

VANTAGE POINTE APARTMENTS
DELIVERY / MOVING PROCEDURES and BUILDING INFORMATION

DELIVERY AND MOVING PROCEDURES

After scheduling the delivery or move with Go Smart Property Managers

info@gosmartmanagers.com

OR phone 403-262-7955

NOTE: minimum of five business days required for scheduling. Less than five days a short notice fee of 250.00 maybe applicable.

Method of Payment:

1. Cheque to Vantage Pointe Apartments > pay at the Front Desk 24/7
2. Exact Cash > pay at the Front Desk 24/7
3. Add to condo fee ,with email request from owner to vantage.pointe@shaw.ca
4. etransfer payment@gosmartmanagers.com
(password is 'calgary') include in message the building name, suite number and reason for etransfer

On Site Personnel

- > **Building Supervisor** Monday through Friday 8:00 am to 4:00 pm
- > Building Supervisor office is located on the second floor adjacent to gym
- > Common area cleaning services **AMT Professional Services** / Sunday through Saturday
- > Front Desk Attendant 24/7 (small delivery access to appropriate floor is provided to courier with package left at suite door)
(Fire Regulations dictate size limitation to size of packages that can be left at the corridor)

Building Demographics

- > 26 floors and 354 suites
- > Exercise Room and public washrooms (second floor)
- > Three main level commercial spaces
- > **Ground level loading dock** located on the NW corner of the building and is accessible from 10 Ave SW
- > Two bike rooms (located on Parkade level 1)access with purchase of key from front desk / Proof of residency required
- > 4 levels of underground parkade
- > 4 elevators including one oversized and blanket protected for freight.
- > Access controlled and video monitored
- > **intercom available upon request to management company (must be local number)**

06/08/2021

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Prior to moving in the resident should have received from owner or property manager

- > Working access devices (remotes w/ wafer and FOBS)
- > Visitor Parking Pass (VPP)
(VPP was purchased by the owner and was issued to titled holder of parking stall)
(board policy is to allow a maximum of 8 stays per calendar month, residents are NOT allowe to park))
- > Mailbox key
- > Confirmed assigned parking stall number
- > Signed off Tenant Undertaking form w/ owner or property manager confirming review of board policies
- > Building Contact Information
- > Resident should become familiar with Parkade layout and operation of overhead doors

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Vantage Pointe Access Devices



A. FOB

BOARD POLICY implemented in 2012, is to allow **one** remote c/w wafer and up to **three** FOBs per titled suite with parking stall (some

Those owners that were issued more than one remote will have their excess remotes deactivated and the wafers could remain active. become faulty or lost, the extra remotes can be recativated

HOW TO ORDER (owners or proprty managers must confirm all orders)

Please contact the Building Supervisor to arrange for requests and pick up of devices. Allow one business day to complete the order. (generally can be completed upon initial contact w/o delay)



B. Wafer

COST

Item 1 - FOB 50.00
Item 2 - Wafer c/w Item 3 Remote 100.00



C. Remote

PAYMENT

1. Exact cash
2. Cheque payable to Vantage Pointe Apartments
3. Added to condo fees.
4. etransfer to payment@gosmartmanagers.com
(Message: VP apartments, suite # and reason for payment)

ACCESS DEVICES are programmed to allow the resident access to the suite floor level, parkade level with assigned stall, Parkade level P1, main and second floors.

PARKADE

NOTE: Parkade overhead doors must be activated using the remote at all locations except for exiting the parkade to 10th St.

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MOVES / DELIVERIES (Loading dock located off of 10th Ave. at NW corner of the building - Coop Parking)

- >Any damages caused to common property is the responsibility of the owner and will be charged back to the unit
- >Owners / Residents are responsible for the disposal of unwanted items. At no time is there to be unwanted furniture left on the property. All costs associated to the removal of such items will be charged back to the unit.
- >Initial access to loading dock is via the back hall from mailroom (man door is exit only)
- >Items that are larger than what one person can comfortably carry must be moved via the loading dock
- >Large moving vehicles are allowed to block the traffic route of the Co-op parkade entrance adjacent to the load dock area.
- >Any ramps from the moving vehicle must be placed to allow the closure of loading dock overhead door.
- >Loading dock overhead door is manually controlled with push buttons found at controller switch beside door
- >Loading dock door must not be left unattended in the open position
- >If loading dock door is open one of the two sets of double doors in the back hallway must be closed
- >Staging of product is allowed adjacent to the wall between double doors at back hallway
(allow enough room for resident access to garbage and loading dock area)
- >FREIGHT ELEVATOR must be used for all delivery and moves (use of main lobby is not allowed for loading and unloading)
- > **CANCELLATION minimum of 24 hours notice. Failure to do so will result in a 100.00 cancelation fee charged to the owner.**

ELEVATOR LOCK OFF

- >**Present proof of payment to the Front Desk and they will lock off the elevator
(pre and post move inspection of common areas will be carried out by the Concierge)**
- >Enter elevator from mailroom
- >Locate back door hold open button on button panel below floor numbers
- >Continue to depress hold open button until the elevator is completely locked off in the manual mode
- >While holding open the door, insert the provided elevator key in the door below elevator button panel
- >Locate bottom toggle switch and flip it to the right
- >The elevator is now in the manual operating position and the doors will remain open until desired floor is entered on panel.
- >In the manual position no access device is required to choose floors
- >Choose the desired floor and number will light up on panel
- >Press door close (button with arrows in on the panel) and continue holding until you feel the elevator start to move
- >If by chance the freight elevator is out of service, one of the other three can be used and accessed from main lobby
- >**Upon completion of move inform Front Desk and they will place the elevator back into regular operation**