



**WELCOME TO TSCC 1740
LOCATED AT 21 SCOLLARD STREET
INFORMATION FOR NEW RESIDENTS**

1. **RESIDENT INFORMATION**

It is imperative for your safety and security that anyone who has not yet done so, complete a **Resident Information Sheet**, which supplies pertinent information to your Property Manager. It is also important that this information be kept current. For your convenience we have attached a form to this handout. We respectfully request that you complete it and return it to Management at your earliest convenience. **Please rest assured that all Resident information is held in the strictest confidence.**

2. **PROPERTY MANAGEMENT**

BROOKFIELD RESIDENTIAL SERVICES LTD, has been retained to manage your Condominium. There is an on-site Property Manager who will be available during office hours. To reach the Property Manager, please call the office at 416-964-6939 (fax 416-964-7449). The Manager's Office is located in the building at 18 Yorkville, behind the Concierge Desk.

If you have an emergency, after regular business hours, please contact the Brookfield Residential Services Ltd 24-hour emergency line at **(416) 510-8700** and follow the instructions. The operator will know how to contact the on-call manager. For all general emergencies, please contact 911 directly.

Your site Property Manager is **Helga Tanase**. She can be reached at the site office at the numbers listed above or by E-mail: yorkville18andthevillas@rogers.com

BROOKFIELD RESIDENTIAL SERVICES LTD, carries out building operations as well as the supervision of any on-site cleaning, security personnel and trades/suppliers. If you experience any problems with the property or on-site personnel, please contact your Property Manager.

3. **TELEPHONE NUMBERS**

Whom to call:

Property Management: Onsite during office hours or leave a message at 416-964-6939.

Emergencies: After business hours, call the emergency number 416-510-8700 and the operator will contact Property Management or the appropriate party to assist you.

Move-ins and deliveries: All move-ins must be booked through the Concierge located at 18 Yorkville. You can move in Monday to Saturday from 11:00 am to 7:00 pm.

Your own repairperson: For anything within your unit that is not part of the common areas or connected to a shared system. If unclear, please contact the Property Manager.

Concierge: The concierge is available 7 days a week, 24 hours per day at 416-964-3990.

Superintendent/Cleaner: Please contact Property Management to reach the Superintendent/Cleaner.

4. **MOVING AND DELIVERIES**

Move-ins and deliveries must be booked through the Concierge located at 18 Yorkville, at least 24-hours in advance. There is a non-refundable fee of \$75.00, as well as a \$500.00 damage/security deposit, which is refundable upon inspection of final move in or out. Reservations for moving are made on a first come, first served basis. The delivery person must contact concierge upon arrival to have the elevator placed on service.

It is the responsibility of the owner, through the person reserving the service elevator, to notify the Property Manager or Concierge to request an inspection of the service elevator and adjacent common elements immediately prior to using the elevator. Upon completion of moving into or out of the building or receiving a delivery, the owner reserving the service elevator 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 cost of repairs, which shall include the cost of any extra cleaning or damage, shall be assessed by the Property Manager as soon as possible following the moving and the parties responsible shall be advised.

During the term of the reservation and while any exterior doors are in open condition, the owner or person reserving the service elevator shall take reasonable precautions to prevent unauthorized entry into the building. Corridors and elevator lobbies shall not be obstructed prior to, during, or after the term of the reservation.

We request however, that you be considerate of your neighbours and ask the delivery/moving people to remove all cardboard and boxes from the site. There is also a construction garbage bin on the east side of the building, which may be used for disposing of moving supplies. Please do not attempt to dispose of them in the garbage chute.

5. **ENTERPHONE SYSTEM**

Lobby Calls from the enterphone system are limited to 60 Seconds and then the call is disconnected. The lobby directory panel provides the Resident's name for visitor reference. Your guest just needs to push the call button and the system will connect the visitor to the Resident. In order to allow entry, you must press # 9 on your telephone dial pad. Be sure to give your visitor your suite number, as it is not identified in the lobby. Please contact the management office if your name is not properly posted on the entry board.

