



---

# BOARD COMMUNIQUÉ

Riverside Gate II Condominium Corporation OCSCC 769

---

May 13, 2013

BC2013 - 004

## IMPORTANT CONDO LIVING CONSIDERATIONS

Dear residents, condo living is a wonderful lifestyle but there are some important reminders that will help us make that condo living experience, and that of our neighbours, much more enjoyable. Please be considerate in abiding by the condo living guidelines listed below.

These guidelines will no longer appear in our Quarterly Newsletter as residents and the Board deem them sufficiently important to warrant the occasional coverage in a separate Communiqué to all residents.

### ***NOISE***

**High or hard heel shoes** - Residents should wear soft sole/heel shoes in their unit. Please only slip on your high or hard heel shoes upon leaving your unit.

**Gently close your unit door** - Because our unit doors are heavy and spring-loaded for fire safety reasons, please “be extra gentle” when closing your door, do not let it slam shut on its own.

**Felt pads for furniture** - Furniture being dragged on the floor can reverberate throughout the entire suite below and beyond. Please use felt pads, soft rubber rollers and area carpets on hard wood floors where possible (non allergenic rugs are available on the market). When moving chairs and tables, please lift instead of dragging.

**Careful when throwing items in the blue box** - Since the re-cycling bins in our garbage rooms are currently attached to a wall that is adjacent to a neighbour’s unit wall, you can appreciate that the sound of “throwing” empty bottles or other such items into the blue bin can be extremely noisy on the other side. In consideration of your neighbours, we ask that you please “gently deposit” any items in the blue box.

**Voices in Hallways** - You have probably noticed that our elevator lobbies are a lot like echo boxes. Because of their configuration and heavy use of marble, the lobbies outside our suites can be unusually noisy with residents or guests talking in very shrill voices or very loudly. It has been reported that sometimes, some residents are in their suite but have the door open and seem unaware of how voices echo back and forth under the doors and into neighbouring suites. Residents are requested to please be considerate in this regard.



---

# BOARD COMMUNIQUÉ

Riverside Gate II Condominium Corporation OCSCC 769

---

**Vacuuming** - Whenever possible, please avoid using your vacuum cleaner before 8:00 o'clock in the morning and after 10:00 o'clock in the evening.

**Balcony noise** - Please consider speaking more quietly on your balcony after 11:00 p.m.

**Supervising children** - Please discourage children from jumping or running in the unit.

**Moving of furniture** - Please avoid moving around your furniture after 10:00 p.m.

## ***GARAGE AREA***

**Storage of items** - Residents are reminded that no items are to be placed in your parking bay other than your vehicle and a small carrying cart. Thank you for your cooperation in keeping our garage tidy and fire safe.

**Speeding** - All residents must abide by the posted speed limit of **10 km per hour**. Speeding in the garage can be extremely dangerous because of sharp corners, and the unexpected and sudden exit of residents or children from the building doors. Thank you for driving safely in our garage.

**Grocery carts** - Please be considerate by returning shopping carts to their original location. Do not leave them **INSIDE** the fob-activated door in the garage, nor in the elevator lobbies. Also, carts are **NOT** to be kept in the storage room corridors on your floor. It is a courtesy to the next user to leave the cart in its original location in the garage.

**Contractor entrance** - Residents who hire contractors to perform work in their own unit (e.g., plumbers, electricians, carpenters, etc.) must instruct the individual(s) to enter the building via the contractor service entry next to the garage door. This is to prevent repeated accidental damage to our front portico and lobby by large or small tool boxes and building materials. The Gatehouse will automatically direct all contractors to the designated entrance door.

**Contractor dolly** - Please note that a dolly is now available by the garage car door entrance compliments of resident Ted Robinson of unit 807. Please advise your personal service contractors to use this dolly instead of our grocery carts when transporting materials and supplies up to your unit. Thank you for your cooperation.

**Car wash** - Residents are reminded that our garage car wash is for the **EXCLUSIVE** use of residents. Outsiders are not to use this amenity as it must remain available to our residents at all times. If another resident is waiting to use the car wash, please consider dry wiping your car in your parking spot.



---

# BOARD COMMUNIQUÉ

Riverside Gate II Condominium Corporation OCSCC 769

---

**VISITOR'S PARKING** - Residents are reminded that they are not permitted to park overnight in the visitors parking. The Property Manager and our security staff have the necessary authority and means to enforce this shared facilities rule. When you expect an overnight guest with a vehicle, please alert the Gatehouse so that an overnight pass can be issued and placed on the vehicle's dashboard. Thank you for your cooperation.

