



**The Marquis
1108 – 6th Ave. SW
Calgary Alberta
T2P 5K1**

**Condominium Management Company
Parterre Property Services Inc.
#150, 720 – 28 Street NE
Calgary, Alberta, T2A 6R3
Telephone: 403-241-2162**

Welcome to the Marquis

November 10, 2015

Condominium living – ‘the basics’....

The goal of the information provided in this booklet is to make your new home an enjoyable place to live.

As an owner – you own your own suite and also share ownership of the common property. The common property includes walkways, hallways, public areas, amenities area and so on. Maintenance, repair and services needed to keep the common property functioning well are provided by the Condominium Management company – Montgomery Ross and Associates (MRA). MRA is responsible to the Board of Directors elected by the Condominium owners. The cost of maintaining and operating the common areas constitutes the major portion of your monthly condominium fee. The balance of the fee is held in a ‘reserve fund’ to offset replacement costs when such work is needed. (eg. Replacement of carpet in the hallways, replacement of plumbing, electrical motors and pumps etc. as these become due for replacement)

Condominium fees are adjusted periodically by the Condominium board to reflect increasing costs required to ‘run the building’. Condominium fees are paid directly to the Condominium through MRA.

As a renter – you have a lease contract directly with the owner. There is no agent or other building service provider at the Marquis to attend to any requests you may have. Your relationship is with the owner exclusively. As a renter, you are also bound by the same condominium by-laws as the owner. (You may request a copy of the by-laws from the owner if you wish). If you are in breach of any of the by-laws, the owner will be contacted and any fines or corrective action will be directed to him/her. Subject to the rental contract in place with the owner, he or she may in turn choose to invoke similar action against the renter.

The following GUIDE has been prepared to help both owners and renters understand the ‘everyday’ expectations of what it takes to make a condominium building run smoothly so that **everyone** can enjoy their home.

Many of the items are covered more explicitly in the condominium bylaws - while others are rules or guidelines set by the Board to help make condominium living a pleasant experience for all.

Important information for NEW RESIDENTS

Owner/Tenant

Resident Registration



The following must be provided to the Building Operator/Condominium Management:

- ❖ Name for the Entry Board
- ❖ Contact name(s) for emergency
- ❖ Storage Locker #
- ❖ Parking Stall #(s)
- ❖ Vehicle Make and Model & license no. for vehicles in Parking Stalls

INCLUDING OWNER STALLS RENTED TO NON-RESIDENTS.



KEYS to your Condominium Unit. Owners are responsible for access/access security to their own unit. You may wish to provide a key copy to the building operator for emergency access.

FIRE/ EMERGENCY



Each suite is equipped with internal alarm devices consisting of strobe lights, alarm buzzer and also is equipped with a one-way speaker system to allow emergency and fire personnel to broadcast information to residents in their suites.

WHEN THE ALARM SOUNDS AND STROBE LIGHTS FLASH - exit your floor, use the stairs and go to the main gathering area as posted in the elevator lobby on your floor.

THE ELEVATORS GO TO THE MAIN FLOOR AUTOMATICALLY AND CAN ONLY BE USED BY EMERGENCY AND FIRE PERSONNEL.

FALSE ALARM: Owner is financially responsible for any false alarms caused by a resident of their suite.

MOVES



MOVES: IN or OUT: 9:00 A.M. to 4:00 P.M. MONDAY TO FRIDAY ONLY NO MOVES ON WEEKENDS OR HOLIDAYS

Call 403-663-9658 to book a date and time for your move. All moves must pay for security at \$125.00 for up to four hours, and \$35.00 per hour thereafter. The move must be booked with the Building Operator at least two full days in advance, and for move outs a damage deposit of \$250.00 is required. This will be returned if the move results in no damage. Cheques are payable to "The Marquis".

Building Access & Parking

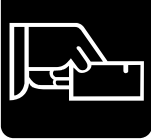
ACCESS CARDS:



Additional Access cards may be purchased from the Condominium Corporation for a cost of \$50 (non-refundable). Key fob access devices are also available at a cost of \$100 (non-refundable). If a card or fob is lost or becomes unuseable, replacement cards or fobs can be purchased for the fees shown. For security reasons lost fobs or cards are electronically disabled.

All Access cards are renewed annually at n/c, however, OWNERS MUST COMPLETE THE FORMS REQUESTING UPDATE INFORMATION EACH YEAR. ANY CARD NOT UPDATED WILL NOT BE RENEWED. THIS IS FOR YOUR SECURITY.

