



# ***RESIDENT HANDBOOK***

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# ***WELCOME PACKAGE***

**Website: [www.8parkroad.com](http://www.8parkroad.com)**

**TORONTO STANDARD CONDOMINIUM  
CORPORATION NO.1525**

**8 PARK ROAD  
TORONTO, ONTARIO  
M4W 3S5**

Prepared by: Del Property Management Inc.

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**HELPFUL HINTS FOR**

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**CONDOMINIUM RESIDENTS**

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**8 PARK ROAD**

**TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1525**

Prepared by: DEL Property Management Inc.  
March, 2008

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**TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1525**

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**8 PARK ROAD TORONTO ONTARIO M4W 3S5**

Telephone 416.944.8908 Facsimile 416.944.9435

Dear Resident:

We would like to take this opportunity to extend our sincere best wishes to you in your new home.

To assist you in the transition to Condominium living (this assumes that the resident was not in a condo before), we have prepared the attached Information Manual. This manual will familiarize you with various suite and building features, review some of the Rules and Regulations of the building and also answer any questions that you may have.

We would like to introduce to your Property Manager Dawn Noseworthy. The Management office is located on the Sky Lobby by the street elevators.

The office hours are as follows:

Monday to Thursday	9:00 p.m. to 5:00 p.m.
Friday	9:00 a.m. to 4:00 p.m.

If the Management Office is not readily available and you require assistance immediately, please contact the concierge's desk at (416) 944-9560.

We have enclosed a resident information sheet. It is essential that the information be completed and returned to our office at your earliest convenience.

If after reviewing the manual and the resident information sheet, you still have some unanswered questions, please do not hesitate to contact the Management Office at (416) 944-8908.

We are confident that your residency in your new home will be a very long and thoroughly enjoyable one!

**DEL PROPERTY MANAGEMENT INC.**

**As Agents for and on Behalf of**

**T.S.C.C. # 1525**

## 8 PARK ROAD

### PROPERTY MANAGEMENT EMERGENCY TELEPHONE NUMBERS FOR YOUR BUILDING

To ensure that you enjoy your stay, the following staff is available to assist you. If you have any questions, please do not hesitate to call:

Property Management Email address:	(416) 944-8908 <a href="mailto:8parkroad.pm@delcondo.com">8parkroad.pm@delcondo.com</a>
Weekend Emergency	(416) 495-8866
Concierge's Desk	(416) 944-9560

### MAINTENANCE EMERGENCIES

We define emergencies as those instances involving: FIRE, FLOOD, LOSS OF HEAT, COMPLETE POWER FAILURE AND BROKEN SUITE LOCKS. Should an emergency occur, please use the numbers listed in this package in the following sequence:

- |    |                             |                |
|----|-----------------------------|----------------|
| 1. | Concierge's Desk Security   | (416) 944-9560 |
| 2. | Management Office           | (416) 944-8908 |
| 3. | Weekend Emergency (24 hrs.) | (416) 495-8866 |

### AMBULANCE

Call the Concierge's Desk when an ambulance has been called, to ensure an elevator will be ready for their use upon arrival.

**911**

### FIRE DEPARTMENT

Call the Concierge's Desk when the police/fire department has been called to ensure an elevator will be ready for their use upon arrival.

**911**

### POLICE DEPARTMENT

Division #53 (Direct Line)

(416) 808-5300

Please keep these numbers in a convenient place for emergency use.

STAFF AND MANAGEMENT  
DEL PROPERTY MANAGEMENT INC.

## **GENERAL INFORMATION**

8 Park Road

### **TO ALL RESIDENTS**

Following are some guidelines for this building that we hope will contribute to a safe, comfortable and enjoyable environment for all residents. We ask that you take a few moments of your time to read through this package.

### **THE CONCIERGE'S DESK**

The Concierge's Desk is manned on a 24 hour basis and the guard on duty will gladly assist you in case of an emergency. As the Concierge's personnel are required to be readily available to respond to emergency situations we ask that you do not take up their time with idle conversation or ask to use their telephone. The Concierge's is responsible for protecting the interest of all Residents.

When expecting visitors, informing the Concierge's in advance will expedite their admittance. The staff has been given strict instructions to ensure all guests are announced by way of calling your suite. If you intend to meet someone in the lobby please contact the Concierge's in advance to advise them in order to avoid a situation where the guest may be turned away.

Should you experience problems with your guests arriving unannounced, please contact our office with the details of the date and time of the occurrence. Residents' input is always welcome.

### **DELIVERIES OF LETTERS AND PARCELS**

The Concierge's Desk, Superintendent and Management staff will be glad to accept parcels on your behalf provided that a pre-signed waiver is provided to our office. Due to the limited space available for storage we are only able to accept small parcels. Please note that we are unable to sign for any registered mail addressed to you

### **MOVING AND DELIVERY HOURS**

Moving hours are      **9:00 a.m. to 4:30 p.m. Monday to Friday**  
                                      **9:00 a.m. to 4:00 p.m. Saturday.**

### **NO MOVING ON SUNDAYS OR LEGAL HOLIDAYS.**

The loading area and moving for the building are accessed through the Hudson Bay Centre loading dock, which is accessed through an entry on Asquith Avenue. If you are moving in or expecting delivery of large item(s), which require access to the loading dock and use of the service elevator, you will be required to give at least 24 hours in advance so that the elevator may be protected with moving blankets and placed on service for your convenience.

An Elevator Reservation Agreement must be filled out and a \$300.00 money order is required to ensure your reservation. The \$300.00 deposit will be returned to you if your move is complete without any damage to the elevators and other parts of the buildings. Management, in its sole

discretion, will determine whether the move was completed without any such damage.

Reservations are made with the Concierge's Desk and are on a first come - first serve basis. The reservation shall be for a period not exceeding four hours. In the event that there is more than one request to use the service elevator for the same day, the property manager (in its sole and absolute discretion) shall have right to assign the use of the service elevator on a "first come, first served" basis and for time periods of 4 hours or less. Unless otherwise approved by the board and/or property manager, the service elevator may only be reserved by the owner or resident of a unit and the Resident must be present for any and all moves or deliveries. Staff cannot accept deliveries on your behalf - you must be present.

It shall be the responsibility of the resident to request that the property manager, inspect the service elevator and adjacent common elements immediately prior to using the service elevator. Upon completion of move or delivery, the resident shall forthwith request an immediate re-inspection of the service elevator and affected common elements. Any damage noted during the re-inspection and not noted on the initial inspection shall be deemed to be the responsibility of the owner of the unit and the person reserving the service elevator. The costs of repairs, which will include the cost of any extra cleaning, will be assessed by the property manager as soon as possible following the moving or damage and the parties responsible shall be advised.

The owner and/or the person reserving the service elevator shall be liable for the full cost of repairs as a result of damage to the service elevators and/or common elements caused by the delivery or the move. The property manager shall have the right to withhold all or part of the deposit as it deemed necessary as security for partial or complete payment for any damages sustained. If the cost of repair should be less than the deposit, the balance shall be returned to the owner or person reserving the service elevator. If the cost of repairs exceeded the amount of the security deposited, the full cost of repairs less the amount of security deposit shall be assessed against the resident as a common expense and shall be collected as such.

Person(s) using the facilities and common element areas shall indemnify and save harmless the Toronto Standard Condominium Corporation No. 1525 or any of their authorized agents, officers, or employees from any and all liability, claims, and demands arising out of misuse, damage, or injuries to person or property from any cause whatsoever, in or about or in any way connected with the property, and defend at the expense of the person(s) or committee(s) to whom any permit is issued, all suits which may be brought out against the Toronto Standard Condominium Corporation No. 1525 or any of their authorized agents, officers, or employees in respect of any such claim or demand, and pay all the judgements, fines, or penalties that may be rendered that may be rendered against the Toronto Standard Condominium Corporation 1525 or any of their authorized agents, officers, or employees account thereof. (You can leave this here but this paragraph needs to be in the elevator service agreement since that is where you will have the resident's signature)

All cardboard and boxes should be removed from the site by the moving/delivery people. Otherwise, the resident needs to break them down and place them in the recycle bin in the recycling room located on the sky lobby by the mailroom.

