



11911 Tech Rd, Silver Spring, MD 20904 / t.301.622.7980 f.301.622.5608

## WELCOME TO ELEVATION 314!

Following is some information specific to your new building that we hope you will find helpful and informative. As always, please don't hesitate to contact MOMI staff via email ([Maintenance@momidc.com](mailto:Maintenance@momidc.com)) or phone (301.622.7980) if you have questions or concerns. Our business hours are Monday – Friday, from 8:30am – 5:00pm, excepting National Holidays.

### RENT: DIRECT DEPOSIT OPTION

We understand that many of you would like to save money on stamps, conserve paper and eliminate one more thing to remember each month by paying your rent via Direct Deposit. The following information will allow you to set up monthly delivery of your rental payment to our bank:

- Account Name: Montgomery Oaks Management, Inc., Elevation 314
- Account Number: *Available upon request*
- Bank Name: Eagle Bank
- Routing Number: *Available upon request*

**\*IMPORTANT NOTE: We ask that you inform us if you would like to use this option BEFORE you schedule your first direct deposit payment.**

### PERSONAL HOUSEKEEPING INFORMATION

#### THERMOSTATS AND SMOKE DETECTORS

- If you notice a low battery indicator on your **thermostat**, please alert Management and we'll change it for you. We would prefer that you not attempt to change it yourself.
- If you hear a random "chirping" noise, the **smoke detector** is trying to tell you that its battery is low. Please let us know so we can change the battery. We know the sound is annoying, but please **DO NOT** take the smoke detector off the wall; this will result in our building being in violation of fire code.
- Please dispose of expired batteries, which should not be included with standard trash due to mercury and hard metal content, in the **dry cell battery recycling container** located in the building's recycling room.

#### LIGHT BULBS

- Management is responsible for replacing expired light bulbs in the ceiling/wall fixtures in your unit. Please contact us should any of these bulbs burn out so we may send a maintenance technician to replace them for you. We ask that you do not attempt to change these bulbs on your own, as we would like to avoid any injury to either you or the light fixtures!
- MOMI uses energy-efficient compact fluorescent lamps (CFL's) in all unit fixtures, and we highly encourage tenants with personal lamps (floor, table, desk, etc) to do the same! To make it a little easier for you to adopt this energy-saving measure, MOMI provides a special bin for the **disposal of CFL's**, which **SHOULD NOT** be thrown away with your standard garbage or recycling due to their mercury content, in the building recycling room.

### **PACKAGES FROM USPS**

If the United States Post Office has a package that exceeds the size of your mailbox to deliver to you, the postal worker will leave a key marked either "P1" or "P2" with your mail. Please use this key to open the corresponding box at the bottom right-hand side of the mailbox panel. Once you have retrieved your package, please LEAVE THE KEY IN THE LOCK.

### **FURNITURE REMOVAL**

Our trash pick-up service does not include the removal of furniture. If you are getting rid of furnishings or electronics, please take these items to a bulk trash drop-off location (visit DC's Department of Public Works at [www.dpw.dc.gov](http://www.dpw.dc.gov) for more information) or donate them to a charitable organization.

Alternatively, consider offering up items still in decent condition to your fellow tenants by posting a public notice or via the "Freecycle" area maintained by the 314 Green Committee, set up near the bike parking area in the building's basement.

Any furniture items you leave by the dumpster will have to be removed and disposed of by MOMI, and we will bill you for the cost incurred to do so.

## **SECURITY / SAFETY**

### **CAMERA SYSTEMS**

All MOMI buildings are monitored by cameras. However, the cameras are not continuously monitored by personnel – they are strictly intended as recording devices to deter criminal activity.

The camera system at Elevation 314 allows tenants to view activity at the front door in real time by tuning your television cable box to channel 16.

### **CONTROLLED-ACCESS ENTRY**

Elevation 314 is equipped with a controlled-access entry system for your safety and the security of your belongings.

- At move-in, you provided a phone number which will be dialed when a guest at the front door selects your unit number in the entry system.
- To allow entry, simply press the "9" key on your phone.
- Please DO NOT let anyone you do not know or expect into the building.
- If you ever have a problem with someone attempting to gain entry, call the police (emergency line: 911; non-emergency line: 311) and inform MOMI as well.

## **HOW TO LIVE A LITTLE BETTER AT ELEVATION 314**

The following suggestions are meant to help you live with more comfort and a little less impact on the environment. By living at Elevation 314, you are already making a big difference (and hopefully, you'll have the low utility bills to prove it!). To learn more about the environmentally sustainable qualities of Elevation 314 and other MOMI properties, please visit us online at [www.momidc.com](http://www.momidc.com).

### **RECYCLING**

- **PLEASE RECYCLE:** We provide bins for paper and commingled (glass, plastic, and metal) recyclables in the building's Vine Street-side "recycling room" and for corrugated cardboard in the small dumpster at the back parking entrance. Please don't leave cardboard in the recycling room.
- There are also special recycling buckets for your expired **dry cell batteries** and **CFL's** in the recycling room. It is important for you not to include these items with your trash as they contain mercury and other hard metals (all extremely toxic to both the environment and the human nervous system) which are released into the air, ground and soil if sent to standard landfills (or worse, incinerated). Place these items in the correctly marked buckets (for CFL's, use care to avoid breakage). MOMI will check these containers periodically and return them to the recycling center when they are full.