You can have a landline or cell phone entered into the enterphone system. If you choose to use a cell number, the resident is responsible for all cellular call charges and costs, not the condominium corporation. Please contact the Property Manager if your name is not properly posted on the enterphone system.

6. **VISITORS AND VISITORS' PARKING**

There are 25 designated visitor parking spaces. Owners/Residents are not permitted to park in the designated visitor parking spaces. Parking is prohibited between the hours of 2:00 am. and 7:00 a.m. in the Visitor's Parking area, except as provided specifically on the face of the Visitors Permit when duly issued and displayed. Any owner or resident applying for a Visitors Permit will provide to the Concierge the information required. The Visitors Permit may be used only by the bona fide visitor or guest of the resident applying for same. Visitors Permits are valid for the vehicle, times and dates, stated on the face thereof, and as registered with the Concierge. Visitors Permit must be in a fully visible position on the left hand side of the dashboard. Visitors Permits are not

valid for more than one (1) overnight unless specifically authorized by the Property Management Office (e.g. out-of-town guests). The host of any guest requiring parking in excess of one (1) night per week on a regular basis is encouraged to negotiate the rental of underground parking, as available, to avoid possible parking tags.

Nightly parking violation patrols are in effect to ensure compliance with these rules. Non-compliance will result in vehicles being tagged with parking tickets or towed at the owner's expense. These parking tickets are issued under authority of the Parking Authority of Toronto.

7. **KEY FOBS and PERIMETER CARDS**

A key fob has been provided to each unit that has purchased a parking stall. The key fobs are used to gain entry to the parking garage. If you lose a key fob or if the key fob is broken, notify Property Management immediately and they will issue a replacement at a cost of \$75.00 each.

Each unit owner will also be supplied with two (2) perimeter access cards, which provide easy access to the amenities rooms and main entranceways. They will also identify you to the elevators and in the interest of security, will restrict floor access. Extra cards will be available for purchase from the Property Manager at a cost of \$75.00 each.

The garage door entrance is intended to allow only one vehicle entry at a time. Any driver entering behind another vehicle without using the key fob runs the risk of damaging their vehicle and/or the common elements. Please use the key fob at all times, even if the garage door is in the open position, in order to reset the timer and to avoid such damage.

8. **UNIT KEYS**

In accordance with the Declaration of your corporation all Suite door keys are on one master key. The master key system allows us to gain immediate access in case of an emergency fire or flood. Prior to changing your lock please contact our office to ensure that your lock remains on the master system. The cost to have a lock put back on the master system, should it be required, would be at your expense. Safety chain/double locks, etc., may not be attached to unit entry doors without the consent of the Board of Directors.

In the interest of security your Suite keys cannot be duplicated without the written approval of the Property Manager. If you require an extra key to be cut please contact Management.

9. **SECURITY FEATURES**

Located throughout the garage and common areas of the building you will find a Personal Alarm System. When activated an alarm is sent to the Concierge desk. Concierge will identify the location of the alarm and respond by contacting the necessary authorities, should this be requested. In the event of an emergency situation the signal will be transmitted to the monitoring station, which in turn, which will contact the proper authorities. Concierge will also house the recording devices for the cameras that have been strategically placed throughout the parking garage and buildings in general.

10. **OPENING OF SUITE DOORS**

In order for our staff to grant access to any individuals, whether residents or their guests, our office requires that a waiver be signed in advance, releasing the Corporation from any liability. The waiver has been enclosed should you wish to complete it.

11. VACATIONS AND OTHER ABSENCES

Please notify the Property Management Office if you intend to leave your suite unattended for extended periods of time and include in the information names of people authorized to enter your unit, as well as a contact person that we could call in case of an emergency.