See also – OTHER –
Extended Absence



ACCESS CARDS OPERATE THE FOLLOWING:

- Front Door(s) 5th Ave and 6th Ave.
- Handicap Door (6th Ave. West side entrance)
- Garage Doors (from driveway) and into Resident Parking
- Elevator - to your floor plus P1 & P2
- P1 - Garbage Room
- P1 and P2 - Bike and Locker Rooms.
- Exercise & Whirlpool Area

Front Drive Access

The driveway at the front of the building is for pickup and drop off of persons entering and leaving the building. NO PARKING IN THIS AREA IS PERMITTED.

Building Access from the front Driveway

The Driveway is the main FIRE DEPT ACCESS POINT and must be kept clear.

Exception: MOVING VANS . Moving Vans must park so access to the driveway remains available for vehicles to pickup and drop off others entering or leaving the building, or for access by Emergency vehicles.

Building Entry/Exit - 'Hands Free' for Handicapped

Handicapped Entrance

- A 'hands free' entrance and exit feature is available on the ground floor. 6th Ave. side - west end. Use the push pad to exit.
- Use the access card to enter.

Building Access & Parking



Enterphone Features

When you receive calls from one of the Enterphone call stations, your phone will ring with a distinctive sound - two quick rings. Answer your phone and talk to your visitor.

TO REFUSE ENTRY: HANGUP

**TO ALLOW ENTRY: DIAL 6
and hang up**



★ ★ ★ ★

If you're talking to a visitor and you hear a soft ringing overtone on the line, it indicates a regular incoming telephone call. Quickly finish your conversation with your visitor.



**TO REFUSE ENTRY AND CONNECT TO YOUR TELEPHONE
CALLER: DIAL 3**

**TO ALLOW ENTRY AND CONNECT TO YOUR TELEPHONE
CALLER: DIAL 6**

and hang up



★ ★ ★ ★

If you are on the phone when a visitor calls, you will hear a muted double overtone on your line.



**DIAL 3 TO PUT YOUR OUTSIDE CALL ON HOLD AND
CONNECT TO YOUR VISITOR.**

★ ★ ★ ★

**TO ALLOW ENTRY AND RE-CONNECT TO YOUR
TELEPHONE CALLER: DIAL 6**

and hang up



**TO REFUSE ENTRY AND CONNECT TO YOUR TELEPHONE
CALLER: DIAL 3**



Parking & Garage Use

Parking - Guest - Day or Evening

Guests

An area is provided for guests who are visitors in your suite or are attending a function hosted by you in the Party Room. GUEST PARKING IS NOT FOR USE BY FAMILY MEMBERS OR FRIENDS WHO ARE PARKING TO ACCESS THE DOWNTOWN CORE.

THIS AREA IS NOT FOR USE BY RESIDENTS WHO HAVE MORE VEHICLES THAN AVAILABLE PARKING SPACES INSIDE THE SECURED PARKING AREA. *RESIDENTS WHO NEED ADDITIONAL FULL TIME PARKING MAY WISH TO MAKE ARRANGMENTS TO RENT A STALL FROM ANOTHER OWNER.*

Parking - Guest - OVERNIGHT or MULTIPLE DAY STAY

Longer Stay Guests

Overnight guests or multiple day guests wishing to park in the Visitor parking area must obtain a Visitor Parking Pass. The resident/owner may obtain a pass for the guest by contacting the Building Operator at 403-663-9658 between the hours of 8:00 am and 5:00 pm weekdays.

Building Access & Parking

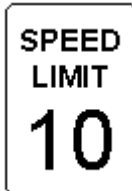
Parking ENTRANCE/EXIT Doors

When entering the garage, for your security and the security of other residents, please wait at the parkade door for the door to close. This prevents the possibility of others following you into the parkade. DO NOT give access to people waiting by the parkade entrance. They must have an access card or be permitted entry by a resident.



Parking - Owner/Tenant

Owners/Tenants are responsible for keeping their designated Parking stall clean and clear of personal items.



Parking - Speed Limit & Safety

The speed limit in the parkade is **10 kmh**.

BE EXTRA ATTENTIVE TO PEDESTRIANS IN THE PARKADE WHO ARE TRAVELLING TO AND FROM THEIR VEHICLES. **ESPECIALLY AS YOU PASS THE ELEVATOR ENTRANCE/EXIT DOORS AS PEDESTRIANS MAY ENTER THE VEHICLE EXIT OR ENTRANCE PATHWAY UNEXPECTEDLY.**

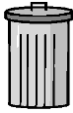


Parking - Auto Repairs



NO AUTO REPAIRS MAY BE DONE IN ANY AREA OF THE PARKADE

Garbage



**The Garbage Room is on P1 – (off the elevator lobby)
Access the Garbage room using your access card.**



COMPACTOR:

All garbage to be placed in tied garbage bags.
CLOSE THE DOOR SO THAT IT LATCHES AND ALLOWS THE COMPACTOR TO CLEAR THE DEPOSIT AREA. Please following the safety warnings posted in the area.
No CARDBOARD in the compactor.



