com)



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CONDO MANAGEMENT

## OWNER INFORMATION

**Condominium Corporation No. 8210666**

**Glamis Terrace**

Unit Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Possession Date: \_\_\_\_\_ Legal Suite: \_\_\_\_\_

### Owner Information

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

Mobile #: \_\_\_\_\_

Alt/Home #: \_\_\_\_\_

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

By providing your email address, you are consenting to receiving electronic communications regarding emergencies, events, meetings, announcements and/or newsletters.

### Emergency Contact (someone other than the Co-Owner)

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

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

### Co-Owner Information

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

Mobile #: \_\_\_\_\_

Alt/Home #: \_\_\_\_\_

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

### Emergency Contact (someone other than the Owner)

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

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

### Vehicle #1 Information

Make/Model Year: \_\_\_\_\_

Color: \_\_\_\_\_

Licence Plate #: \_\_\_\_\_

### Vehicle #2 Information

Make/Model Year: \_\_\_\_\_

Color: \_\_\_\_\_

Licence Plate #: \_\_\_\_\_

In case of emergency, does anyone in the unit require assistance evacuating? Yes: ☐ No: ☐

Do you occupy your unit? Yes: ☐ No: ☐

If you do not reside at the unit, please provide your mailing address and submit the Rental Notice & Tenant Agreement form.

Mailing Address (Include Postal Code) : \_\_\_\_\_

### Unit Management

Have you assigned the responsibility of business dealings for your unit to another person/company? Yes: ☐ No: ☐

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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**Do you have pets? Yes: ☐ No: ☐**

**If yes, please complete the Pet Application form included in this package.**

Information collected in this document is protected by the Personal Information Protection Act (PIPA) and will be used by BJCM and the Condominium Corporation for business and property management purposes in strict accordance with the Act. In the event of an emergency, relevant personal information collected in this document may be disclosed to emergency personnel. Except where for example disclosure of information is required by law, personal information will not be disclosed without consent.



CONDOMINIUM CORPORATION 8210666  
GLAMIS TERRACE

## PRE-AUTHORIZED DEBIT AGREEMENT (PAD)

Condominium Address: \_\_\_\_\_ Legal Unit: \_\_\_\_\_

### For Office Use Only

Unit Possession: \_\_\_\_\_

Retroactive Fees: \_\_\_\_\_

Start Date: \_\_\_\_\_

Monthly Fees: \_\_\_\_\_

### Owner(s) Information:

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐

New Owner/Management

☐

Change Bank Account

☐

Currently pay by cheque;  
Set me up on PAD instead

☐

Cancel PAD

### Bank Account Information:

**Please attach a VOID cheque or  
Bank Account Information sheet from your  
Financial Institution**

**Pre-Authorized Debit (PAD) Details:** You, the Payor, authorize Condominium Corporation No. 8210666, 108 Glamis Terrace SW, AB, 403-536-7080; [glamisterrace@bluejeancm.com](mailto:glamisterrace@bluejeancm.com) to debit the bank account identified for regular monthly condominium contributions or one-time payments from time to time as determined by the Board of the Condominium Corporation of the above address. We, the Payee, Condominium Corporation No. 8210666 will provide you, The Payor, 10 days written notice of the amount of each regular debit, unless such notification is waived in the section below. Pre-notification will always be given to you when the regular monthly condominium contributions change and/or in the event of one-time payments. Regular monthly condominium contributions will usually be debited on the first day of the month or on the next business day, however a specific event, such as the startup of the PAD service or a new budget cycle, may debit or occur on a different day.

### Pre-Notification Advice Waiver

By initialing here: ☐ \* you, the Payor, agree that the standard pre-notification, required 10 days prior to each debit of the regular monthly condominium contributions, is hereby waived. Pre-notification will only be required 10 days before the first debit of the regular monthly condominium contributions after any amount change and/or in the event of one-time payments.

**\*IMPORTANT!** In order to process your PAD monthly, this waiver MUST be initialed in the box above.\*

These services are for: Personal Use ☐

Business Use ☐

You, the Payor, may revoke your authorization at any time in writing subject to providing notice of 30 days. To obtain a sample cancellation form or for more information on your right to cancel a PAD Agreement, contact your financial institution or visit [www.payments.ca](http://www.payments.ca)

Signature of Account Holder (Required)

Signature of Joint Account Holder (if applicable)

Name of Account Holder (Print)

Name of Joint Account Holder (Print)

Date

Date

You have certain recourse rights if any debit does not comply with this Agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.payments.ca](http://www.payments.ca).