### **ENTERPHONE SYSTEM**

(Q: Is this for guests, do they then also need to be announced by the security desk? Please clarify)

The key feature of the enterphone system is that it operates through your regular telephone network.

You have the convenience of using your own telephone for both regular telephone service and as an intercom/door entry control system.



The enter phone system is compatible with touch-tone or rotary dial telephones. The resulting high quality voice transmission helps to identify visitors and to control building access. DIALING "6" will allow entry.

When you receive calls from the lobby, your phone will ring with a distinctive sound being - two quick rings.

Unique to the enterphone system is the "No Missed Calls Concept". Even when the telephone is in use for an outside telephone call, you can communicate with a visitor. **When the muted double overtone is heard, the outside call can be placed on hold by DIALING "3"**. After completing the Enterphone System call, DIALING a "6" for entry, or a "3" for non-entry, automatically returns the residents to the outside call.

Similarly, when you are talking to a visitor, an outside call is signalled by an overtone on the line. On completion of the lobby call, by DIALING "6" for entry, or "3" for non-entry, the outside call is automatically connected. Should the Resident hang up with an outside call on hold, the phone will automatically ring in the usual manner.

Lobby calls are limited to 60 seconds and a warning tone is heard 10 seconds before the call is disconnected. The lobby directory panel provides Resident identification numbers for visitor reference. The visitor has only to key in the digits on the numerical touch-pad. In the case of error, pushing the reset button will clear the system. Be sure to give your visitor your suite number, as it is not identified in the lobby.

Please do not hesitate to contact our office if your name is not properly posted on the entry board.

### **OPENING OF SUITE DOORS**

In order for our staff to grant access to any individuals, our office requires that a waiver be signed in advance thereby releasing the Corporation from any liability. The waiver has been enclosed should you wish to do so for future use.

### **SUITE KEYS**

All suite door keys are on one master key, unless the lock has been changed by a previous resident. The master key system allows us to gain immediate access in case of an emergency fire or flood. It eliminates the need to go down to the Management Office and pick up a key. Prior to changing your lock, please contact our office. Safety chain/double locks, etc., may not be attached to suite entry doors without consent from the Board of Directors. Should you decide to change your lock to something other than the master key system, you are required under the Condominium Act to provide the Management with a copy of the key.

### **SECURITY**

All residents should use their access card to gain entrance to the building. Guests must use the enter phone and/or register with the Concierge's desk. For everyone's safety, please do not open the entrance doors to strangers.

Do not hold the entrance/exit doors open. This includes the lower lobby door. Doing so permits unauthorized access to the building and reduces your safety and security. When leaving the building, please make sure that the door is closed securely behind you.

### **VACATIONS AND OTHER ABSENCES**

Notify the Management Office, in writing, if you intend to leave for extended periods of time and include in the information advice on names of people authorized to enter your unit, as well as a contact person who we could call in case of an emergency.

Cut off newspaper, deliveries etc., to your suite. We suggest that you make arrangements with a friend, or neighbour, to pick up your mail. Make arrangements with the post office to hold or forward mail to a temporary address.

### **IN-SUITE ALARM PANEL**

Each unit is equipped with an in-suite security system, which allows each suite owner to arm or disarm the suite entry door and to choose his/her own code. When the panel goes into alarm, the resident is alerted and at the same time the alarm will cause an alert on the computer screen at the Concierge/Security desk and they will call to ensure everything is alright. Residents may contact the Superintendent for assistance when setting up your new code.

### **PANIC SYSTEM**

There are Panic Stations located throughout the parking garage system to summon help on a twenty-four hour basis. Fixed Panic Stations located on all parking levels activate a siren and strobe light in that area. The system alerts the Concierge/Security at the desk in the Sky Lobby.

### **INTERCOM SYSTEM**

The intercom stations are located throughout the parking garage levels and strategic entry points. The intercom allows for instant communication with the Concierge/Security in the Sky Lobby. The Visitors to the Health Club have a direct and separate intercom system to the Club's front desk.

### **CARD ACCESS SYSTEM**

The card access system allows for entry into all the secure areas of the building. The cards are uniquely coded to identify every Condominium resident. The cards maintain a history of who enters the building and through which points. Lost cards are simply removed from the database and de-activated.

### **CAMERAS**

The camera system is installed in strategic locations throughout the building. All of the cameras are wired to the Concierge/Security desk in the Sky Lobby to enable monitoring and taping of these strategic locations. All of the cameras record 24 hours, 7 days a week.

**TABLE OF MAINTENANCE / REPAIR / RESPONSIBILITY**

<b>ITEM</b>	<b>MAINTENANCE / REPAIR</b>	<b>RESPONSIBLE ENTITY</b>
1. Plumbing and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system exclusively serving subject dwelling unit situated within the dwelling unit (but excluding suite shut off valves)	Unit owner's responsibility
2. Plumbing and related systems and Components thereof	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements, or situated outside the dwelling unit boundaries and suite shut off valves	The Corporations responsibility (except as indicated above).
3. Electrical and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system exclusively serving subject dwelling unit situated within the dwelling unit (but excluding individual suite panel disconnect).	Unit owner's responsibility
4. Electrical and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements, or situated outside the dwelling unit boundaries and individual suite panel disconnect.	The Corporations responsibility
5. Heating/Cooling and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system exclusively serving the dwelling unit.	Unit Owners responsibility
	Fan coil units, including filters, situated within the dwelling unit exclusively.	The Corporations responsibility Maintenance and repair
6. Heating/Cooling and related systems and components thereof	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements or situated outside the dwelling unit boundaries.	The Corporations responsibility
7. Exterior Building Roof, Vertical Walls, Foundations, Corridors, Lobbies and Common Areas	All responsibilities	The Corporations responsibility
8. Windows	All exterior surfaces (except those accessible by patio, terrace or balcony) and all other common element area windows.	Unit Owners responsibility
9. All Entry doors and Door Frames to Dwelling Units	All repairs except those due to dwelling unit Owner's/tenant's negligence. Maintenance of exterior.	The Corporations responsibility
	Maintenance of interior surfaces	Unit Owners responsibility

ITEM	MAINTENANCE / REPAIR	RESPONSIBLE ENTITY
10. Doors situated within Dwelling (including all interior surfaces, locks, frames, hinges and hardware on doors providing access to dwelling units)	All responsibilities	Unit Owners responsibility
11. Refuse collection system	All responsibilities from point of drop off	The Corporations responsibility
12. Parking Garage and Units	Sweeping, maintenance, repair	The Corporations responsibility
13. Dwelling Unit Appliances	All responsibility	Unit Owners responsibility
14. Locker Rooms	Locker room: repair and maintenance of exterior walls, corridors etc. Maintenance of heating and ventilation.	The Corporations responsibility
15. Patios/Terraces	Concrete pavers and dividers	Unit Owners responsibility
16. Patios/Terraces	All waterproofing / weatherproofing materials beneath the concrete pavers.	The Corporations responsibility
17. Patios/Terraces	Maintenance (cleaning, sweeping)	Unit Owners responsibility

## **TABLE OF MAINTENANCE / REPAIRS/ RESPONSIBILITES**

### **NOTES:**

1. This chart and the titles and headings are meant only as a guideline. The categories within the chart used herein are not intended to describe or encompass all maintenance functions nor to delineate all respective responsibilities between the dwelling unit owners (singly or severally), and the Corporation. The placement of responsibility under any specific column does not always accurately reflect the precise character and nature and ownership. Notwithstanding any of the above, in all instances, the appropriate sections of the Declaration should be referred to, in order to determine both responsibilities and ownership.
2. The items listed are illustrative and not exhaustive.
3. Responsibility for determining and providing for the maintenance, repair and replacement requirements for the common elements and determining the costs thereof shall be primarily the responsibility of the Corporation and such designees to which it may delegate certain such responsibilities.
4. Responsibility for determining the maintenance, repair and replacement requirements of the exclusive use common elements shall be a shared responsibility between the Corporation and the owner of a dwelling unit to which a specific exclusive use common element is exclusively appurtenant, provided however, that the Corporation shall have the final responsibility for determining the need for and accomplishing such maintenance, repair and replacement activities.
5. Where there is a conflict between this manual and the Condominium documentation, the Provisions of the Condominium documentation shall prevail.