We also suggest that you shut off the water supply to your suite prior to leaving. The main water shut-offs are located underneath the bathroom vanities, behind an access panel. In most cases the water supply for your entire unit can be shut off from this one location.

12. CORPORATION DOCUMENTS

Your legal counsel should provide you with your Declaration, By-laws, Rules and Regulations when you take possession of your suite. Please contact Property Management if you do not receive a copy. The Board of Directors is permitted to modify the rules for the Condominium and may institute new rules from time to time. You will be informed in writing if this occurs.

13. BOARD OF DIRECTORS

The Board of Directors is responsible for looking after the affairs of the Corporation and enforcing the Declaration, By-laws and Rules (the governing documents, along with the Condominium Act). The Board will be elected at the Turnover Meeting held about two months after the building is registered.

To contact the Board of Directors, please send all communication via Property Management.

14. CONCIERGE

There will be no regular Concierge located at 21 Scollard. There is a Concierge for 18 Yorkville and 21 Scollard located in the first floor lobby. The Concierge staff will be on duty 24 hours a day, seven days a week. The Concierge reports to the Property Manager.

Concierge can accept some deliveries on your behalf. Only parcels smaller than 18" x 18" can be received. The Concierge staff will accept no perishables or registered mail due to liability concerns and cannot leave the desk to bring a parcel to you. You must sign a liability waiver absolving the Concierge and Property Management of any responsibility for loss or damage. A parcel waiver has been attached for your convenience. Please complete and drop it off to the Concierge at your convenience.

Concierge will only hold keys to your suite for Real Estate agents if the resident completes and signs a Suite Entry Waiver. Upon arrival and departure the real estate agent must sign in and out with the concierge. If they are going to the amenities areas in the building the real estate agent must notify the concierge.

Concierge monitors the building's video cameras while on duty and will notify the Police or Fire Department should they have a concern. Otherwise the alarms are monitored off-site. During a fire alarm the Concierge is responsible for meeting the Fire Department and advising them of the nature and location of the emergency. They will provide the Fire Department with a set of master keys and a list of residents requiring assistance. Should you require assistance in the event of an emergency please complete the handicap information form attached and submit it to the Concierge.

If you are booking telephone and cable tv connections, please ensure that you advise them to have their technicians do their service at the building during 8:00 a.m. and 8:00 p.m. from Monday to Saturday. The Concierge will allow these technicians access to the building's telecommunications room, but not into your suite.

15. SUPERINTENDENT/CLEANER

The Superintendent is available from Monday to Friday from 8:00 a.m. to 4:00 p.m. The Superintendent is responsible for cleaning the common areas of the building, testing the emergency generator, moving the garbage bins in and out of the loading areas for pickup, and assists with trade personnel that may be on site. He will also be assisting with the maintenance of some of the mechanical systems in the building.

Please note: The Superintendent has not been retained to do any work within your unit.

16. COMMON ELEMENT ASSESSMENT PAYMENTS (CEA)

Upon registration of the Condominium Corporation and final closing of your unit you will be advised by your lawyer to make arrangements for payment of the Common Element Assessment Fees. Common Expense Fees are due and payable by the owner to the Corporation on the first (1st) day of each month. Owners should complete the **pre-authorized debit** form supplied by your lawyer and submit to the Simerra office. Instructions for use are on the form.

The Corporation will charge an owner an administration fee of \$25.00 for any returned cheques or pre-authorized debits. Pre-authorized debits are cancelled if an owner's payment is returned twice in a row. The owner is then responsible for providing guaranteed funds (certified cheque or money order) for the next six-month period to re-establish a good credit rating. At that time, the pre-authorized debit will be reinstated. Two weeks notice, prior to the first of the month, is required to start or stop a pre-authorized debit from a bank account.