## RENTAL NOTICE & TENANT AGREEMENT

Condominium Corporation No. 8210666

Glamis Terrace

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

Owners Name(s): \_\_\_\_\_

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

I (we) hereby give you notice that the name(s) of the tenant(s) residing in the subject Unit is (are):

1. Tenant Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Alt/Home Phone: \_\_\_\_\_

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

### Vehicle Information

Make/Model/Colour: \_\_\_\_\_ License Plate: \_\_\_\_\_

2. Tenant Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Alt/Home Phone: \_\_\_\_\_

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

### Vehicle Information

Make/Model/Colour: \_\_\_\_\_ License Plate: \_\_\_\_\_

In the event of an emergency, does anyone in the unit require assistance evacuating? Yes: ☐ No: ☐

I (we), the tenants, in unit # \_\_\_\_\_, 108 Glamis Terrace S.W., Calgary, AB, agree to comply with the use and occupancy regulations of the Bylaws of **Condominium Corporation No. 8210666** and acknowledge an understanding of the authority of the Board of Directors for the Corporation, which includes Pursuant to Section 54 of the Condominium Property Act (Alberta), the Board has the legal authority to evict tenants. The Board has the legal authority to levy fines against a unit where the residents contravene a Bylaw. The owner of the unit may then, at their discretion, pursue collection of the same from the tenant.

I understand that for liability purpose, all correspondence regarding the unit must go to the unit owner. The unit owner is then responsible to communicate with the condominium manager. The tenant should communicate directly with the condominium manager in the event of an emergency (flood, water leak or loss of essential service).

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

In the presence of:

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant (Print Name)

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant (Print Name)

\_\_\_\_\_  
Owner/Landlord Signature

\_\_\_\_\_  
Owner/Landlord (Print Name)



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CONDO MANAGEMENT

## PET APPLICATION & APPROVAL

**Condominium Corporation No. 8210666**

**Glamis Terrace**

Unit Address: \_\_\_\_\_ Legal Unit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

### Applicants Information

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Pet Information

Pet Name: \_\_\_\_\_ Type of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_ Colour/Markings: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

Pet License No: \_\_\_\_\_ Date of Last Immunization: \_\_\_\_\_

**In addition, please attached the following items with each pet application.**

**Pet License: Attached** ☐

**Pet Photo: Attached** ☐

\*\*\*Note: should these items not be attached to the application, the application will not be processed\*\*\*

If you require pre-approval to adopt a pet without licensing the pet prior, please indicate this: Yes ☐ No ☐

**Should the Board of Directors approve your Pet, the Bylaws of CCN 8210666 will apply.**

### **62. (a) (iv)**

keep any pet, animal, livestock or fowl of any kind at any time to be in his Unit, on the Common Property or on any Corporation property, other than household animals and pets as are normally permitted in private homes in urban residential areas, and then only if approved by the Board in writing, which approval may be withdrawn on reasonable grounds on fourteen (14) days' notice to that effect. Additionally:

- A) all dogs and cats on the Common Property outside of privacy areas must be held on a hand leash and be kept under control and in the custody of a responsible person at all times; 41
- B) no pet shall be left unattended on a Privacy Area;
- C) no more than three (3) pets per Unit will be approved;
- D) any Municipal bylaws in effect with respect to pets at any point in time shall have effect within the Common Property and Municipal enforcement officers are hereby authorized and are permitted to enforce Municipal bylaws on the Common Property;
- E) an Owner agrees to pay to the Corporation the cost of any repairs or damage (including the cost of replacement of urination patches) to the Common Property (INCLUDING a Privacy Area) necessitated by and caused by an approved pet; and
- F) an Owner shall clean up any animal defecation immediately from either the Common Property or their Privacy Area;

**AND**

### **CITY OF CALGARY BYLAW NUMBER 23M2006**

(Amended by 48M2008, 49M2008, 61M2011, 66M2014, 3M2016, 7M2016, 41M2016, 34M2017)

