

*The Hill at Furnace Brook  
Condominium Trust*



To: All Residents

From: The Board of Trustees

Date: October 5, 2013

RE: **Elevator Usage Reminders**

Due to the recent elevator issues we want to remind all residents on elevator usage.

- Overcrowding - The elevator can break down if overcrowded ó **More than 6 people can be considered overcrowding.** Please wait for elevator to return to prevent overcrowding.
- Stop Button ó the Stop button has become more frequently used for extended periods to keep elevator open. This is causing the perception the elevator is down and calling for unnecessary and costly elevator repair visits. **The Stop button should only be used for a very short period.**

Some residents are not able to use the stairs easily and rely on the elevator. Please be considerate of other residents and do not leave open for extended periods. This includes moving large items in the elevator.

Rocking the elevator back and forth can also cause elevator to stop working.

The elevator needs to be handled with care as it's use for moving people and equipment is so important.

We get charged each time for elevator repair calls. If anyone is causing issues mentioned above they could be subject to fines and/or pay for elevator repair costs.

Please report any elevator issues to G&G Management and the Trustees.

Thank you for your attention to this important matter.