### **PETS**

No animal, livestock, reptile or fowl other than a cat, dog, canary, budgie, and guide-dog as defined in the Blind Persons' Rights Act, R.S.O. 1990, or tropical fish shall be kept or allowed upon the common elements (including those parts thereof of which the owner has the exclusive use)

Residents are allowed to have no more than two cats per unit.

No pets shall be permitted outside the unit where it resides anywhere upon the common elements, except in the custody of the Owner and/or Resident and upon a short leash. Pets must be kept on tight leash when travelling throughout the interior common elements of this building. Pets shall not be exercised in the lobbies, corridors, stairways, garages or any other portion of the Common Elements within this Corporation.

All damages occasioned by a pet to the buildings, floors, walls, trims, finishes, tiles, carpeting, stairs or any other portion of the common elements shall be responsibility of the unit owner/resident to whom the pet belongs and the said owner/resident shall fully reimburse the Corporation for the cost of the repair, replacement or renovation.

Each pet owner must ensure that any defecation by such pet must be cleaned up immediately by the pet owner, so that the Common Elements are neat and clean at all times. Should a pet owner fail to clean up after his pet as aforesaid, the pet shall be deemed to be a nuisance, and the owner of said pet shall, within two (2) weeks of receipt of written notice from the Board or the Manager requesting removal of such pet, permanently remove such pet from the property.

No animal, livestock, reptile or fowl other than a cat, dog, canary, budgie, and guide-dog as defined in the Blind Persons' Rights Act, R.S.O. 1990, or tropical fish shall be kept or allowed upon the common

I think we should add in something about the type of pets allowed (as per your notes). Also, we need to add something about residents' responsibility to clean up after their pets. Also, need to add in something about BOD ability to request removal of pet if rules (cleaning, nuisance, etc) not followed.

### **GARBAGE DISPOSAL**

Please discard all household refuse between the hours of 7:00 a.m. and 10:00 p.m. via the garbage chutes, located in the disposal room on each floor. **Nothing is to be left on the floor of the Disposal Room.** For disposal of larger refuse items, e.g. boxes, move-in cartons, etc., please see your Superintendent. Glass and loose paper are not to be disposed of down the chute.

All garbage must be properly bound, packaged, bagged and sealed to prevent any undue odour, mess or damage during its descent within the garbage chute.

All garbage must be firmly pushed down the garbage chute and not left within the container at the opening of the chute.

Do not put burning materials such as cigarettes and ashes, flammable liquids, paint cans or aerosol cans into the chutes, they are fire hazards and may cause damage to the garbage chute and the compactor room on the main floor. Bulk items - bundles of paper, coat hangers, cartons, kitty litter etc. - block the chute. Do not put them down the chute. Take them to designated disposal areas or see your superintendent.

### **RECYCLING**

The building has a recycling programme - please participate. Although a little extra work is involved for you and the building staff, in the long term recycling will lower garbage collection costs and ensure the landfills last longer and benefit everyone. The entrance to the Recycle Room is on the Sky Lobby by the mailroom.

#### **Listed below are the items which may be recycled:**

(can we update the room based on below categories?)

- glass bottles and jars – please rinse thoroughly
- metal cans food or drinks – please rinse thoroughly
- plastic bottles, jugs margarine and yogurt tubs that have 1, 2 or 5 in the recycling triangle logo
- aluminium foil containers (pie plates, baking pans, take-out food containers)
- corrugated cardboard, cleaned pizza boxes (no larger than 2' x 2' x 1")

- (please flatten any boxes to allow maximum use of this space)
- newspapers, magazines, catalog, telephone books, books
  - egg cartons, paper rolls and bags
  - cereal boxes, detergent and shoeboxes
  - household paper (junk mail, envelopes, writing and computer paper)
  - gift wrap, cards (no ribbons or bows)
  - aerosol cans with tops removed
  - **empty** paint cans with lids removed

**We do not recycle:**

- Glass - drinking glasses, dishes, cups, crystal, window glass, light bulbs  
mirrors, pottery, glass pots and pans and make up jars
- Metal - coat hangers, pots
- Aluminium - foil gift-wrap and bags (potato chip bags)
- Fibre - tissues, wax paper, boxes with plastic windows  
(remove windows to recycle)

There is also a **separate container** for **batteries** (no light bulbs, please)

If you bring down you're recycling in a plastic bag and cannot reuse it for that purpose or when shopping, please put it in the box provided. Please adhere to the depository instructions. One contaminated item will result in rejection of the complete bin.

## **ACCESS TO PARKING**

### **A. Residents:**

**Residents'** parking garage for 8 Park Road is located on the P8, P9 and P10 levels located above the Sky Lobby and below the residential floors. The condominium parking garage is accessed through the Hudson Bay complex's parking in the Hudson Bay Centre, a specially designed non-pass back system has been installed at the entry and exit points of the Hudson Bay parking garage and at the entry to the condominium parking garage. The condominium parking garage is accessed through the P7 level of the Hudson Bay Centre. Please follow the directional signs to the P7 level and to the entry point of the condominium parking garage.

**Resident's are advised that the following procedures need to be followed in order to avoid paying parking charges upon exiting the Hudson Bay parking garage.**

If you have purchased a parking space in the condominium parking garage, you will be issued with a transmitter with two buttons. The system which has been implemented to permit pass-through of the Hudson Bay parking system requires that you press the designated button upon entering (#1 button) the Hudson Bay Centre and then, again, when you pass from the Hudson Bay parking garage to the condominium parking garage door (press #1 button once again).

Upon exiting the condominium parking garage, you must press (#2 button) and again, upon exiting the Hudson Bay Centre which would mechanically raise the parking control arm at the exit. By pressing the buttons in this sequence, a monitoring system advises the computer controlling the

parking control at the exit that you have entered the Hudson Bay Centre parking only for pass-through purposes and that you have not spent time parking in the Centre's parking spaces. You must pass from the entry of the Hudson Bay garage to the condominium parking garage within ten minutes and exit within ten minutes. This will confirm to the monitoring system that you have not parked in any of the Hudson Bay Centre spaces.

If you do not follow the system properly, you may be required to pay parking charges upon exit.

### **B. Visitors:**

Visitors may park in the Hudson Bay complex's public parking facility, any public parking facility or street parking. The condominium parking garage is for Residents only. How about mentioning P4, P5 and access system to 8 park road.

## **RESIDENTS PARKING INFORMATION**

Please lock your vehicle at all times and avoid leaving valuables inside. When entering or leaving the premises, please drive at a speed of no more than 10 km/h and adhere to all posted signs.

Please ensure that the management office has your current licence plate number. Always use your own parking spot. Vehicles parked in unauthorized spots will be ticketed and/or towed at owner's expense. Parking tickets will not be paid or cancelled by the Condominium Corporation or the Declarant. Please keep in mind that for legal reason, it is the homeowner's responsibility to remove unauthorized vehicles that are in your designated parking spot.

Repairs, washing, oil changes and storage of non-functional vehicles or other items is not allowed in the parking areas. Parking spaces are for vehicles only and are not to be used for storage of ANY ARTICLES. Items left in the garage will be discarded. Residents must park within their parking boundaries. If spills of any kind occur, please clean them with soap and water or throw an absorbent material on the spot to soak up the spill and later clean the area. Leaks left for any period of time will result in damage to the garage surface and will be the financial responsibility of the owner of the parking space to repair to its original condition. Repairs to the membrane are expensive. A few minutes of your time could avoid this unnecessary expense.

## **GENERAL**

Smoking is not permitted at any time in the common areas of the building. Also, the consumption of food and beverages is not allowed in the common areas of the building, i.e. corridors, stairwells, lobby, elevators and all recreation facilities.

Proper footwear and clothing must be worn in the common areas of the building at all times. Grocery store shopping carts are not permitted in the building.