- All pets must be licensed (City of Calgary by-law 3(1) & 4(1) - City of Calgary Fine \$250)
- The Owner shall remove feces immediately (City of Calgary by-law 22(1) - City of Calgary Fine \$250)  
The Owner of a dog shall have the pet secured by a Leash of no greater length than two (2) meters (City of Calgary by-law 15(4)(a) - City of Calgary Fine \$75)
- Excessive barking will be treated as a noise complaint (City of Calgary by-law 23(1) - City of Calgary Fine \$100)

- Cat litter and dog feces must be disposed of in a tied bag and placed directly in the trash receptacles to avoid odor.

**\*\* If this is for the approval of a tenants pet, both the owner and tenant are required to sign.\*\***

I, \_\_\_\_\_, of Unit #\_\_\_\_\_, The Glamis Terrace, Calgary, AB, agree that if my application is approved, I will adhere to the Bylaws of Condominium Corporation No.821066. I have read the Bylaws and understand that should my request for pet approval be approved by the Board of Directors, it applies only to the pet described on this application. I understand that failure to comply with the Bylaws of Condominium Corporation No. 8210666 may result in the loss of pet privileges.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Office Use Only**

Pet Application has been: Approved: ☐ Denied: ☐ as of \_\_\_\_\_, 20\_\_\_\_

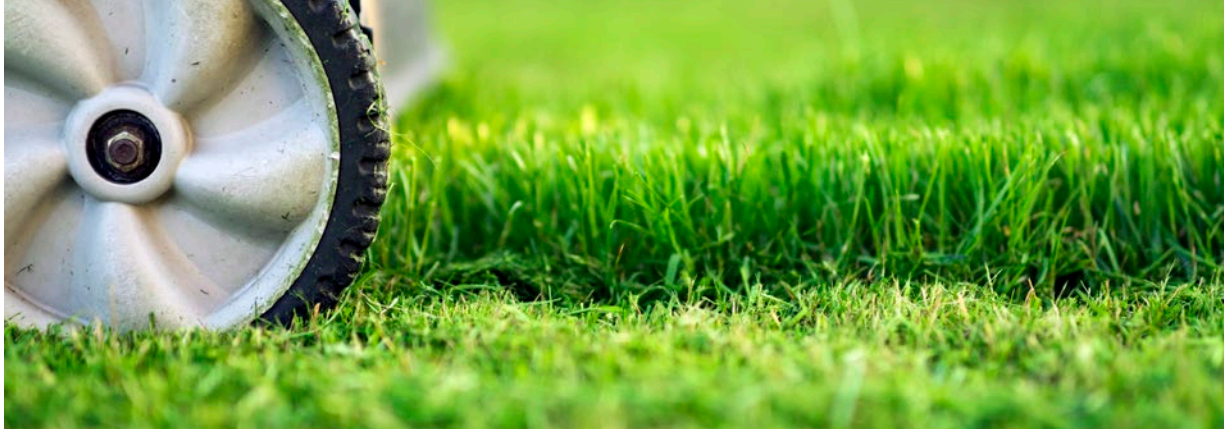
\_\_\_\_\_  
Name of Board Member

\_\_\_\_\_  
Signature of Board Member





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# CONDO FEES

## WHAT ARE CONDOMINIUM FEES, AND WHERE DOES THE MONEY GO?

When the annual operating budget is prepared and approved by the Board of Directors, each unit owner is responsible for their portion. As mentioned earlier, each owner's unit has a specific unit factor, when combined with all other units, will total 10,000-unit factors. The budget is divided by 10,000, and this provides a cost-per-unit factor.

Example: Budget is \$200,000/10,000 (UF) = \$20 per unit factor per annually. If your unit has a unit factor of 43, your annual condominium contribution is \$860 (43-unit factor for unit x \$20 (value of each unit factor) = \$860.00), or a monthly contribution of \$71.66.

The annual budget is made up of multiple items required to operate and maintain a property. The main things that account for most of the budget are; the insurance premium and deductible, the Reserve Fund contributions, and utilities. Other budget items include snow removal, landscaping, repair and preventative maintenance expenses, condo management fees, janitorial, and pest control. Each of these budget items reflects the specific characteristics of the property and the type of development you live in. Therefore, comparing condominium fees between two different developments is not always easy.