CARDBOARD & Newspapers :

Cardboard boxes are to be placed in the marked bin. Collapse boxes so they lay flat. Newspapers can also be placed in this bin



CONTRACTOR/BUILDER MATERIALS

Contractors or builders performing renovation or other work in your suite are responsible for removal or disposal of items such as carpet, building materials, paint. etc. They cannot use the Garbage Room.



PAINT:

Leftover paint must be disposed of by owners or residents and taken to a City of Calgary hazardous waste disposal centre. Phone the City of Calgary to locate the closest site.



DISPOSAL OF FURNITURE ITEMS

(including Mattresses)

Residents must arrange for disposal of these items. Check the yellow pages under Garbage Disposal.



DISPOSAL OF ELECTRONICS (TV's, Computer Equipment etc.)

Call the City of Calgary and/or check the yellow pages under Recycling Centres and Services.

Garbage - Recycling



P1 - Bins are provided for all 'refundable' containers plus milk and juice cartons. Boxes are provided for wine and liquor bottles. NEWSPAPER and CARDBOARD RECYCLING is provided in the bin marked CARDBOARD ONLY.

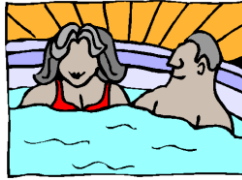
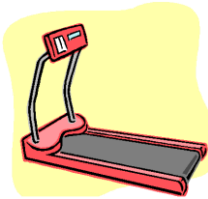
Please take all other recyclable items to one of the City of Calgary operated recycling centres in the area: (Behind Safeway at 8th st. and 12th Ave. SW., or SEARS parking lot at Northhill Shopping Centre, also at Hillhurst community hall on 5th ave and 13th Street SW.)

Amenities

Whirlpool

&

Exercise Room



The Common Amenities facilities are for the exclusive use of residents and their guests.

Your Access Card will permit entry to both the Whirlpool and Exercise area.

If the equipment or the Whirlpool is not functioning properly please report the

problem to the Building Operator (403-663-9658 - 8:00 to 5:00 M-F)

Access to the Whirlpool and Exercise area are controlled electronically and are open from 5:00 AM to Midnight daily.



Party Room

Owners and Tenants may reserve the Party Room (101) on the main floor.

Call 663-9658 to arrange a date and time.

A \$200 refundable damage deposit is required for each rental. - Refund is subject to inspection of the room which is to be left in the condition 'as rented'.

The building operator will arrange to provide a key for you to access the room for the time of the reservation.

Guests may use the Guest parking in the garage and can access the Party Room telephone (for entry) by entering code 900. The party room is #101.

THE ROOM MUST NOT BE OCCUPIED AFTER 12:00 MIDNIGHT.

Storage & Bicycles



Storage



STORAGE LOCKER - P1 & P2

Each suite in the building has 1 locker. The Building Operator will provide information on the location of your locker.

Lockers are equipped with a padlock hasp. Residents must provide their own lock. Do not store valuables in your locker.

STORAGE LOCKER AREA

USE OF LOCKERS (OTHER THAN YOUR OWN) THAT ARE CURRENTLY EMPTY IS NOT PERMITTED. These lockers belong to other residents.

LEAVING PERSONAL ITEMS IN THE LOCKER STORAGE AISLES IS NOT PERMITTED. Any items left may be removed and disposed of.

Bicycles - in the building

Bicycles may enter and exit the building only via the parking garage ramp.

BICYCLES MAY NOT BE STORED IN THE RESIDENT'S SUITE OR TAKEN ON THE ELEVATORS.



Bicycles - parking/storage

Bicycle storage is provided in rooms secured with Access card entry on the P1 and P2 levels of the building. Ask the Building Operator for locations of bicycle storage rooms if you are new to the building. All bicycles must be registered and tagged. The tags are available from the Building Operator. Any bicycles not registered/tagged will be removed from the premises.

GUESTS with Bicycles may lock their bicycles on the rack provided in the Guest Parking area.

Pets



BYLAWS – PETS: See the specific condominium bylaw section covering pets. Please note that the bylaws state that no pets over 20 lbs. will be approved.

