



Key Connection

Keystone Periodic Newsletter

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The Most Wonderful Time of the Year...

It's getting colder, and the days are getting shorter. It's time to admit that winter has finally arrived! But that doesn't mean that you can't enjoy yourself! Snuggle up to the fire with a hot glass of cocoa or apple cider, and enjoy the egg nog! The holiday season is right around the corner, so make the most of it!

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- Cookies and cakes galore!

Tenant Tips and Reminders

Winter Weather – the snow is coming and with it will come icy sidewalks. Keep in mind that shovels and ice melt are available at many building front entrances. If you see a slippery situation, please contact Keystone during business hours so that we can deal with it right away.

Safety – please stay safe! Now that the days are getting shorter and it is getting darker earlier, please be safe as you walk around campus and downtown. If you would like a walk, remember that Queen's University offers a walkhome service that can also be used to get from building to building on campus.

Security – Remember to have someone check up on your unit when you go home for the holidays. Keystone offers an inspection service to tenants who are away for long periods of time. Call our office at 613-546-5555 for more information!



Exams – the term is coming to a close, and exams will soon be here! Please respect your neighbours and try to keep all noise to a minimum during the exam period.

Renewals – that's right, it's that time of year again! It's time to decide if you will be renewing your lease with Keystone. Please let us know if you will be renewing or not by contacting Samantha (samantha@keyprop.com) or Lynn (lynn@keyprop.com).

Tenants who confirm with Keystone on or before January 15, 2009 will receive a \$25 gift certificate to a selected Keystone commercial retailer of their choice.

Inspection Service – going away for the holidays? Need someone to check up on your unit while you're away? Keystone offers an inspection service to all tenants if you're gone for a week or more. Call the office at 613-546-5555 for more information.

Save Money on Energy

Utilities can get expensive, especially in the winter. Try these energy-saving tips and keep the money in your wallet!

1) Heat only the rooms you are using - To keep heating costs down, control your use of heat. If you heat with electric baseboards or wall heaters, heat only the rooms you are

Need help cleaning? No problem!
Keystone is here to help!
Our professional cleaners
can clean your unit for
you! Contact us for
more information
on our cleaning service.



occupying. Turn down thermostats in rooms you are not occupying and close the doors. This will keep the heaters in the rooms you are in from trying to heat these unoccupied rooms.

2) Keep it clean! - Dust accumulation on heaters presents not only a fire hazard, but also cuts down on heat transfer from the heater. Use a vacuum on baseboard and wall heaters once per year to remove dust.

3) Accuracy - Use a wall thermometer to check whether the heater thermostats are accurate. Thermostats originally installed with electric baseboards and wall heaters are often very inexpensive and grow more inaccurate over time. You'd be surprised at how many thermostats are off by more than five degrees. A separate thermometer next to the thermostat can help you keep from overheating the room.

4) Switch to compact fluorescent bulbs - These light bulbs will use one-fourth of the electricity and last up to seven times longer than older-style incandescent light bulbs. While CFL bulbs are more expensive than incandescent bulbs, the energy savings and longevity make them less expensive in the long run.

5) Clean refrigerator coils - If your refrigerator sounds like it is running all the time, it's probably costing you more than it should. One of the most neglected household maintenance items is cleaning the condenser coils of the refrigerator. The condenser coils are where the refrigerator gives off the heat it has pulled from inside the refrigerator. The easier it is for heat to come off the coils, the less time the refrigerator will have to run.

6) Let in the light – Take advantage of winter sunlight by leaving window blinds open.

7) Flick the switch – When a room is unoccupied, turn the lights off.

By following these easy steps, your utility bill can decrease by a significant amount, and you'll also feel great knowing you've done your part for the environment!

Want to start a business? Looking for a space to express your artistic side? Visit Keystone's website at www.keyprop.com to take a look at our commercial and studio spaces available!



Events in Kingston

November 17 – Free Urban Poling

- Try 25 minutes of "urban poling" – walking using Nordic walking poles – for free in Springer Market Square from 11:30 a.m. to 1:30 p.m. on Wednesday, Nov. 17 (rain-date is Friday, Nov. 21)

November 22 – Santa Clause Parade

- Santa Clause Parade down Princess Street. Starts at 5:00pm

December 5 – Jingle Bell Walk

- Welcome the winter starting with a 6 p.m. skate at Market Square – then, at 6:30 p.m., join the Jingle Bell Walk to City Park to turn on the festive lights on 45 trees

December 31 – Rockin' at the Clock

- A New Years Eve celebration in Springer Market Square – 4:00 to 8:30 p.m. Live Music, skating in the square, hot chocolate, special guests and a fantastic fireworks finale. Don't miss it!



Holiday Recipes

Egg Nog

INGREDIENTS

- 4 egg yolks
- 1 (5 ounce) can sweetened condensed milk
- 1 tablespoon white sugar
- 1 teaspoon vanilla extract
- 4 1/2 cups milk
- 4 egg whites
- 1 fluid ounce rum
- 1/4 teaspoon ground nutmeg

DIRECTIONS

In a large mixing bowl, beat egg yolks until they are thickened and light. Gradually stir in condensed milk, sugar, vanilla and milk. Beat the egg whites until stiff, then add them to the milk mixture. Stir rum into the mixture (to taste). Garnish with nutmeg.

Chocolate Sugar Plum Cookies

INGREDIENTS

- 3 cups all-purpose flour
- 1 1/2 teaspoons baking powder
- 1/2 teaspoon salt
- 1 cup butter, softened
- 1 1/2 cups granulated sugar
- 2 large eggs
- 1 1/2 teaspoons vanilla extract
- 2/3 cup semisweet chocolate, melted

Assorted cookie cutters

Coloured sugars
White decorating icing

DIRECTIONS

Preheat oven to 350°F (175°C).
In a large bowl, combine flour, baking powder and salt; set aside.
In a large bowl beat butter with electric mixer on medium speed until creamy. Gradually add granulated sugar, beating until light and

fluffy. Add eggs and vanilla; mix well. Gradually add flour mixture, beating until well blended after each addition. Add melted chocolate and mix well. Roll dough to 1/8-inch thickness on lightly floured surface. Cut with assorted 3-inch cookie cutters; sprinkle with coloured sugar.

Place, 2-inches apart, on ungreased baking sheets. Bake 10 to 12 minutes or until edges begin to brown. Cool on wire racks. Decorate with icing. Store in loosely covered container at room temperature. Makes about 3 dozen cookies.



Holiday Red Raspberry Chocolate Bars

INGREDIENTS

2 1/2 cups all-purpose flour
1 cup granulated sugar
3/4 cup finely chopped pecans
1 cup cold butter or margarine
1 large egg, beaten
1 (12-ounce) jar seedless red raspberry jam
1 2/3 cups HERSHEY'S Milk Chocolate Chips, HERSHEY'S Semi-Sweet Chocolate Chips, HERSHEY'S Raspberry Chips, or HERSHEY'S MINI KISSES Brand Milk Chocolates

DIRECTIONS

Heat oven to 350°F. Grease 13 x 9 x 2-inch baking pan. Stir together flour, sugar, pecans, butter and egg in large bowl. Cut in butter with pastry blender or fork until mixture resembles coarse crumbs; set aside 1 1/2 cups crumb mixture. Press remaining crumb mixture on bottom of prepared pan; spread jam over top. Sprinkle with chocolate chips. Crumble remaining crumb mixture evenly over top. Bake 40 to 45 minutes or until lightly browned. Cool completely in pan on wire rack; cut into bars. Makes about 3 dozen bars.

"Nothing says the holidays like a cheese log." – Ellen DeGeneres

