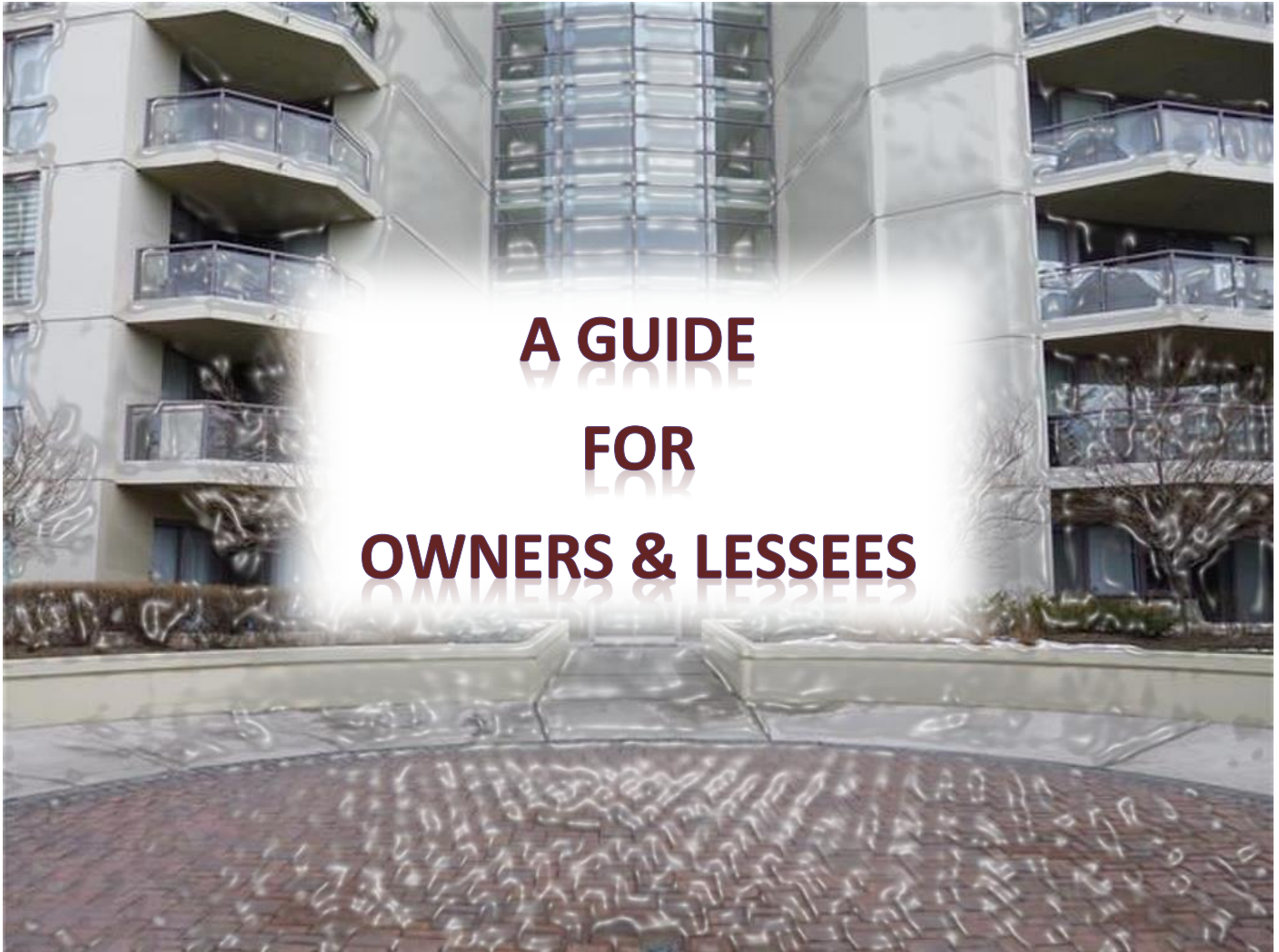


Welcome to the Marquis



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**

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CONDOMINIUM LIVING

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 – Parterre Property Services (PPS) PPS 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 PPS.

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.

NEW RESIDENTS

Resident Registration - Owner/Tenant

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, 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 to the building operator for emergency access.

Go to: www.marquismatters.org

Under **FORMS** choose:

[Owner Information Sheet](#)

OR:

[Tenant Information Sheet](#)



FIRE/ EMERGENCY

Each suite is equipped with internal alarm devices consisting of strobe lights, alarm buzzer. Each suite 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**

Email the Move In and Move Out form to [<the.marquis@shaw.ca>](mailto:the.marquis@shaw.ca).

All moves must pay for security: flat rate for the first 4 hours and hourly rate after 4 hours.