One misconception about the condominium manager is that they can use the collected fees however they want. This is not the case. All expenses are based on the board-approved budget, presented to all owners. Any deviation from the approved budget requires Board approval.

Continue ►



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## WHEN ARE CONDOMINIUM FEES DUE?

As per the Corporation's Bylaws, the condominium fees are due on the first day of the month.

## WHAT IF I DO NOT PAY MY FEES ON TIME?

**You are in arrears if fees are not paid in full on the first of the month (including NSF situations).** An Arrears Notice will be sent to you. An administrative penalty and any associated bank charges will be applied to your owner's ledger for not paying on time. In addition, if the outstanding fees are not paid, interest (up to 18% per year) is applied to the account. Finally, suppose the outstanding balance is not resolved after reasonable notice. In that case, the corporation will file a caveat against the unit at the owner's expense.



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# INSURANCE - POLICIES & CLAIMS

## CORPORATION POLICY

Insurance coverage on the structures and the improvements on the common property is one of the most critical components of condominium operations. The corporation pays the insurance policy and includes this cost in your annual condominium fees.

## OWNER POLICY

The unit owner is still obligated to carry their own insurance policy to cover their personal property, betterments and improvements in the unit (above the base specification – SIUD), living expenses if displaced from the unit, and protect them from any loss to the corporation originating in their unit. Your policy should have coverage for the condo corporation's deductible. The condominium's deductible amounts can be found on the Certificate of Insurance provided to all owners. We encourage you to share this with your insurance company so they can provide you with accurate coverage. One last consideration for your policy would be coverage for Special Levies. These can be expensive and unexpected, and insurance can help reduce the financial impact.

## TENANT POLICY

When an owner leases out their unit to a tenant, it is strongly encouraged to require tenant's insurance. This will provide additional coverage for the owner in the event of damage caused by the tenant to the unit and/or property. Without Tenant Insurance, the burden is on the owner's insurance policy. Tenant Insurance policies are pretty cost-effective and readily available.

Continue ►



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## WHAT HAPPENS IF THERE IS A CLAIM?

When there is a situation such as flooding, fire, or smoke, the corporation's insurance policy will lead the claim. Through the process, a unit owner's insurance policy will support the situation and the needs of the unit owner.

The Alberta Condo Property Regulation (Section 62.4) provides that a Condo Corporation may recover the deductible in a claim if the loss originated within your unit. The unit owner is responsible for all subsequent repairs, including other affected units. However, the unit owner is only liable to pay a maximum of the applicable insurance deductible, or **\$50,000**, whichever is LESS (Section 62.4 (3)).

For further information, please reach out to our friendly and expert staff.





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# EMERGENCY

## WHAT IS AN EMERGENCY? WHAT DO I DO?

An emergency is anything that puts the wellness of human life and the property (both common and personal) at risk. Emergencies must be dealt with as soon as possible to minimize the damage or risk. Once the situation is under control, any remediation would begin as quickly as possible. However, it may not be within the same day.

Examples of emergencies are:

- Fire – Exit the building/unit safely and call 911. Do not stop to take belongings.
- Break-In/Security Issue – Call 911 and do not attempt to get involved in the situation; this might cause a greater risk to your wellbeing. After you are safe, call the Condominium Manager during business hours or the After Hours Line.
- Flood – Call the Condominium Manager during business hours or the After Hours Line. Try to turn off the water source to the fixture or the entire unit. If the water source is not in your unit, contact the neighbouring unit to see if they are experiencing a leak.
- Loss of Heat – Please check your furnace and contact your furnace maintenance company or an after hours furnace repair company.
- Loss of Power – Check your electrical panel to see if the fuses have tripped. If not and you continue to not have power to the unit please call your electricity service provider to report the outage.
- If you smell Gas – Call 311. They will most likely direct you to Enmax. Exit the building as soon as you can.
- Wild or Stray Animals – this is **not** the responsibility of the Condominium Manager. Call 311 and report this.
- Noise Complaints – Please call 311, so they can dispatch Bylaw Control. Please note the case number you will be provided, as this helps the Condominium Manager follow up and/or take further action.