## ***HOBBY ROOM***

**Use of facility** - The purpose of the Hobby Room is to provide limited secure storage for residents' active hobbies and projects. To ensure that the lockers in that room are used only for that purpose, the Board has establishing a Hobby Room Locker Log, to be maintained by the Concierges.

- 1) Residents wishing to use Hobby Room lockers for active hobbies or projects are requested to advise the Concierge of their name and unit number, the locker number they plan to use, how long they expect to need it and a description of the materials being stored.
- 2) If residents wish to put a lock on their assigned locker, they are requested to use their own combination lock, with the code supplied to the Concierge for recording in the Log.
- 3) Residents are requested to put their name and unit number on the work table they are using. Also, as a courtesy (when possible), please leave some space clear for others. Please also note that cleaners are not expected to clean the individual table top work space when in use; please clean up your work-area before leaving.

**Power tools** - Residents may use any equipment in this room; however, please be aware that you do so at your own risk and liability. Ensure that you know how to operate a piece of equipment before using it. Immediately report any malfunctioning tools or problems to the Concierge. Do not remove any power tools from this room.

## ***PARTY ROOM***

**Normal usage** - Please note that Party Room rentals are for personal (i.e., family / friends / acquaintances) use only and **residents must be present during the entire event**. The facility may not be booked for business events, charity events, conferences, etc. Please see the Party Room rental form for other owner responsibilities.



---

# BOARD COMMUNIQUÉ

Riverside Gate II Condominium Corporation OCSCC 769

---

**Ad hoc usage** - When sufficient space is not available in the library, RG2 residents may make use of the Party Room at no cost for small groups that may include outside guests (group size not to exceed 10, the majority being residents) provided this does not interfere with an existing booking of the space. However, these small groups do not have exclusive use as the room must remain open to all RG2 residents for their use as well.

**Carpet care** - In order to prevent or minimize the staining of our Party Room rug, residents who rent the facility are requested to closely supervise the use of drinks and beverages during their event. The Concierge inspects the party room after each event and will advise the responsible owner and the Property Manager of any damage to the facility.

**Coat Rack** - If you plan on using the coat rack in the Party Room, please note that the rack must be placed inside the room, and not out in the hallway. This is to comply with Fire Marshall Regulations.

***WATER SPILLAGE*** - The Board has provided all units with water sensors (with alarm) for the HVAC closets. These monitors produce a high-pitched, continuous sound that can be heard from the hall or elevators. Neighbours should listen for this sound in case the resident is not in when the alarm activates. Residents are encouraged to buy additional sensors for other vulnerable areas. Please note that each spring, the Superintendent will inspect the units and replace the batteries as required. Additional water sensors may be found at Home Depot.

***MAINTENANCE OF UNIT DRYER LINT TRAPS*** - Please regularly check and clean out your clothes dryer's lint trap. It is a well documented fact that accumulated lint can be a serious fire hazard.

***MAINTENANCE OF UNIT KITCHEN SINK*** - One would think a sink used for cleaning would basically clean itself, but on the contrary, it takes a bit of effort to keep the kitchen drain clear and odor free. Here is a recommended and simple way to keep your sink drain (or any drain) clear and odour free. Once a month, place 1 cup of baking soda into the drain and chase it with 2 cups "hot" vinegar. After about 10 minutes, finish things off by pouring a huge pot of "boiling water" down the drain. Do not use chemical commercial products. Also consider using a fine wire mesh sink strainer to trap food refuse (available at most hardware stores and the Dollar Store).

## ***GAMES ROOM***

The ongoing use and normal wear and tear of the darts make it next to impossible to maintain them in good shape. It is therefore suggested that, as is the case with most dart clubs, users



---

# BOARD COMMUNIQUÉ

Riverside Gate II Condominium Corporation OCSCC 769

---

bring their own personal set of darts to the Games Room. Similarly, it might be prudent to bring ping pong balls, as they do have a tendency to crack and/or disappear.

***GARBURETORS ARE PROHIBITED*** - Please note that garburetors are strictly prohibited in condominium buildings. They may cause pipe blockages and installing one is an offence under City of Ottawa By-laws.

## ***EMERGENCY CONTACTS***

Call **911** for any personal emergencies such as fire or health related incidents.

Call the Security Gatehouse at **613-247-2128** for ANY building type emergency at ANY time. If for some reason you are unable to reach the Gatehouse, call the 24 hour Property Management Emergency line at **613-762-5704**. All emergency numbers are posted on bulletin boards and the RG-2 website at [www.riversidegate2.com](http://www.riversidegate2.com).

Thank you for your cooperation in making our everyday condo life more pleasurable,

Your Board