Your request must be received by the *Building Operator at least two full days in advance.

A cash damage deposit is required for move outs (returned if the move results in no damage). *(Mon thru Fri)

Go to: www.marquismatters.org

Under **FORMS** choose:

[Move In and Move Out](#)



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 unusable, 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.

ACCESS CARDS OPERATE THE FOLLOWING:

- ❖ Front Door(s) 5th Ave and 6th Ave.
 - ❖ Handicap Door (6th Ave. West side entrance) area
 - ❖ Garage Door (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** 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.

USING THE ENTERPHONE FEATURE

When you receive a call 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.

ALLOW ENTRY: DIAL 6 and hang up

6

REFUSE ENTRY:



HANGUP

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

REFUSE ENTRY



AND CONNECT TO YOUR TELEPHONE CALLER: DIAL 3

3

ALLOW ENTRY



AND CONNECT TO YOUR TELEPHONE CALLER: DIAL 6 and hang up.

6



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.

3

REFUSE ENTRY



AND CONNECT TO YOUR TELEPHONE CALLER: DIAL 3

PARKING & GARAGE USE

VISITOR PARKING

Rules and Guideline for VISITOR PARKING:

- 1) **VISITORS ONLY** – Only Bona Fide visitors to the Marquis. *This does not include visitors using the parking stalls and going to work, shopping, etc.*
- 2) **NO RESIDENT PARKING IN THIS AREA.** No resident parking *at any time.*
- 3) **OBSERVE MARKED STALLS** Vehicles must be parked within the lines of a single stall and not impede traffic flow.
- 4) **BREACH WILL INCUR FINES** – Hosts who allow visitors to breach the policy may be assessed a fine of \$100 for each breach and lose Visitor Parking Privileges until fines are paid. IN THE EVENT the Host is a non-owner (tenant), The Marquis suite owner will be held responsible for any damages and/or fees. Failure to pay Visitor Parking Stall fees, damages, etc. will result in a lien placed on the Owner's title to the Condominium Unit.
- 5) **HARDSHIP MAY APPLY FOR EXEMPTION** If your circumstances are such you would suffer hardship by following this policy, you may apply to the Board for an exemption.). Submit your written request to **Parterre Property Services Inc.** for processing. *(There is a mailbox for Parterre in the main lobby)*
- 6) **WORKMEN, CLEANERS,** etc. conducting business in the Marquis may only use the Visitor Parking during the day (no overnight) and only while on the property.
- 7) **VISITOR STALLS TO BE USED** – *Only while visiting a resident of the Marquis. This includes non-resident owners of the Marquis.*
- 8) **OVERNIGHT VISITORS:** Must display (clearly visible) on the dash of the parked vehicle:
 - The Unit number they are visiting
 - Their name
 - A phone number where than can be reached during their visit.
- 9) **LONG STAY VISITORS** – More than 25 nights in a 2 month period must make a request to the Marquis Board of Directors. Write your request and an explanation as to why your request should be approved (reasons, rationale). Submit your written request to Parterre Property Services Inc. for processing. *(There is a mailbox for Parterre in the main lobby)* BREACH POLICY APPLIES: See #4.

The Marquis Board Of Directors

PARKING – SPEED LIMIT AND SAFETY



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. 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 non-recyclable garbage to be placed in tied garbage bags and deposited in the compactor. 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

RECYCLABLES & COMPOSTABLES

See the website www.marquismatters.org under RECYCLING for details of included recyclable items.

P1 - Bins are provided for all 'refundable' containers plus milk and juice cartons. Boxes are provided for wine and liquor bottles.

Cardboard Boxes must be flattened before being deposited in the RECYCLE BINS.



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. (Our neighborhood STAPLES store accepts electronics and batteries for recycling)

WHIRLPOOL & EXERCISE AREA

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.

SOCIAL ROOM

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

Call 403 663-9658 to arrange a date and time. A 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'.

See website: www.marquismatters.org under **FORMS Social Room Rental Application** for details.



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 Social Room telephone (for entry) by entering **code 900.**

The social room is #101.

THE ROOM MUST BE VACATED by 12:00 MIDNIGHT.

BYLAWS – PETS:

Residents with Pets must complete a PET REGISTRATION FORM:

Go to: www.marquismatters.org

Under **FORMS** choose:

Pet Agreement Form



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 'toilet'.

MAIL BOXES

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 AND 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.

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

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

BULLETIN BOARDS on P1 and P2

FOR RESIDENT USE ONLY

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 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

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

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 garburator. Push the RED RESET BUTTON on the bottom of the garburator . When you use your garburator keep it on and the cold water running until all the disposed material is minced and has cleared your drains. You are responsible for 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.