When an owner fails to make their CEA payment the Corporation must take steps to enforce their lien rights as per the Condominium Act, 1998. A lien is a claim or charge against property for the payment of a debt or obligation. A lien for Common Element Assessment fees may be enforced in the same manner as a mortgage. The lien covers not only the unpaid common expenses and interest, but also "all reasonable costs, charges and expenses incurred by the Corporation in connection with the collection or attempted collection of the unpaid amount". The Corporation is obligated to send a "Notice of Lien" known as a Form 14 to all owners prior to registration of the lien. The cost to send this notice, currently \$107 is charged to the defaulting owner. To avoid any charges please make your payments as required.

17. METERS FOR HYDRO-ELECTRICITY

Hydro-electricity will be provided to each unit on a separate meter directly from Carma Billing Services.

All owners (purchaser) must submit a Resident Billing Sign up Form to "Carma". **All owners (seller)** must notify "Carma Billing Services" of their final closing date, so that a final reading can be done for their unit at least 7 days prior to their move-in date. **Bills can only be directed to unit owners and not to tenants.** If you did not receive a copy of your invoice from "Utility Billing Services", it is the responsibility of the unit owner to contact them to receive a copy. If owners do not pay their "Carma Billing Services" promptly, they will be subject to a lien on their unit.

The costs of all water and gas consumed, whether on the Common Elements or individual units is paid for by the Condominium Corporation and are "Bulk Metered".

Please do your part to help conserve energy and water. The cost of utilities represents a significant portion of the monthly Common Element Assessment Fees. For ideas on how to conserve energy, visit Toronto Hydro's Website: www.torontohydro.com

18. COMMUNICATION

Newsletters and bulletins are issued periodically. We will be looking for ideas for newsletters and will be happy to discuss any ideas that you may have for these newsletters.

19. MAIL DELIVERY

Canada Post will be delivering the mail directly to your personal mailbox, which is located in the mailroom adjacent to the lobby. If you will be away for extended periods of time please contact Canada Post directly to hold your mail.

20. GARBAGE/RECYCLING

We request that you be considerate of your neighbours, and only use the garbage chute between the hours of 8:00 a.m. and 10:00 p.m.

All garbage must be properly drained and double-bagged to prevent any undue odour, mess or damage during its passage through the garbage chute located on each floor.

All garbage must be firmly pushed through the chute and not left in the access area.

Your garbage/recycling chute is equipped with a **tri-sorter**:

- a) **When the lights are off, the system is on garbage.** If you have garbage, simply open the chute door and deposit your bag down the chute (please make sure that your items go all the way into the chute).
- b) **For recycling or organics:** Push recycling or organic button of choice. When your selection light has stopped flashing – open door and push your recyclables or organics through the flap and into the chute.
- c) **Wait for the light to go out.** Make your next selection and wait for the light to stop flashing.

DO NOT put large pieces of cardboard into the chute, as it is possible to cause a blockage. Kindly take the material down to the moving room at 18 Yorkville and manually dispose of it in the appropriate bin. Cardboard boxes must be broken down prior to disposal.

All large items for disposal must be discussed with Concierge prior to disposal.

Please note that the garbage/recycling chute is only about two feet wide, so please do not put oversize items into it or else the system will back up. Cleaning of the chute is time consuming and can be expensive. If it is proven that garbage from your unit clogs the chute, your unit may be charged the repair costs.

No resident shall permit any burning material, including burning cigarettes, cigars, or other ignited material to be deposited in the garbage chute or garbage bins.

21. PARKING

We would like to remind you to lock your vehicle at all times and avoid leaving valuables inside. When entering or leaving the premises, please operate your vehicle at a speed not in excess of 10 km per hour and adhere to all posted signs. **Residents are allowed to park in their own parking units only.** Please ensure you are parked in the correct numbered unit. The units are marked in accordance with the legal description.

There are duplicate numbers for each parking spot in the Scollard Building. Your spot should be located below your building and not below the Yorkville Building. If in doubt please check with the Concierge.

