



# esquire

CONDO NOTICES

A REFERENCE GUIDE TO YOUR NEW HOME

# NOTIFICATION

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## **MOVE-IN GENERAL QUESTIONS AND PROTOCOL**

### **MOVE-IN VEHICLE PARKING**

Large Move-in Trucks/Vehicles are to be located on Norford Avenue N.W only. The parkade ramp entrance is not for vehicles to unload in. Vehicles are also not permitted to park on any city sidewalks. Small/Medium sized vehicles that can fit the parkade (7ft height) can utilize their designated parking stall.

### **MOVE-IN TIMES**

Once you have taken possession you can setup your movers anytime you see fit from 8am-10pm daily. Please be ensure to clean up after yourself and be courteous not to block accesses in and out of the lobbies for safety reasons.

### **ELEVATOR DEDICATED ACCESS**

For elevator move-in bookings please <https://liveatesquire.com/owners>. Maximum booking at one time for the elevator is a 2 hour window. Only 1 of the 2 elevators will be utilized for move-ins as residents will need access up and down the building while others are moving in. We will have our move-in personnel attend at your scheduled time to put the elevator on stand-by for you.

*NOTE: There will be back to back bookings of the elevators at the initial move-in, so your strict adherence to this 2 hour window is greatly appreciated.*

### **STAGING**

Residents are to stage move-in from the main lobby of the building.

### **DOLLIES**

No move-in dollies are provided for moving in and out.

### **TRASH**

Boxes etc are to be broken down and thrown into recycling. DO NOT throw unbroken down boxes into the garbage chute.

### **COMMON PROPERTY INSPECTION**

Our move-in personnel will inspect the hall and elevator for damage prior to your move-in commencing. Any existing damage is to be noted at this time. Post move-in inspection of these same areas will be conducted with you to ensure that no damage has occurred. You will be responsible for the cost of any repairs for the damage you have caused.

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## INTERCOM USAGE STEPS

### GRANTING ACCESS

When you answer your telephone, you will be in communication with your guest.

### TO UNLOCK THE MAIN DOOR

- Press " 9 " on your telephone keypad. If your unit is assigned a specific code for the main door then enter this code followed by the pound (#) key.

### TO REFUSE ENTRY

- Hang up, *or*
- Press "4". If your unit uses a code for door entry, press "4" followed by the pound (#) key.

### KEYLESS ENTRY CODES

The keyless code is a confidential number assigned to each resident by the building administrator to let you open the front lobby door without using a key.

To unlock the front door:

- Press "0". The keyless code prompt appears.
- Enter the keyless code. The front door unlocks.

### SWIPE ACCESS

Simply place your FOB at the bottom left of the access panel and the doors will unlock.

### REMINDER

**Please DO NOT let anyone in the building that you don't know.**



# NOTIFICATION

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## **SECURITY PROTOCOL REMINDER**

We would like to remind all residents about security protocols on site. This may include but is not limited to theft or vandalism, or unauthorized persons in the building, parking or other common areas.

All residents are asked to assist in keeping the complex secure and less attractive & accessible for criminal activity, by implementing the following security measures:

- Do not allow access into the building to anyone you do not know or recognize, and ensure that exterior entry doors are tightly closed and secured behind your person.
- Do not allow vehicles or persons on foot to follow you into the parkade by ensuring the overhead doors closes behind your vehicle.
- Should suspicious or unknown person/s follow you into the building or a vehicle/pedestrian into the parkade, please report to the Calgary Police Department. Lock your vehicle/s at all times both in parkade and outside.
- Solicitation/door-to-door sales are prohibited in the complex. Do not allow solicitors into the building.
- If you see vagrants loitering at the complex or in the vicinity, please report to Calgary Police Department.
- Do not leave your keys/remotes in your vehicle.
- Do not prop open doors.
- If you see doors propped open or not closed properly, please close and secure them.
- Report any deficiencies you may see, such as locks that have been tampered with or broken, exterior or parkade doors that won't close properly, broken/loosened lightbulbs, etc., to Esquire Condos at [service@trumanhomes.com](mailto:service@trumanhomes.com), so that repairs can be taken care of promptly.