Roller skating, rollerblading, and riding bicycles are not permitted

## **LOCKERS**

Ensure that all articles stored in lockers are kept within the space you have purchased. Remember that you have purchased the locker space itself not the area above or around the enclosure. We



encourage you to ensure all items within the locker room are kept elevated from the floor, and that the items are placed under a plastic cover as the Corporation is not responsible for any items which are damaged as a result of water leakage. Do not store gasoline, propane or any other combustible.

### **VANDALISM**

If you see any vandalism, please report it immediately. The money spent repairing damage caused by vandalism could be better used on the building programs or equipment upgrades. Remember, also, that you are legally and financially responsible for your visitors anywhere on the property.

### **NOISE**

All Residents and their guests are requested to have consideration for their neighbours on all sides.

Loud music, boisterous parties in overcrowded apartments, uncarpeted floors, obnoxious conduct or an unwillingness to restrict such behaviour will result in action being taken by the Management and on site staff to obtain compliance.

Please remember that you are living in a building with other people. Bumping, banging, or drilling on walls or floors (especially non-carpeted floors) will inconvenience your neighbours. Please also consider others when entertaining. Should someone show complete lack of consideration of your right to peace and quiet, please call the Concierge's desk (and put your complaint in writing to the Management). In emergency situations, call the police directly (and advise concierge's desk/Management thereafter).

### **PROPER ATTIRE**

Residents and guests must wear proper attire in common areas within the complex. Please wear a suitable robe or regular street clothes, track suits, etc.

### **CORRIDORS**

Corridors may not be obstructed in any manner at any time by doormats, boot trays, strollers or any other object.

### **OPEN HOUSES**

Agents/owners must register an "Open House" at the Property Management Office during regular business hours, providing them with the suite number, date and time of the open house and the name and telephone number of the agent hosting the event.

If the Property Management Office or Concierge's desk have not been notified of the "Open House" the client will be denied access. Agents/Owners must meet their clients/guests etc. at the front lobby and accompany them to the suite and facilities. Clients/guest must not be allowed to tour the building unattended.

No notice of "Open House" or Rental information can be posted on any common or exclusive use area of the Corporation.

## **INSURANCE**

**Obtain Insurance.** It is advisable that all residents obtain insurance. The Corporations Insurance does not cover a number of items within your suite. We recommend that all owners obtain insurance as follows: \$1,000,000 liability insurance, contents insurance, betterments and improvements insurance, loss assessment insurance. Under the New Condominium Act, and by-law of this Corporation, the resident is responsible for payment of the \$2,500 Corporation insurance deductible. Check with your insurer to include coverage of this deductible.

If you are renting your suite we suggest that ask your tenants to obtain their own insurance for their personal possessions. We also suggest that you obtain coverage to cover your contents, liability and betterments and improvements.

We suggest that after settling in you take an inventory of all your contents and if possible video tape the items. Once it is lost or damaged it is difficult to convince your insurance company of the value. Pictures say a thousand words. On a lighter note, we would like to advise you that because you live in this building some insurance companies offer discounts as a result of the security system, fire alarm system and the 24 hour concierge's desk. All you are required to do to obtain these discounts is ask. We will provide you with a detailed letter which you can submit to your insurance company.

## **APPLIANCES**

Before using any appliance, please read the instructions carefully so that you may take full advantage of its capabilities and avoid doing yourself or the appliance harm. All appliances are the owner's responsibility, the following tips have been provided for information only. We trust they will be of assistance to you.

## **DISHWASHER**

Only use dishwasher soap made specifically for dishwashers, should an alternate be used you may experience leakage and excessive bubbles. In order to prolong the life of your dishwasher we urge you to ensure plastic items be dishwasher safe, ensure food is rinsed off tableware before placing it in the dishwasher. Failure to rinse dishes will result in food particles blocking the main drain, and unnecessary repairs. Any blockages caused by food particles will be the owner's financial responsibility. When not used for an extended period of time, some water should be left in the drum to prevent plumbing seals drying out and causing leakage.

## **KITCHEN SINKS**

### **ITEMS BEING FLUSHED DOWN KITCHEN DRAINS**

The Board of Directors and Management started a project last year **where** we installed cleanouts on all the 16<sup>th</sup> floor kitchen drains. This cleanout is a small sewer access door, installed on the drain pipe, through which equipment can be connected to clean the network of drain pipes, throughout several floors, of any debris that builds up over time. Cleanouts will also be installed later this year on one of the upper floors. Backed up drains are clogged by residents who put food

and other household debris down the drain resulting in a costly exercise to clean out the network of drain pipes.

The Board of Directors and Management would again like to remind all residents to immediately stop disposing of debris, rice, oil, kitty litter and other items that may clog the drains. Compensation may be undertaken from those units who are not adhering to this rule. With the installation of these cleanouts, we are able to regularly clean the drain pipes resulting in lower maintenance costs. Also, since the clean outs were installed last year we haven't had incidents of backed up toilets or sinks.

## **MICROWAVES**

Do not use metal or metal trimmed pots or glasses, or metal foil in the microwave. The microwave must not be used to dry garments, as fire may result.

## **REFRIGERATOR**

Your refrigerator may have one or two controls that let you regulate the temperature in the freezer and refrigerator compartments (one control with the manual defrost models and two with the frost free models). The refrigerator control is a thermostat which measures the refrigerator temperature and regulates the compressor running time.

The freezer control balances the amount of cold air between the freezer and refrigerator compartments. Freezer Section: - It should be defrosted when frost is 1/4" thick, or whenever it interferes with storage capacity.

- Turn temperature control to "OFF" position.
- Large pieces of ice will loosen and may be removed by hand. DO NOT USE ICE PICK OR KNIFE.
- Never use an electric kettle or heater, any salt or salt solution or any other electrical appliance to assist in the defrosting process as this can be very dangerous.

## **STOVE**

Your oven is a self-cleaning model. Conventional oven cleaners should not be used as they may cause damage. Allowing a build-up of spilled food on the top or in the oven could cause damage to the stove and result in costly repairs. Do not leave cooking unattended - for even a few seconds. Needless fires can happen when residents carelessly leave oil heating on the stove. Do not use the oven for drying garments. Do not use the stove for heating your suites - the elements will burn out. Do not put foil wrap under burners on the top or in the stove. This will cause the elements to burn out at a rapid pace and will cause shorting out.

## **DRYER**

Clean the lint from the dryer door and ceiling mounted lint trap each time you use the dryer. We also suggest that on a periodic basis the area around the drum be inspected for lint build up. Should the lint not be cleared you will find that clothes will take a longer period of time to dry properly. Excessive humidity and a burning odour and may cause damage to the dryer motor and switches. Ensuring the exhaust fan is turned on before using the dryer will help filter the moist air to the exterior. If the humid, moist air remains in the room you may see signs of mildew build up. We do

not recommend shoes being put in the dryer as this may cause damage to your drum.

## **WASHER**

When not using your washing machine, we suggest that the shut off valves are CLOSED to avoid flooding. We urge you to periodically inspect the washer hoses for signs of wear and tear and possible loose connections. Hoses that break can cause substantial damage not only to your suite but also to suites below. Replacement hoses require 250 PSI working pressure and 1,000 PSI burst pressure.

Do not overload the washer. Load the drum evenly or the washer will vibrate excessively.

**Do not leave the apartment unattended while appliances are operating. Although the appliances are all top quality, there is the remote possibility that a leak or electrical short may occur and if unsupervised, a flood or fire may result.**

## **KITCHEN FAN**

Use your exhaust fan whenever cooking to avoid cooking odours which may disturb your neighbours, and to lessen grease build-up on kitchen surfaces. The metal filter may be washed in the dishwasher. The exhaust fan is also a great tool in filtering air to the exterior.

For preventative maintenance we suggest that on a periodic basis the filter and fan be removed and cleaned. **To minimize the transmission of cooking odours from your suite to the common corridor, always use your kitchen exhaust fan while cooking and for approximately half an hour afterwards.**

## **ELECTRICAL**

Know the location of the breaker panel; it includes a main shut-off that controls all the electrical power to the suite. If you are unable to locate it please contact the Superintendent through the Concierge's desk. Individual breakers control the separate circuits. Each breaker is marked to help you identify which breaker is connected to which major appliances, outlets, or other service.