Vehicles parked in unauthorized units will be ticketed and/or towed at the owner's expense. Please ensure the management office has your correct license plate number. PARKING WILL BE STRICTLY ENFORCED. In the event that you are unable to park in your designated spot for whatever reason, please contact the management office for an alternative parking arrangement. Do not park in another unit. **Parking tickets will not be reimbursed or cancelled.**

22. **PARKING GARAGE**

A sealant is installed on the garage floor, which prevents water and road salt, brought into the garage on vehicles, from penetrating into the cement. These contaminants can cause structural damage to the garage floor and foundation.

If oil leaks or spills of any kind occur, please clean them with soap and water or place an absorbent material on the spot to soak up the spill and clean the area at a later date. Leaks left for any lengthy period of time may result in damage to the garage surface. It is the financial responsibility of the owner of the parking unit to return this surface to its original condition. Repairs to the membrane are expensive and a few minutes of your time could avoid this unnecessary expense.

Vehicle repairs, oil changes and storage of non-functional vehicles or other items are not permitted in the parking units. Parking units are for vehicles only and are not to be used for storage of any other articles. Items left in the garage will be removed and may be discarded without notice.

23. **BICYCLES**

There is a bicycle storage area on the P1 parking level for your convenience. Please do not bring bicycles through the lobby or onto the elevators.

24. **HEAT PUMP UNIT - AIR CONDITIONING AND HEATING UNITS**

Inside your suite is a heat pump system that provides air conditioning and heating to your unit. Once a year the corporation has these units serviced. A notice will be posted in the building when this work will be done. If you have an issue with your unit please contact property management. If you would like to change the filters more often, you can purchase filters via the Concierge.

Fan Switch

ON: Fan runs continuously

AUTO: Fan runs only during unit heating or cooling operation.

System Switch

COOL: Thermostat controls cooling operation

OFF: Heating and cooling are both off.

HEAT: Thermostat controls heating operation.

How to Set the Heat Setpoint Temperature

- Set the system switch to heat and press the up or down arrow buttons to increase or decrease the desired room heat setpoint temperature.
- (An arrow on the thermostat temperature display points to where the room temperature "Room" or setpoint temperature "Set" is presently being displayed.)

How to Set the Cool Setpoint Temperature

- Set the system switch to cool and press the up or down arrow buttons to increase or decrease the desired room cool setpoint temperature.

Notes:

- DO NOT set the system switch to "OFF" as you leave your suite each day or if you are traveling or will be away for only a short few week duration. (Simply set your fan switch to auto)
- If traveling or away for an extended period of time, set your thermostat to heat mode with a heart setpoint of approximately 60 Degrees F. to prevent risk of freezing.
- Room temperatures may be more conformable and constant throughout your suite with the fan switch set to "ON"

25. MAINTENANCE/REPAIRS

All unit maintenance is the owner's responsibility; if you require maintenance work, please feel free to contact the contractor of your choice. If you would like to be referred to someone our office would be pleased to provide you with names and numbers of trades people we have had favourable experiences with in the past.

26. 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 that all items located within the locker room are kept elevated from the floor and/or have all items placed under a plastic cover. The condominium corporation is not responsible for any items that are damaged as a result of water leakage. Stored items should be appropriately insured. The corporation is not responsible for any lost or stolen items.

Storage of gasoline, propane or any other combustible materials is not permitted.

27. UNIT DOORS

Doorknockers, seasonal decorations or signs on unit doors are not permitted. The suite doorways are a part of the common elements of the condominium corporation.

28. SOLICITING

No business solicitation or canvassing is permitted, other than for political elections, within this condominium. Please contact the Property Manager should a canvasser bother you.

29. BALCONIES, TERRACES AND WINDOWS

No awnings or shades may be erected over or outside of the windows, balconies or terraces. Nothing may be placed on the outside of the windowsills or projections of any unit. Nothing may be thrown out of the windows or doors of the building or from the balcony or terraces. No mops or brooms, bedding etc. shall be shaken from any window or door.