Please report details of theft or otherwise any incident to the appropriate authorities and once a report has been filed please provide the details to Esquire Condos via email at [info@trumanhomes.com](mailto:info@trumanhomes.com) for further attention.

Should you witness any theft, vandalism, personal injury, or any crime in progress, call 9-1-1 immediately. Please do not approach the individual(s).

Thank-you for your diligence and co-operation in helping to keep your condominium safe.

Sincerely,  
Esquire Condos

# NOTIFICATION

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## **VISITOR PARKING USE - RESIDENCES**

### **ALL VEHICLES STILL MUST REGISTER FOR USE OF VISITOR PARKING**

You may register your visitor vehicle at: <https://liveatesquire.com/parking>

Visitor parking stalls are available on a first come, first serve basis.

- All vehicles parked in visitor parking must register their vehicle each time (24 hours a day, 7 days a week) prior to parking in a visitor parking stall.
- All registrations must include the unit owners name, unit number, email address, visitor name, visitor vehicle make model, colour and license plate# - as well as confirmation as to when you would like the pass to begin, and to expire.
- Parking in visitor stalls is for short term visitors only, no more than twelve (12) consecutive hours to a maximum of 14 days in any calendar year.
- Extended visitor parking can be authorized at the approval and discretion of Esquire. Please email [info@trumanhomes.com](mailto:info@trumanhomes.com) with the details of your request should this be required.
- Should visitor parking stalls not be available, visitors are requested to park on the city roadway, at their discretion and as the law permits.
- Owners/Residents are not to park in visitor spaces at any time for any reason.
- **Failure to adhere to any of the above noted policy will result in ticketing and/or towing at the expense of the owner of the offending vehicle at the discretion of the Board of Directors, Parking Committee or Security Company (where applicable)**

If you have any questions, please contact [info@trumanhomes.com](mailto:info@trumanhomes.com)

We appreciate everyone's cooperation.

Sincerely,  
Esquire Condos

## NOTIFICATION

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### **GARBAGE AND RECYCLING RULES**

- Ensure your waste bags are fully secured and sealed tightly before placing anything into the bins.
- Break down and flatten any cardboard boxes before disposing in the recycling bin.
- Household waste only – **do not** place any oversized or large items (such as furniture, mattresses, TVs) into the bins. Owner's must dispose of these items at a proper facility.

### **GENERAL ETIQUETTE**

**At NO POINT IN TIME** are any boxes, garbage bags or debris allowed to be stored on the balconies of your home. The same applies for ALL common areas such as hallways, elevator lobbies and stairwells.

The following fines will be applied for infractions.

- 1st Infraction - \$150.00
- 2nd Infraction - \$500.00
- 3rd Infraction - \$1000.00

# NOTIFICATION

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## PET APPROVAL FORM

Having a pet reside in your unit requires prior approval of the Board and your compliance with all the regulations and by-laws as stated in condominium by-laws.

*“An owner shall not keep or allow any pet of any kind at any time including visitors' pets, to reside in the Unit or on the Common Property without the specific approval in writing from Esquire”*

- Pets must be taken off the condominium property for walks.
- Dogs must not be left unattended on patios or balconies to bark or cause a disturbance.
- Cat litter and dog feces must be disposed of in a tied plastic bag and placed directly in the garbage receptacles to avoid odors.
- Owners and their tenant(s) will be responsible for any and all damage caused by their pet(s).

City by-laws pertaining to animals are in force on the common property. Under City of Calgary bylaw 23M89, the following are required to avoid a monetary sanction of \$50-250;

- All pets must be licensed.
- All pet droppings must be picked up immediately.
- Excessive barking (inside or out) will be treated as a noise complaint.
- All pets must be on a handheld leash no longer than six feet, and kept under control at all times when outside the owner’s residence.

I, \_\_\_\_\_ of unit # \_\_\_\_\_ of Esquire Condos have read the above rules and regulations pertaining to my pet(s) listed below and agree to abide by them at all times. I understand that failure to comply may result in loss of pet privileges.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type of Pet

\_\_\_\_\_  
Breed

\_\_\_\_\_  
Pet Name

\_\_\_\_\_  
Licence No.

