(Document dropped at Suite front door July 26, 2018)

TO: Westmount Place Residents and Owners

RE: New Elevator Use Policy

The Board is excited to announce that the first stage of the Elevator Modernization Project is complete and that the first elevator (Elevator #2) will be opening and ready for use this week!

In addition to the modernization of the operational components, all the elevator interiors will be completely upgraded. The Design Committee, along with the Board, have worked diligently to come up with an interior elevator design that is both modern and classic and that will fit with Westmount Place's overall design strategy now and in the future. We hope that you like the new design and finishes as much as we do.

In an effort to protect our new elevators, the Board has decided to implement a new Elevator Use Policy for Westmount Place, which is attached to this letter. The new Elevator Use Policy will be effective upon the opening of Elevator #2, excluding the inclusion of Saturday in the move out policy, which will not be effective until the completion of the project. Please take some time to review the new policy. We request that you pay specific attention to the General Use regulations, specifically regulation #1 and #2, which identify the requirement that all bicycles, grocery carts, and other large purchases and materials must be moved using the freight elevator only. The purpose of these regulations is to protect the smaller elevators' interiors, which include some fragile materials in their design elements and therefore are more susceptible to damage. During the time when the freight elevator is down for modernization, we request that you use elevator #2 (the middle elevator) as its replacement, which will be equipped with protection so that larger items can be moved without causing damage to the interior. We appreciate your attention and adherence to the new Elevator Use Policy. Please pass the information included in this policy to relevant parties including but not limited to guests, contractors, and other elevator users visiting your unit.

We also would like to draw your attention to the current project timeline and the period in which the freight elevator will be out of service. The freight elevator is expected to be out of service starting from October 15th until the anticipated project completion in 2019. This date is very important to note as, during this time, **moves and deliveries of large items will be extremely limited**. All moves and deliveries will be monitored through security cameras. Items that do not fit comfortably into the smaller elevator will need to be moved manually using the stairwell. Please attempt to schedule any moves or known deliveries before this date. We apologize in advance for any inconvenience.

Respectfully,

The Board of Directors of Westmount Place

Westmount Place Elevator Use Policy

The following policy establishes the policy and procedures for elevator use at Westmount Place including general use, contractor use, deliveries and moves in/out. Non-compliance to these policies may result in monetary fines.

General Use

1) Items of substantial weight or size that have the potential to damage the interior finishes of the elevators are NOT allowed in the elevators unless part of a scheduled move / delivery. Any and all damages resulting from items brought into the elevators will be charged back to the responsible party.

2) **Only** elevator #3 (freight elevator) is to be used for transporting **bicycles, groceries and other large purchases/materials** unless it has been previously blocked off for a move/delivery or maintenance. A call button for elevator #3 is available on each floor.

3) Open food and beverages are not allowed in the elevators. Any cleaning costs incurred resulting from spilled food/beverages will be charged back to the responsible party at an hourly rate as determined by the board.

4) Users are asked to refrain from touching mirrors inside the elevators. Each elevator is equipped with a surveillance video camera for the protection of the elevators and its users. Any, and all, damages to the elevators caused by misuse or vandalism will be charged back to the responsible party in addition to an applicable monetary fine of $150.

Contractor Use

In addition to the general use guidelines above, the following apply specifically to contractor elevator use.

1) Contractors carrying supplies or equipment of weight and size that could cause damage to the elevator interiors **MUST use elevator #3** (freight elevator), unless it has been previously blocked off for a move/delivery or maintenance.
2) Elevator pads must be used in elevator #3 when transporting large pieces of contractor equipment.

Deliveries and Moves In / Out

The following guidelines apply to:

- **All moves (in and out)**
- **Deliveries of items of size and weight that have the potential to damage the interior finishings of the elevators.**

1) All moves must be booked 5 days in advance with the onsite concierge at 403-269-5151. Individuals must pre-arrange with the concierge for deliveries.
2) A $100 fee must be paid for all moves. The fee must be paid in advance to confirm the move. Unit owners are responsible for notifying their tenant(s) about the moving policy, for compliance with the moving policy and for any damage caused during a move.

3) Moves and deliveries may be scheduled during the following hours:
4) Monday through Saturday 9:00am to 12:00pm or 1:00pm to 4:00pm
5) Moves are not permitted to be more than 3 hours at a time.
6) **Moves are not permitted on Sundays or Holidays**.
7) All moves and deliveries must use elevator #3 (freight elevator).
8) Moving pads MUST be used for all moves and deliveries.
9) All contents being moved or delivered must use the loading dock area for moving contents in and out of the building.
10) All moves will be supervised by the concierge who will assist with elevator pads, elevator keys, and document any damage to common property. The mover and the concierge will complete the pre/post-move inspections together to document any existing damage and new damage to common property along the moving route.
11) Any and all costs to repair damage to common property in addition to any applicable fines will be recovered from the unit owner.
12) Boxes or other items may not be left in common areas such as the main floor lobby, elevators other than the moving elevator, hallways or stairwells.
13) Boxes or other items must be disposed of by the mover and the loading dock kept clear at all times. Cartons and boxes must be broken down and may be left in the recycle container at the loading dock
14) Violation of this move and delivery policy will result in a minimum fine of $150.