

CONDO LIVING AT THE LANDMARK

LIVING TOGETHER IN HARMONY

Our House Rules exist to ensure a safe, secure, and comfortable environment for all residents. A complete copy of the House Rules is posted in the Condo Info section of our website (<http://www.landmark165.com/condo-info.html>). You can also request a printout from the Office on the second floor.

Swimming pool users are reminded that they **must** shower before entering the pool. This is an issue for maintaining the correct pool chemistry, which is, in turn, a health issue.

Notices on Bulletin Boards must be approved by the Office and date-stamped before being posted.

Items from Common Areas must not be removed. They are placed in these areas for the use of all residents, and therefore should be left for all to enjoy. We have experienced the removal of some items. If you wish to discuss this, please contact the Building Manager.

As a pet-friendly community, we welcome well-behaved “four-footed friends”. However, residents should note that pets are permitted only in their units, corridors, elevators, stairwells, and the parking garage. They should use the lower lobby for entry. Pets may be carried but are not permitted to walk through the front lobby. They are not permitted in any other common area.

Use of the elevators and lower lobby for moving in and out must be booked at least 48 hours in advance. The front lobby may not be used for moving furniture or equipment. Please ensure that the lower lobby doors are not blocked for access.

The Landmark is a residential community. Suites are not intended for commercial enterprise. If you rent your suite, be aware that leases may not be for a duration of less than six months.

Food and other odours in hallways should be avoided. Please use your extractor fans when you are cooking and to clear other odours from your unit.

Visitors using visitor parking spots in the garage must display the parking pass of the unit that they are visiting. Residents, contractors, and personal service workers **may not** use visitor parking spots. Personal service workers may use the parking spot assigned to the resident they are visiting, if they display the parking pass.

GARBAGE/RECYCLING

Garbage chutes must not be used before **8:00 a.m.** or after **9:00 p.m.**

Garbage shall be appropriately and securely packaged and placed in the designated disposal areas.

Garbage placed in chutes must be **double-bagged** and securely packaged. Only properly packaged household waste should go down the garbage chute. Kitty litter, dog waste and similar materials, items

with sharp edges, and breakable objects such as glass containers **must not** be disposed of down the garbage chutes. These items must be taken to the garbage room (located in the garage) and placed in the appropriate recycling or garbage receptacle.

Cardboard boxes must be flattened (and, if necessary, cut down and bound) and placed in the garbage room, on the floor beside the recycling bins. Cardboard must not be placed in the recycling bins.

Residents must arrange for disposal of hazardous waste such as car batteries, all appliances, and furniture with an appropriate waste-disposal company. Such items must not be left in the garbage room. Residents are encouraged to contact agencies such as the Salvation Army, to donate items that may be of use to others.

ENERGY SAVING TIPS

- Our Utilities Kingston bill represents the largest portion of our monthly maintenance fees. Electricity is our biggest single expense! We all share the cost, so let's do what we can to reduce our electricity bill.
 - Consider using less air conditioning. Open windows and let in fresh air. It's healthier!
 - Keep windows and doors closed when using air conditioning.
 - Keep blinds closed on sunny days to reduce solar gain. This will also help keep your furniture and carpets from fading.
 - Switch to LED light bulbs. They last for years and use only a fraction of the energy of incandescent bulbs.
 - Turn off lights when not in use.
 - Did you know that most washing can be done in cold water?
 - Buy energy efficient appliances. You may even qualify for a government rebate.
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SAFETY IS EVERYONE'S CONCERN

Open Doors are an invitation to unwelcome persons. Do not allow unknown persons to enter our home.

Garage Door: Wait until it is closed behind you before leaving the area.

Lobby Doors: Please ensure that both doors close behind you when entering or exiting. Do not admit strangers into the building.

Lower Lobby Doors to Garage: If you or a contractor doing work for you unlatches the small lower lobby door to bring through large items, make sure that the door is latched when work is complete.

Otherwise, anyone can simply pull the doors open, even if they are completely closed.

Speeding in the garage is a problem. Please observe the posted speed limit signs. Remember that pedestrians also use this space. Please drive on the **left-hand side** in the garage, according to the arrows on the floor.

Telephones in the garage are only for urgent or emergency situations.

WHEN A FIRE ALARM IS ACTIVATED

- All residents should exit the building using the nearest stairway, if this is safely possible. Do not use the elevators. Both elevators will return to the Lobby and may be operated only by the Fire Department personnel.
- Feel your door before opening it to go to the stairs. If it is warm, keep it closed and stay in your unit.
- If you choose to remain in your unit, keep doors into hallways closed but unlocked.
- Fire Department equipment will arrive within three to five minutes of the alarm sounding.
- Listen to instructions from the Fire Department, broadcast using the emergency paging system. Stay close to the speaker in your unit and turn off all background noise.
- If an evacuation is ordered, the emergency paging system will instruct residents on **WHEN** and **HOW** to evacuate. The floor affected will be evacuated first, followed by the floors immediately above and below and finally all other floors. Evacuation must be by **STAIRWAY**.

EMERGENCY ELECTRICAL POWER

In the event of a power failure, the Emergency Generator will automatically provide power for common areas including the garage, hallways, one elevator, and the Public Address (PA) System. Residents will be kept informed of current conditions and instructions via the PA System.

EMERGENCY CONTACTS

Please keep the Office informed of any changes in your Emergency Contacts information.

We recommend that you:

- Post emergency numbers near all phones.
- Keep a flashlight and extra batteries readily available.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

We currently have three AEDs installed at the Landmark. One is located in the gym (on the wall near the multipurpose equipment), another is on the 7th floor near the elevator, and the third is installed on the 12th floor, also near the elevator.