\_\_\_\_\_  
Management Approval

\_\_\_\_\_  
Management Decline

Reason for decline:

# NOTIFICATION

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## **PET ETIQUETTE REMINDER**

We would like to remind all residents of the Pet Policy and/or the By-Laws governing pets residing in our complex. All Pet Policies must be observed and all City of Calgary Animal Control Bylaws must be followed.

- **Pets must be taken off-site to urinate/defecate. Should an animal urinate/defecate on the common property (including greenspace, hallways, patios, etc.) it must be cleaned up immediately and feces disposed of appropriately in the bins provided by the Corporation. Failure to pick up after your pet will result in fines of \$250 (first time) \$500 (2nd time) \$1,000 (3rd time offence).**
- No animal may roam freely on the Common Property, which includes hallways, stairwells, elevators, entrances, grounds, parking lots/parkades. Pets must be hand-leashed and under the care, custody, and control of a responsible adult at all times.
- Further to the above, Owners are not to allow their pets to defecate on patios/decks at any time. Pee pads or similar materials are not authorized and failure to comply may result in sanction or eviction of the pet without further warning.
- No animal may be tethered and/or tied up to any Common Property.
- Owners/tenants must ensure that noise does not become an issue by disturbing neighbouring units.

We would like to advise all owners/tenants that you are responsible for any pets visiting your Unit. Therefore, you must ensure that the visiting pet and pet owner abide by the By-Laws/Policies that govern Esquire Condos.

Should anyone be witnessed not in compliance with the By-Laws/Pet Policies, The Condo Corporation may levy a sanction against the Unit Owner/s associated with the violation, in accordance with the sanction schedule, and/or all costs incurred for any clean-up, repairs or damage caused to the common property may be charged to the Unit Owner, and/or they may seek eviction of the pet.

All pets are required to be approved prior to them residing in the complex, but if you have not submitted a request or had one approved to date, kindly do so at this time. All owners desiring a pet must complete the Pet Request Form, please forward your request via email to [info@trumanhomes.com](mailto:info@trumanhomes.com).

Please note that permission to retain a pet within the complex can be revoked with written notice for contravention of the By-Laws. Therefore, please ensure you are adhering to the policies and By-Laws at all times.

Sincerely,  
Esquire Condos



# POLICIES & PROCESSES

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## **NOISE COMPLAINTS**

Please be reminded you live in a multi-family building that has been constructed with noise dampening and sound absorbing material. This does *not* mean you will never be able to hear your neighbours in some fashion. Quiet time is 10pm to 7am weekdays and 10pm to 9am on weekends and holidays. Concerns that would not be considered By-law infractions include:

- Occasional Barking
- Children at Play
- Crying Infants
- Footsteps/Walking sounds
- Use of Appliances. (toilet, laundry, vacuum, etc.)

Concerns that would be considered By-law infractions include, but may not be limited to:

- Loud Parties/Music
- Incessant Barking
- Excessive or intentional banging/stomping

As noise can be subjective you will be required to provide proof of any reported incident before follow-up can be initiated. If you are experiencing a noise concern please provide a recording of the incident to Esquire Condos who will in turn review this with you and determine if the complaint can be validated.

- If it can be, Esquire Condos will inform you of the steps involved in how the complaints will be addressed and your responsibilities to continue to inform them should issues persist.
- If the complaint cannot be validated then Esquire Condos will inform you accordingly and suggest you consider seeking mediation to address your concerns with your neighbour.

It's important that all owners keep in mind you are neighbors, you are encouraged to be mindful of other residents and where able to amicably discuss and solve issues amongst yourselves.

Esquire Condos will not involve themselves in personal disputes, if you request dispute resolution you will be directed to seek mediation. Questions and concerns can be sent via email to [info@trumanhomes.com](mailto:info@trumanhomes.com).

Please use your discretion before filing a complaint.

Sincerely,  
Esquire Condos

## RENOVATION APPLICATION 1 of 2

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**In-unit renovations must be approved by Esquire Condos prior to commencing work.**

### **Renovations Guide:**

- If you are installing hardwood flooring, ceramic tile or another similar type of flooring product, you must meet the STC (Sound Transmission Class) rating of no less than 50.
- You must provide Esquire Condos with the name of the contractor(s) retained for any work associated with the renovation and confirm liability insurance and WCB coverage.
- The waste bins provided by Esquire Condos are strictly not to be used for renovation debris. You are responsible to remove all renovation debris from the site and ensure disposal at City designated dump grounds.
- Work hours are restricted in accordance with Esquire Condos Bylaws. Please review the permitted working hours prior to starting any work.