Circuit breakers have three positions: on, off, and tripped. When a circuit breaker trips, it must first be turned off before it can be turned on. Switching the breaker directly from tripped to on will not restore service.

If unable to determine the problem, please contact the Management Office during regular business hours or contact the Concierge's desk.

Breakers trip due to overloads caused by plugging too many appliances into the circuit, a worn cord or defective appliance, or operating an appliance with too high a voltage requirement for the circuit.

The starting of an electric motor can also trip a breaker. If any circuit trips repeatedly, unplug all items connected to it and reset. If it trips when nothing is connected to it, you need an electrician. If the circuit remains on, one of the items you unplugged is defective and will require repair or replacement.

Fluorescent fixtures use transformer action to operate. This action sometimes causes buzzing.

GFI receptacles have a built-in element that senses fluctuations in power. Quite simple, the GFI is a circuit breaker. Building codes require installation of these receptacles in bathrooms. Heavy appliances such as freezers or power tools will trip the GFI breaker. Each GFI receptacle has a test and reset button. Once each month, press the test button. This will trip the circuit. To return service, press the reset button. If a GFI breaker trips during normal use, it may indicate a faulty appliance and you will need to investigate the problem. One GFI breaker can control up to three or four outlets.

Do not plug a refrigerator or food freezer into a GFI controlled outlet. The likelihood of the contents being ruined is high and the warranty does not cover such damage.

If an outlet is not working, check first to see if it is controlled by a wall switch or GFI. Next, check the breaker.

Power surges are the result of local conditions beyond our control. These can result in burned-out bulbs or damage to sensitive electronic equipment such as TV's, alarm systems, and computers. Damage resulting from lighting strikes is not covered by the Corporations responsibilities.

### **LIGHT BULBS**

You are responsible for replacing burned-out bulbs.

### **SHOWERS**

Do not shower without ensuring the shower curtain or door is tightly closed at all shower edges to avoid water damage to suites below. Ensure any water which escapes to the floor is wiped up promptly. Ensure the bathroom fan is turned on whenever showering (both bathrooms and the kitchen may share the same exhaust fan, in which case you may have to turn off more than one switch to shut off any given fan). By turning on your exhaust fan, the humid and moist air will be filtered to the exterior and will eliminate the build up of mildew. We suggest the bathroom door be kept closed while showering as the moist air may interfere with the operation of the smoke detector.

If an owner/resident does cause damage and mentioned above they will responsible for any damage that is caused up to the insurance deductible of \$2500.00.

Should you ever see any cracking, water dripping or sagging of ceilings or walls in the bathroom area, report the problem immediately to Management. We suggest as a preventative measure the tiles be inspected for lack of grout and repaired where necessary. This will help prevent possible leakage into the suite below.

### **CLEANING BATHTUBS**

Do not use harsh abrasive cleansers on the tubs as they will permanently scratch and damage the finish. While such cleansers are unnecessary in either tub, they are especially damaging to the surface. We suggest that a soft cleanser be used to avoid any damage. To avoid staining in the tub areas we also suggest any water which has a tendency to pond in the tub be manually pushed to the drain and that should your taps be leaking that repairs are carried out as soon as possible.

## **WEATHER-STRIPPING**

The building has been engineered to have fresh air provided from the halls. Do not install weather-stripping on the entrance door as it can cause condensation problems, mould on exterior windows, walls and also may cause a serious problem with the airflow in the corridors.

## **HARDWOOD FLOORING**

### **Use and Maintenance Guidelines**

In daily care of hardwood floor, preventative maintenance is the primary goal.

### **Cleaning**

Sweep on a daily basis or as needed. Never wash or wet mop a hardwood floor. Excessive water causes wood to expand and can possibly damage the floor. When the floor is soiled, damp mop (remove all excess water from the mop) and wipe dry.

### **Dimples**

Placing heavy furniture or dropping heavy or sharp objects on the floors can result in dimples.

### **Filmy Appearance**

A white, filmy appearance can result from moisture, often from wet shoes or boots.

### **Furniture Legs**

Install proper floor protectors on furniture placed on the floors. Protectors will allow chairs to move easily over the floor without scuffing. Regularly clean the protectors to remove any grit that may have accumulated.

## **TILE FLOORS**

Marble is a natural product of crystallized rock, which is partially composed of calcium carbonate. Marble is not designed to be waxed. A damp mop will remove all dirt. Ensure excessive water is not left on the tile as it will corrode the grout. As a preventative measure we suggest the tiles be inspected for lack of caulking or grout to avoid water penetration into the suite below while washing the floor.

The ideal cleaner should be effective in removing soil and will not develop any damaging discolouration or surface film. It should be rinse free even in hard water. Daily maintenance involves wiping the tiles with a clean dust mop. Remove fine particles from mop frequently by using a vacuum hose. Remove any wet spillage with a cloth or damp mop.

Periodic maintenance involves damp mopping the surface with a soft non-abrasive liquid cleaner,

rinse with water to remove any excess soap build up. Polish with a pad or polishing brush. Avoid use of steel wool pads.

## **CARPET**

Proper care must be taken to ensure fluids are not spilt on the common area carpet. Any stains or damage will be the resident's responsibility. We urge you to double bag any garbage, which may leak and cause damage prior to carrying it through the common elements to the disposal room. Should an accident occur resulting in damage to the carpet area, we request that you contact our office at the earliest as our staff is equipped with special cleaning products that may remove the stain without causing permanent damage. In order to properly clean the area it is essential that the spill is caught as quickly as possible.

To keep your carpet looking new, follow three simple tips:

**Avoid soil accumulation.** Use wipe off mats at all entrances to keep outside soil from being tracked onto the carpet. You may also wish to relocate your furniture periodically to allow for even traffic distribution.

**Vacuum Regularly.** Most soil, even dust, is in the form of hard particles. When left in the carpet these gritty and sharpened particles deteriorate the carpet pile. Regular and thorough vacuuming will remove them. You cannot over vacuum a carpet.

**Remove spills immediately.** Anything spilled on a carpet should be cleaned up promptly. almost all spilled materials will stain or discolour the carpet or increase soiling if left unattended. For suggested spill removal procedures please contact the office.

To avoid potential of trip hazards we suggest that the area where the tile meets the carpet be inspected and loose edges should be secured.

While there are many good carpet cleaning products and systems on the market none of them come with the experience and the knowledge of a professional carpet cleaner. If you decide to clean the carpet yourself always read and follow the directions of cleaner and machine maker, don't improvise. Mix all solutions per directions - more is not better. Remove furniture if possible, or use plastic protectors under legs to prevent staining.

## **COUNTER TOPS**

For general cleaning use a soapy cloth, for stubborn stains use a household solvent, rinse thoroughly with clean water and polish dry. For a high lustre use a good grade of lemon oil. Polish high gloss tops occasionally with glass wax or liquid car polish to mask superficial scratches.

The counter tops are not heat resistant. The following items, as an example, will scorch and leave a permanent defect in the material: cigarettes, sparklers, hot pots or pans, electric iron, etc. The counter top should not be used as a cutting board or permanent cuts will result. Do not use steel wool or abrasive cleaners. Avoid leaving water or damp cloths on the surface as this may cause glue failure. As a preventative measure we suggest that the caulking and silicone be replaced on the area around the sink and at the joints where the counters are glued.

## **CABINETS**

Clean with a damp, soft cloth and dry immediately. Wood doors would be cleaned in the same fashion. Following cleaning, apply a light coat of high quality liquid or paste furniture wax. Do not use detergents, strong soap, abrasives or self polishing waxes on your cabinets.

Periodically check hinge screws; tighten if loose. Although shelves are treated with a water-resistant top coat, water or other liquids allowed to sit on the surface for a prolonged period of time may cause staining and/or bubbling. For more information please contact the Management Office.

## **WINDOWS**

**Never leave outer slider portion of window open when not at home or during a rain storm.** It is the outer portion of the window that provides protection from water, not the inner one.