DOGS:

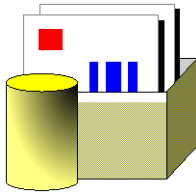
Dog owners must take their dog off the property when taking them for a "walk". There is a garbage can in the turn around area at the east end of the building for bagged pet feces. All pets must be carried while on the interior common property.

CATS:

Disposal of Kitty Litter. For sanitary reasons, all Kitty Litter must be **DOUBLE BAGGED** for disposal.

BALCONIES: For obvious sanitary reasons and in respect of other residents who are nearby, balconies may not be used for a pet 'bathroom'.

Mail/Parcels Delivery



MAIL BOXES – Are located on the ground floor - west hallway immediately off the lobby.

Owners own the lock to their mail box. No duplicate keys exist. If keys are lost, the owner must have the key replaced and/or the lock drilled by a locksmith at the

owner's cost.

PARCELS & OTHER DELIVERY ITEMS

The building operator is not responsible to take in parcels or other delivery items for residents. Residents must make their own arrangements to receive delivery items. Items may not be left in the entry foyer or lobby. If anything is left on the common property, it will be removed for safety reasons.

Hallways



Due to **FIRE REGULATIONS:** Personal items (mats, shoes, footwear, rubbers, etc.) may not be left in the common hallways outside your suite.

Smoking



Smoking is not allowed anywhere in the Marquis Building except in your own suite.

Bulletin Boards



Bulletin Boards are provided for residents on P1 and P2

Residents may post appropriate items in these locations. Please mark the date on the item.

The Building Operator will periodically 'clean up' out-of-date items left on the boards.



Balconies, BBQ



Balconies may not be used to store items.

Only appropriate patio items and potted plants are acceptable.

No items may be hung over the balcony rails at any time.

No Satellite receivers may be attached to or positioned on the balcony. (Star Choice and Shaw Cable are available to residents via pre-wired service)

Balconies must be mopped - not hosed off.

BARBEQUE

All Balconies are equipped with natural gas hookups for your BBQ. If you have a Propane BBQ, a conversion kit may be available. Enquire about kits with your BBQ supplier.



FIRE REGULATIONS do not allow for the storage of propane in the building or on the balconies.

Noise/Parties



Noise is the probably the number one concern of most residents. Close proximity of neighbors and the limits of sound management materials require that noise levels be managed. While our building ranks very high in its ability to control the transfer of sound from one unit to another - there are limits.

When sound levels are kept to a normal level, no sound transfer occurs; however, when TV, Stereo or other party noises are at a higher volume, those around you (up, down, side to side) will hear the sound.

PLEASE RESPECT THE RIGHTS OF OTHERS TO ENJOY THEIR SPACE WITHOUT INTRUSION OF UNWANTED SOUNDS.

IF A RESIDENT FAILS TO MANAGE NOISE LEVELS, THE CONDOMINIUM BOARD HAS THE RIGHT TO TAKE FURTHER ACTION - INCLUDING EVICTION (EVICTION APPLIES WHETHER RENTER OR OWNER).

Damage caused by resident (whether tenant or owner)

Owners are responsible for damage (whether intentional or

accidental) caused by them, their tenants or guests - whether in their own unit or on corporation common property.



This includes damage to other condominium units caused by fire, flood, infestation or other cause originating in a resident's unit.

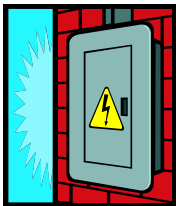
When owners rent their units and the renter causes such damage, the owner is liable.

Insurance



Residents are responsible to provide insurance coverage for all contents of their unit. Insurance coverage must also include resident's liability for damages caused to other suites and common areas. Refer to your annual condominium insurance certificate for the Corporation's deductibles. Arrange for a rider to cover these deductibles.

Electrical



The Electrical Breaker box for your suite is located behind one of the bedroom doors.



The plugs in the bathrooms are on the same circuit as the bathroom lights. If you trip the breaker use the 'reset' button on the plug to restore electric power.



To reset power for the garbarator. Push the RED RESET BUTTON on the bottom of the garbarator . When you use your garbarator keep it on and the water running until all the disposed material is minced and has cleared your drains. You are responsible to blocked drains within your unit that may cause serious back ups.



Extended Absence – Vacation/Other

If your unit will be vacated for an extended period of time, please ensure that the Building Operator and/or the Condominium Management Company are notified.

Once a year, key fobs/access cards are updated. If owners do not respond to the request for update – the fobs/access cards may become de-activated.