Please complete this form and send it via email to Esquire Condos no later than 5 business days prior to the estimated start date. Esquire will send a reply within the following 5 business days to confirm if the Board has approved your request or if approval is pending.

Building Name: Esquire Building Number (if applicable): \_\_\_\_\_

Suite: \_\_\_\_\_

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

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

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

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

Contractors WBC Number: \_\_\_\_\_

## RENOVATION APPLICATION 2 of 2

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Copy of contractor's Liability Insurance Certificate attached

STC Rating *(if applicable)*: \_\_\_\_\_

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

Scope of Work Planned for Renovation: \_\_\_\_\_

As Owner of Unit #\_\_\_\_\_, in providing a completed copy of this renovation application I acknowledge that the renovations I undertake will be completed in compliance within the guidelines of this application and in accordance with requirements of the Bylaws of Esquire Condos.

I confirm that my contractor carries adequate liability insurance and WCB coverage. In absence of a contractor, any work I undertake directly will be covered under my personal liability insurance as I acknowledge that I will be held responsible if any damage is caused to other Units and/or common property.

In compliance with provisions of the Bylaws of Esquire Condos, notice may be given for a Board member or representative to attend the Unit to verify adherence to the application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TENANT UNDERTAKING FORM

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OWNER INFORMATION		
Unit # and Address:		
Name:		
Address:		
Email:		Phone:
TENANT INFORMATION		
Name 1:		
Phone:		Email:
Vehicle ( <i>Make &amp; Model</i> )		License Plate #
Emergency Contact Name:		Phone:
Name 2:		
Phone:		Email:
Vehicle ( <i>Make &amp; Model</i> )		License Plate #
Emergency Contact Name:		Phone:

### STATEMENT

I/we have been instructed as to the rules and By-laws of **Esquire Condos** and have received a copy of said By-laws and agree to abide by them. Our monthly rent is \$ \_\_\_\_\_

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Witnessed by:

## **ADDITIONAL REQUESTS**

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### **ADDITIONAL FOB / GARAGE DOOR OPENERS / INTERCOM REPROGRAMMING FEES**

If additional access hardware or intercom reprogramming is required, please see below noted fees. These fees will need to be paid prior to the service being completed.

**These items/services can only be requested and paid for by the unit owners:**

**FOB: \$250.00**

**Garage Door: \$200.00 per opener**

**Intercom Reprogramming: \$50.00 per change**

### **MOVE REQUEST POLICY**

A 'Move' event would include but may not be limited to: delivery or removal of large furniture/items in or out of the building and relocation of residents.

**All moves must be scheduled. Bookings can only be made by the owners of the units, non-owners booking requests will be denied.**

Elevator Move-IN/OUT bookings can be done directly at <http://www.liveatesquire.com/owners>

The intent of this policy is to ensure access areas are being monitored during the move to help prevent any unauthorized trespass, as well as to limit damages to all common areas (including the hallways, doors and the elevator).

A. A completed Move Request Online-Form must be submitted not less than Five (5) business days prior to the requested move-date. Any requests received less than Five (5) days in advance may not be scheduled.

B. Completion of the Move Request Online-Form does not guarantee scheduling. Any move that takes place without express written confirmation will be considered unscheduled and subject to fines/sanctions.

C. All costs incurred by the Condominium Corporation as a result of a move event will be charged to the unit owner. This may include but is not limited to damages to common areas, costs to oversee the move event, etc.

**D. All Moves In/Out events will be charged a cost of \$125. This fee will be required to paid at confirmation of the elevator booking.**

The fee covers a technician to install elevator protection, place elevator on stand-by, inspect common areas prior to and after the move for damage, removal of elevator protection and reengaging the elevator off of stand-by mode.

E. Unscheduled moves will be subject to a maximum \$1000 fine.

All payments can be made via check payable to Esquire Condos or through Direct Debt via a Pre-Authorized Debit Agreement.

Sincerely,

Esquire Condos