**Condensation and window icing** - see **Humidity** section.

The thermal windows in your apartment will reduce noise, heat loss on cold days and heat gain on hot days. For more efficient heating or cooling, you should typically keep the windows closed and use the exhaust fans to expel stale air. In late spring and early fall, you may wish to open the windows. Do not remove the window safety catch under any circumstances. It is required by law. Additionally, always ensure the inside window panes are securely closed whenever the outside windows are closed, to avoid condensation (and frost in the winter) between the window panes. To avoid heat loss and drafts at the window in winter, ensure both inner and outer window panes are completely closed.

## **WATER LEAKS**

In order to avoid possible water damage to the floor below, spills should be mopped up immediately, and leaks repaired promptly. Should it be noted that your taps are leaking we urge you to repair them immediately as waste costs everyone. Should you experience a toilet overflow, or leak of any kind or if you see water entering your suite we ask that you contact the concierge's desk to advise them in case the water is leaking into another suite the damage can be kept to a minimal.

## **BALCONIES & TERRACES**

Planters must not be installed on the outer side of the balcony railing

Satellite dishes are not permitted

Do not shake your carpets, area rugs, brooms etc. over your balcony

Please do not sweep the dirt off your balcony

Bird feeders are not permitted

**Please refrain from throwing any items off the balcony for example, cigarette butts, bottle caps or garbage**

Please do not hang articles of any type over your balcony i.e. rugs, clothing

Please refer to the Condominium rules for a complete list of prohibited uses of your balconies and/or terraces. Some of the terraces are equipped with water fountains, or hose bibs. We suggest all water be shut off by the middle of October to avoid freezing the pipes and damage to other suites.



## **T.V. ROOM**

Food and Beverages are not permitted within this area. The furniture in this room is not to be moved. One hour time limit, or until your program is finished. Channel and program choice is determined on a first come, first serve basis. Please ensure that the TV and lights are turned off prior to leaving the area and the remote is placed within the cabinet.

## **BARBECUE AREA**

Where is it located?

The barbecue has been provided for use by the residents. We ask that following use the grill is cleaned with the brush and that the area is to be left clean and tidy. The Facility is to be used on a first come first serve basis. **BE SURE TO TURN THE GAS OFF WHEN YOU ARE FINISHED.** The BBQ and Terrace on the 15<sup>th</sup> floor are for the enjoyment and use of all Residents and their Guests. To allow other Residents' enjoyment of the area, the number of Guests is limited to **four (4) per suite** whether using the Terrace and/or BBQ.

## **TERRACE AREA**

Rollerskating, rollerblading, and riding bicycles are not permitted.

Pets are not to be exercised on terrace area.

## **LIBRARY ROOM**

A library has been provided for your enjoyment and use. These areas are accessible at any time while the facilities are open. We ask that users keep it clean.

## **PARTY ROOM**

To book this room for private use, please contact the Property Management Office at least fourteen (14) days prior to the function. A contract must be completed and executed by an adult Resident. **A mandatory deposit** and refurbishing fee is required. The deposit will be returned when the room is inspected and no damage found. The room must be left in original condition. In Accordance with the fire code no more than fifty five (55) people are permitted in the rooms at any one time. Noisy or rowdy behaviour will not be tolerated. All functions must be completed prior to 1:00 a.m. Sale of liquor not permitted even during a private function. Smoking is not permitted in any common area including the party room area. A security guard is required for all parties when 25 or more guest is going to be in attendance, the cost for which will be charged to the resident. The room will not be registered as reserved until the mandatory deposit and refurbishing fee is paid. Not being able to use of pool table.

## **HUMIDITY AND CONDENSATION**

Condensation and moisture on the windows has become one of the most common complaints from residents. The following has been provided for your information. In order to reduce condensation problems to a minimum, the following chart of outside air temperature to indoor relative humidity shows optimum humidity.

Inside Relative Humidity for 21 degrees C with Double Glazing

OUTSIDE AIR TEMPERATUREINDOOR RELATIVE HUMIDITY

-28 degrees C or below	not over 15%
-28 degrees C to -23 degrees C	not over 20%
-22 degrees C to -17 degrees C	not over 25%
-16 degrees C to -12 degrees C	not over 30%
-11 degrees C to - 6 degrees C	not over 35%
-5 degrees C to 4 degrees C	not over 40%

The most common change in your suite is the increase in indoor humidity levels in the winter. Considerable amounts of moisture are produced by normal household activities, such as cooking and bathing. With less cold, dry air flowing through the unit from the outside, this moisture tends to build up indoors and raise humidity levels.

Humidity can be beneficial, but only up to a level of about 30 to 35%. Above this level, condensation begins to appear on the innermost surface of double paned windows on cold days. In very cold weather, the humidity levels will need to be even lower (20 to 30%) to avoid condensation. If condensation is left unchecked, in extreme cases, peeling paint, mildewed walls, carpet or floor damage and odours may result.

Condensation problems arise because air can hold only a limited amount of water vapour, an amount that varies with temperature, cold air being able to hold less than warm air.

**MOULD**

Mould growth often starts in the corners of rooms and is frequently a result of a combination of poor air circulation causing pockets of stagnant air and the increased rate of heat loss which occurs on external corners.

There are many sources and causes of mould growth - all require damp conditions often caused by excessive humidity. Mould growth, usually grey-green, black or brown in colour, first appears as spots or patches and may spread to form a furry layer. On paint, mould may appear as a pink or purple discolouration.

**CONTROLLING HUMIDITY AND MOULD**

For normal day-to-day control of the level of relative humidity in your home, the following steps should be considered:

1. Boiling kettles and cooking produce considerable water vapour. Limiting these sources to only necessary levels and using your exhaust fans will reduce humidity.
2. Showers and baths are a significant source of water vapour. The bathroom door should be kept closed and the exhaust fan should be switched on during a shower or bath.
3. Some building corridors are pressurized to ensure replacement air enters your suite when your exhaust fans are operating. Due to this air flow, you will notice a draft around your suite

entrance door. **Do not weatherstrip doors.**

4. Keep all rooms, even if unoccupied, heated. Room temperatures should be maintained at a minimum of 10 degrees C (50 degrees F), as condensation will often occur under cooler conditions.
5. Minimal amounts of cold outside air must be allowed into the apartment to help control the level of humidity, remove odours and provide fresh air for the Residents. Opening a window **for a few minutes** will provide ventilation and reduce excess humidity. During the heating season, do not leave windows open when unattended.
6. Refrain from use of humidifiers.
7. Refrain from over watering plants.
8. Leave the fan on in the fan coil unit during extreme cold weather to help air circulation throughout your Suite.
9. Avoid hanging wet clothes in your suite. Ensure the clothes dryer lint trap is clean and free of dryer lint. Ensure exhaust fans are operating while doing your laundry.
10. Free circulation of air is important. Keep drapes or blinds open as much as possible so the air can circulate freely over the windows.

Remember, it is the homeowner's responsibility to use your ventilation system properly to protect your home from stale air and moisture damage.

## **MAINTENANCE INSTRUCTIONS**

### **HEATING, VENTILATION AND AIR CONDITIONING**

#### **(HVAC)**

Your suite is equipped with vertical fan coil units(s). All units are part of a complex pipe network attached to a central boiler during the heating season and or to a central air conditioning system in the cooling season. The system water flows through the coil in the unit and a fan blows air over the coil. As the air passes over the coil it is heated or cooled and dehumidified before discharging into the room. The room temperature is controlled by a thermostat which energizes the fan motor when heating or cooling is required. The speed of the fan can be set to suit individual owner preference but the unit will generally maintain the room temperature when operating on low speed.

In the Spring, the Corporation hires a technician to change all fan coil air filters, clean the unit inside, check the condensation drip tray and drain hose, and do necessary adjustments. Also in the fall the air filters are changed once again. It is absolutely essential that your vertical fan coil unit be maintained properly throughout the year. If not maintained properly, damages can be caused, not only to your suite, but also to adjoining suites, which would be your financial responsibility to repair.

The Board of Directors determines the seasonal changeover dates of the central heating to the cooling system and vice versa.