- While we do not recycle plastic bags on site, we encourage you to find an alternative use for your plastic shopping bags (they come in handy on dog walks!) or take them in bulk to the recycling bins located at almost any grocery store.
- Instead of throwing something away, consider whether someone else might have a use for it! Leave used books/periodicals and other small household items in the building “Freecycle” for your fellow tenants to check out.

## **ENERGY CONSERVATION**

- **THERMOSTAT:** Elevation 314 is equipped with a state-of-the-art Geothermal system, which uses the relatively constant temperature of the earth to heat and cool, using up to 70% less energy than other HVAC systems. The highest efficiency of the Geothermal system will be achieved if you do not request more than 2 degrees of temperature change at any time, especially in winter. It is best to set your thermostat at your preferred temperature and leave it there than to allow temperatures to vary widely. If you try to heat your unit quickly the system will use the electric resistance equipment, which is very expensive and is included only as an emergency backup. If you would like to change the temperature in your apartment significantly, please do so in stages (no more than three degrees difference at a time).
- **ELECTRICITY:** Many vendors now offer energy produced by renewable means (wind, methane from landfills, etc). It is available through Pepco and other smaller providers for a slight up-charge. For the latest options, check: <http://www.epa.gov/greenpower/pubs/gplocator.htm> or Google “EPA Green Power Locator.”
- **CEILING FAN DIRECTIONS:** Year-round ceiling fan usage can help conserve energy and increase comfort. During the spring/summer, your fan should spin counter-clockwise, creating a cool breeze. In the fall/winter, operate it in the clockwise direction at a low speed to create a slight updraft and force warm air near the ceiling downward. To change the fan direction:
  - 1- Slide toggle up to full power
  - 2- While fan is going, slide toggle quickly down to OFF position, then
  - 3- Quickly back up to the first notch position, then
  - 4- Quickly back down to OFF position once more. NOTE: you should hear an audible “click” sound at the end of this sequence, and the fan will spin in the reverse direction.

## **TRANSPORTATION**

- We offer free bike parking in the basement of Elevation 314.
- Our location directly opposite the metro makes taking mass transit a cinch—whenever possible, take advantage of it!
- Zipcar ([www.zipcar.com](http://www.zipcar.com)) offers plans for periodic use of cars parked all around the metro DC area, including Takoma, DC and Takoma Park, MD. Visit [zipcar.com](http://zipcar.com) to learn about the service and/or join. It’s a great way to have the convenience of a car without the cost and responsibility of owning one.

## **WATER CONSERVATION + PRESERVATION**

- **TOILET:** Our Niagara flapperless toilets save water because they never leak or run when operated properly. However, please take care not to hold the handle down when flushing as this will keep the tray from resetting fully and may cause water to run.
- **GARBAGE DISPOSAL:** Use your garbage disposal for food waste only when necessary. Most food can and should be disposed of in the trash or –even better – in an indoor composter such as those made by Nature Mill ([www.naturemill.com](http://www.naturemill.com)). Any food sent down the sink drain is treated as solid waste in the city’s wastewater treatment facility, over-taxing this already burdened system.
- **MAINTENANCE:** If any fixture or appliance is running and wasting water, please notify management immediately so we can fix it.
- **DISHES:** Research has shown that hand-washing dishes actually uses more water (and soap) than running a full load in an energy-efficient dishwasher. Also, most pre-washing we do before putting dishes in the dishwasher is entirely unnecessary. Of course, you should always use a phosphate-free, eco-friendly dish detergent!

- Do the simple things: turn off water while brushing teeth, washing face & hands, shaving, etc.

### **LAUNDRY, CLEANING & PERSONAL HYGIENE**

- **LAUNDRY**: The machines in the communal laundry rooms are the most efficient available. The front-loading washers use minimal water and the dryers are powered by natural gas. Always use eco-friendly detergent and softeners (see below) made specifically for high-efficiency machines.
- **BAMBOO FLOORS**: Please clean the bamboo with water ONLY (or with a splash of very mild soap if absolutely necessary) – any strong/abrasive cleaners will remove the finish and weaken the material.
- **PERSONAL HYGIENE**: Avoid using anti-bacterial soaps and products whenever possible. The antibiotics find their way into the natural waterways of the region and cause damage to the ecosystem.
- **PRODUCTS**: We recommend you use environmentally sensitive products for kitchen & bathroom cleaning, dishwashing, laundry, window cleaning, all-purpose cleaning and personal hygiene. These products are better for the ecological environment and will minimize the number of toxins and chemicals present in your personal surroundings. Some brands we recommend:
  - **Shaklee**: [www.shaklee.net/order-now](http://www.shaklee.net/order-now). We use Shaklee products for the cleaning of all our buildings. They can be purchased directly from the manufacturer online.
  - **Seventh Generation**: [www.seventhgeneration.com](http://www.seventhgeneration.com). This line can be purchased at Takoma Park Co-op & Whole Foods in Silver Spring. Visit the website to sign up for “non-toxic times” email newsletter.
  - **Ecover**: [www.ecover.com](http://www.ecover.com). Available at Whole Foods and [www.drugstore.com](http://www.drugstore.com), among many other retailers. We particularly recommend the herbal dishwashing liquid!
  - **Method**: <http://www.methodhome.com/>. A wonderful line of all kinds of great products, available at Target, Whole Foods and [www.drugstore.com](http://www.drugstore.com), to name a few.

Thanks again for choosing to live at Elevation 314. We hope you enjoy calling our building home!

Sincerely,

Montgomery Oaks Management, Inc (MOMI)

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