In late spring, the suite may be kept cooler by closing your blinds or drapes, opening the windows slightly and turning on the bathroom and kitchen fan. Also, heat build-up can be reduced by turning off lighting and minimizing baking, boiling and frying foods (the microwave oven produces less waste heat while cooking than the stove).

All ventilation fans and ducts should be inspected periodically to ensure they are not blocked and to reduce the risk of fire.

All units have one or more electric heaters controlled by wall thermostats. These are provided for the Spring and Fall change over from heat to air-conditioning so not to leave residents without heat for a few cool days.

### **OPERATION OF SUITE HVAC UNITS**

- \* On the front of the unit there is a combination heat/cool thermostat. The bottom right hand switch controls the mode of operation (heat-off-cool). The top switch controls the fan speed. The dial knob controls the room temperature.
- \* Turn the dial knob to the mid range setting and select heat or cool on the "Mode" switch. Turn the "Speed" switch to low. The fan will energize and blow warm or cool air (depending on the season) until the room temperature is at the thermostat set point. When this point is reached the fan will stop.
- \* It is recommended that the fan motor be operated on the low speed setting. Slower moving air will pick up more heat (or cooling) from the supply coil in the unit and maintain a more even temperature throughout the suite for a longer period of time. Also, there will be fewer on/off cycles and less fan noise.
- \* If the room temperature is uncomfortably high (or low) and a fast response is needed, turn the speed switch to the medium or high speed position until the room temperature is comfortable, then revert to low speed for normal operation.
- \* When away from home for extended period, set thermostat:

15 degrees C in winter

25 degrees C in summer

- \* Water flows through the coil continuously. If the suite is to be unoccupied for a long period (several weeks) during the summer months it is advisable to shut off the water flow by closing the two ball valves located inside the main cover of your fan coil unit.

## **FIRE SAFETY INFORMATION**

### **EMERGENCY PROCEDURES**

For ambulance, call 911 directly; and then call Concierge's desk to secure an elevator.

When calling outside emergency services, use the appropriate address:

**8 Park Road, Toronto**

**Bloor Avenue & One Block East of Yonge Street**

This section outlines procedures and responsibilities for Residents and building personnel in a "fire emergency".

The safe and orderly evacuation of all personnel in the building is of paramount importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire, but from any other physical emergency.

The complete *co-operation* of each person is *mandatory* if the plan is to be successful.

High-rise apartments are generally considered to be safer from the spread of fire than the average single family dwelling. The Building has been constructed of fire resistive materials. Suites are separated by solid masonry walls and floors inhibiting the spread of fire from one suite to another.

Fire Safety is of utmost importance. For your own protection, please take a few minutes to read the following procedures.

You are reminded not to do or permit anything to be done in the unit, or bring or keep anything therein which will in any way create a risk of fire. For safety reasons, only **artificial**, non-combustible Christmas Trees are permitted.

Avoid unsafe cooking practices such as deep fat frying, using too much heat, leaving stoves unattended and wearing loosely hanging sleeves. Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring. Please avoid careless smoking and always use ashtrays for butts and ashes. Never smoke in bed. Do not use fuses in your stove of higher amperage than specified.

**Handicapped persons who require assistance, if evacuation becomes necessary should advise the Superintendent, who is required by law to keep a current list available. \*See Evacuation Procedures.**

## **READ AND REMEMBER - YOUR SAFETY MAY DEPEND UPON IT**

**The issue of whether to stay or go is an officially unresolved matter.** The policy of the Ontario Fire Marshal's Office, and the approach widely accepted by the fire departments is that the best place to be in a fire is outside the building. However the Coroner's Jury investigation recommends you should remain in your suite. When you hear a fire alarm, you must make up your mind right away whether to leave the suite or stay. Leaving in 20 minutes or so may be too late because smoke, which contains poisonous gases, may have filled the corridor or the stairwell.

To assist you in understanding what to do in the event of fire, and/or the sounding of the fire alarm, we recommend the following:

### **IF YOU DISCOVER A FIRE**

- \* **Leave the fire area, take your keys.**
- \* **Close all doors behind you.**
- \* **Activate the fire alarm, use pull stations in the corridor.**
- \* **Telephone 911, ask for Fire Department. Never assume that this has been done. Know and give correct address and location of fire in the building.**
- \* **Use exit stairwells to leave the building immediately.**

### **DO NOT USE ELEVATORS**

- \* **Do not return until it is declared safe to do so by a fire official.**

### **IF YOU ARE IN A SUITE AND FIRE ALARM IS HEARD**

- \* **Before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.**
- \* **If you find no fire or smoke in corridor, take suite keys, close door behind you and leave by nearest exit stairwell.**
- \* **If you encounter smoke in corridor or stairwell, take another corridor, or return to your suite.**

**IF YOU CANNOT LEAVE YOUR SUITE BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR SUITE AND:**

- \* Close the door.
- \* Unlock door for possible entry of fire fighters.
- \* Dial 911 and ask for the Toronto Fire Department. Tell them where you are, then signal to Fire Fighters by waving a sheet.
- \* Seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets, if necessary. A roll of wide, strong masking tape is useful.
- \* Crouch low to the floor if smoke enters the room.
- \* Move to the balcony or most protected room and partially open the window for air. Close the window if smoke comes in.
- \* Wait to be rescued. Remain calm. Do not panic or jump.
- \* Listen for instructions or information which may be given by authorized personnel or over loudspeaker.

**FIRE EXTINGUISHER, CONTROL AND CONFINEMENT**

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for the Fire Department.

**NOTE: SUITE SMOKE DETECTORS DO NOT ACTIVATE THE FIRE ALARM SYSTEM HOWEVER; UNDER SEVERE HEAT CONDITIONS THE HEAT DETECTORS WILL SEND A SIGNAL TO THE MAIN FIRE PANEL AND THE MONITORING STATION. WE SUGGEST YOU TAKE APPROPRIATE ACTION TO SOUND AN ALARM.**

Once the pull station has been activated the nature and location of the alarm is automatically indicated on a fire alarm/annunciator panel, located in the main entrance foyer.

**FIRE HOSE CABINETS AND EXTINGUISHERS**

Fire hose cabinets are strategically located, equipped with 100 ft. of hose and a nozzle. Each cabinet is also equipped with a fire extinguisher. Additional fire extinguishers may be found in mechanical areas.

## **STAND-BY POWER - EMERGENCY GENERATOR**

The building is provided with emergency stand-by power in the event of electrical power loss. A diesel generator is located on the roof, and is designed to operate one elevator, emergency lighting, fire alarm and detection systems, sprinkler and fire pumps, stair and elevator pressurization systems. However there will be no power to the suites.

The building air handling system automatically shuts down when a fire alarm signal sounds.

## **ELEVATORS**

All elevators will be brought to the ground floor lobby level automatically, or by the Superintendent using the key switch. Elevators will stop on the P8 for the condominium elevators and the street level elevators this would be on the P4 level if a fire alarm is activated on the ground floor.

## **FIRE HAZARD**

In order to avoid hazards in the building, occupants are advised to:

- \* Not store propane, gasoline or any other combustible material in your locker or on your balcony.
- \* Not put burning materials, such as cigarettes and ashes, into garbage chutes.
- \* Not dispose of flammable liquids or aerosol cans in these chutes.
- \* Never force cartons, coat hangers, and bundles of paper into chute because it may become blocked.
- \* Avoid unsafe cooking practices, (deep fat frying - too much heat - unattended stoves - loosely hanging sleeves).
- \* Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- \* Avoid careless smoking. Use ashtrays. Never smoke in bed.
- \* Not leave articles, such as shoes, rubbers, mats, etc., in the building halls.
- \* Disposal of hot items in the garbage may result in fire. Please ensure when depositing items in your garbage pail that they are properly cooled.

## **IN GENERAL, OCCUPANTS ARE ADVISED TO:**

- \* Know where the alarm pull stations and exits are located.
- \* Call 911; ask for the Fire Department immediately whenever you need assistance.
- \* Know the correct building address and suite number.



## **EVACUATION PROCEDURES FOR HANDICAPPED PERSONS**

- \* Persons who require assistance by the Fire Department if evacuation becomes necessary should advise the building Superintendents, who is required by law to keep a current list available.

The following information is to be recorded in a permanent register:

Name:

Suite Number:

Telephone Number:

Complete a resident information sheet and return to Property Management Office/Superintendent. A sheet is provided at the end of this section.

## **RESIDENT INFORMATION SHEET**

The Fire Department requires that all Superintendents and the Concierge's desk have readily available a list of handicapped Residents or any Resident requiring assistance to evacuate the building. This list enables Fire Fighters to attend to handicapped people without delay in the event of an emergency.

It is crucial to keep this list accurate and up-to-date. Therefore, if there are any handicapped occupants within your unit, please contact the Management Office to advise them of your disability and complete the information below.

BUILDING: \_\_\_\_\_

SUITE: \_\_\_\_\_

NAME(S): \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

\_\_\_\_\_

NATURE OF HANDICAP:

\_\_\_\_\_

\_\_\_\_\_

SPECIAL INSTRUCTIONS:

IN CASE OF EMERGENCY CONTACT

### **CRIME PREVENTION TIPS FOR RESIDENTS**

- Ensure visitors are screened before allowing entry.
- When answering intercom, be sure you know who is there, and allow entry only when you are certain of identity.
- Do not allow others to enter with you at the lobby door unless you know they are residents.
- If in doubt about entering an elevator with someone, **don't**.
- If in doubt about someone in an elevator, get out and go to the nearest apartment door.
- On leaving elevator, make sure you are not followed to your apartment.
- Ensure good control of apartment keys.
- When out, secure balcony doors and windows.
- Advise Management, Concierge's/Security or Superintendent of any suspicious activity around the building.
- Advise Management of defects/lights out, etc.
- Broken or damaged locks, doors, windows, etc. should be reported to the Management Office, superintendent or concierges.
- Be aware of unauthorized persons loitering in underground parking garages. If in doubt, lock your doors and drive back out.
- When entering and leaving the building please ensure that all locked doors closed and locked behind you.
- Residents should keep the doors to their suites closed and locked at all times. It is advisable to arm your security panel if you are home and some distance from the door or retiring for the night.
- Do not allow others to follow you into the underground garage unless you know for a fact they are residents of the building.
- When leaving your vehicle in a parking garage, lock all doors and windows, keep valuables out of sight, have your access card ready to enter building, and report any suspicious activity immediately to both Building Management and the Police.
- This is by no means an exhaustive list of tips to reduce your chances of becoming involved as a victim. Always use good common sense, be alert, and you have reduced your potential dramatically.

### **HERE ARE WAYS TO SAVE ENERGY AROUND YOUR HOME**

- Use bathroom and kitchen exhaust fans to quickly remove excess moisture.
- Ceiling fans keep air moving, making you feel cooler.
- Save energy by setting your fan at various speeds - the one to best meet your needs.
- Compact fluorescent light bulbs last 16 times longer than incandescent light bulbs and use only 30% of the energy.
- Using timers for indoor and outdoor lights helps you to use electricity only when you need it.
- Use a toaster oven or microwave oven whenever possible. Both use less energy than a conventional oven.
- Save energy and water by replacing washers on dripping taps. One drop a second wastes up to 96 litres a month.
- A clean air filter improves the efficiency of your fan coil unit.
- Redirect air that is being blocked by furniture for maximum efficiency.
- Dimmer switches reduce energy consumption and provide attractive lighting.
- Lower your thermostat to 20oC (68F). For every degree above this setting your heating costs increase 5%.
- Motion sensor security lighting provides light only when you need it.
- By installing aerators on taps and shower heads you'll save water and energy.

## TELEPHONE NUMBERS

<b>ABLE ATLANTIC TAXI</b>	<b>(416) 298-1111</b>
<b>CITY TAXI</b>	<b>(416) 241-1400</b>
<b>CROWN TAXI</b>	<b>(416) 750-7878</b>
<b>AEROFLEET - AIRPORT SERVICE</b>	<b>(905) 678-7077</b>
<b>AIRCAB – LIMOSERVICE</b>	<b>(416) 225-1555</b>
<b>BELL CANADA (Business Office) 9 a.m. to 5:00 p.m. Mon - Fri</b> <b>(Installation &amp; Repair)</b>	<b>(416) 310-2355</b>
<b>24 Hours a Day (Repair)</b>	<b>611</b>
<b>PRINCESS MARGARET</b>	<b>(416) 946-2000</b>
<b>THE HOSPITAL FOR SICK KIDS</b>	<b>(416) 813-1500</b>
<b>TORONTO GENERAL</b>	<b>(416) 340-3111</b>
<b>TORONTO WESTERN</b>	<b>(416) 603-2581</b>
<b>GO TRANSIT <a href="http://www.gotransit.com">www.gotransit.com</a></b>	<b>(416) 869-3200</b>
<b>POSTAL OFFICE</b> <b>50 Charles Street East (between Church and Yonge)</b> <b>Monday to Friday 8:00 a.m. to 5:45 p.m.</b>	<b>(416) 413-4863</b>
<b>ROGERS CABLE</b> 24 hours a day/7 days a week	<b>1-(888) 288-4663</b>
<b>TORONTO TRANSIT COMMISSION</b> Hours: 7 a.m. - 11:30 p.m. seven days a week <a href="http://www.toronto.ca/ttc/">www.toronto.ca/ttc/</a>	<b>(416) 393-4636</b>
<b>TORONTO REFERENCE PUBLIC LIBRARY</b> <a href="http://www.torontopubliclibrary.ca/pro_trl.jsp">http://www.torontopubliclibrary.ca/pro_trl.jsp</a>	<b>(416) 395-5577</b>
<b>VIA RAIL <a href="http://www.viarail.ca">www.viarail.ca</a></b>	<b>1-(888) 842-7245</b>

## TELEPHONE NUMBERS

Note: I would suggest leaving this to the end as it is more general information, rather than specifically related to our condo.

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**RESIDENT INFORMATION**

8 PARK ROAD

SUITE NUMBER: \_\_\_\_\_ ENTERPHONE CODE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER RES. #: \_\_\_\_\_ BUSINESS #: \_\_\_\_\_

RESIDENT'S NAME: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER RES. #: \_\_\_\_\_ BUSINESS #: \_\_\_\_\_

LOCKER: \_\_\_\_\_

LEVEL	PARKING SPACE	MAKE/YEAR OF VEHICLE	LICENSE NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IN CASE OF AN EMERGENCY CONTACT:

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**\*WOULD YOU REQUIRE ASSISTANCE IN AN EMERGENCY?** \_\_\_\_\_**\*TYPE OF DISABILITY:** \_\_\_\_\_**\*(Must be filled in due to Fire Regulations every year to update our files in case of an emergency)**

GUESTS AUTHORIZED ENTRY:	DOOR ENTRY	GARAGE ENTRY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Access Card Numbers:\*\* \_\_\_\_\_

Remote Identification Numbers:\*\* \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*These numbers are located on the back of the access card, &amp; remotes

## ***W A I V E R***

### **SUITE ENTRY:**

I, \_\_\_\_\_ of Suite # \_\_\_\_\_ do hereby authorize Toronto Standard Condominium Corporation No. 1525 and its duly authorized agents and employees to enter my suite from time to time, when necessary to carry out the Corporation's business. Corporation business includes semi-annual fan coil maintenance, annual fire inspections, repairs to the exterior of the building, investigation of leaks, loss of keys and other causes as may be required. I hereby release Toronto Standard Condominium Corporation No. 1525 and its duly authorized agents and employees from any present or future liability for such entry or entries.

### **PARCEL DELIVERY**

I, \_\_\_\_\_ of Suite # \_\_\_\_\_ do hereby authorize Toronto Standard Condominium Corporation #1525 and its duly authorized agents and employees to accept small packages, which must be signed for, on my behalf. In so doing I release Toronto Standard Condominium Corporation #1525 and its duly authorized agents and employees from any present or future liability should the packages be lost, stolen or damaged.

These releases are in effect until I notify Toronto Standard Condominium Corporation No. 1525, in writing to the contrary.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date