Seasonal furniture is permitted on the balcony/terraces provided that it does not exceed the recommended weight restriction and must be removed and stored during the winter months.

Seasonal plants are permitted provided that they are contained to planters with drainage trays. For safety reasons hanging planters and planters, which over hang the balcony/terrace railing to the exterior are not permitted.

No lights are permitted to be strung or affixed the exterior walls of your balcony/terrace or railings.

Residents are not permitted to install carpeting or tile on their balcony/terrace.

Residents are not permitted to throw items over their balcony/terrace, such as, cigarette butts, pop cans, garbage, etc. Throwing cigarette butts over your balcony/terrace is a fire hazard.

The procedure for washing your balcony/terrace is with a damp mop only. No water is permitted to overflow from your balcony as it may cause damages to and inconvenience the neighbours below you.

Residents are responsible for cleaning their accessible exterior windows and the interior side of the glass panels on their balcony/terrace railings. The corporation will be arranging for non-accessible exterior windows to be cleaned. Notice will be sent to residents when this work will be performed. The contractor will have to enter those suites that have roof anchors on their balcony/terrace so that they can clean the exterior windows below. If the resident is not at home, then the Property Manager will arrange for the concierge, superintendent and/or cleaner to allow the approved contractor access to your unit to do the work required.

30. SATELLITE DISHES

The Condominium Declaration prohibits the installation of any antennae, aerial, satellite dish or similar structure.

31. MAIN FLOOR AMENITIES AT 21 SCOLLARD

The amenities on the main floor located at 21 Scollard are there for the residents of 21 Scollard St. only. The residents of 21 Scollard St. can use the amenities located on the 8th floor of 18 Yorkville, as a portion of your Common Element Assessment fees will contribute to the maintenance of those facilities. The residents at 18 Yorkville do not contribute to and are not entitled to use the amenities at 21 Scollard St.

32. Party Room at 21 Scollard:

- a) All bookings for shall be made with Concierge and may be made no more than six months in advance. The Manager may require such information from any party applying for the use of any Room, as the Manager deems reasonable or appropriate in its sole discretion.
- b) The application form will be supplied by Concierge, shall be completed in full, signed by the Resident and returned to confirm booking. The Resident must be present during booked events.
- c) The Resident shall provide a security/cleaning deposit in such amount as the Manager may determine at the time of the reservation (hereinafter referred to as the "**Deposit**"), **which is currently \$500.00**. If the Deposit is not paid to the Manager by way of a cheque or money order at least two weeks prior to the reserved date, then the Manager shall cancel the reservation.
- d) Subsequent to any event being held, the Manager shall determine if any damage has been done to the Room and shall notify the Resident who rented the Room, the extent of the damage. In the event that no damage has been done, the Deposit, less a reasonable deduction for cleaning charges (currently \$50.00) and the cost of a Security Guard for the event, shall be returned to the Resident who booked the Room. In the event that there is damage to the Room, the Manager shall be empowered to apply the whole or any portion of the Deposit to the cost of repairing or rectifying such damage. In the event that the Deposit is insufficient to pay for the damage and cleaning expenses, the Resident shall immediately reimburse the Manager for all sums expended by the Manager, in excess of the Deposit, in order to repair or rectify the damage and clean the Room.

- e) Reservations must be cancelled no later than one month prior to the reserved date. Any cancellations within the final month prior to the reserved date shall result in the forfeiture of the Deposit.
- f) Noisy or rowdy behaviour is prohibited within any Room.
- g) No loud music shall be permitted in the Party Room.
- h) All functions must be terminated as of 1:00 a.m. and all Residents and Guests must thereafter immediately vacate the Room.
- i) Residents using the party room are responsible for gathering loose garbage and leaving the room in a presentable state once the event is over.
- j) Decorations are not to be attached to any part of the party room walls, kitchen counter, blinds, furniture etc.
- k) A security guard must be retained to monitor the access to (and egress from) any party room or meeting room during the reserved event. The cost of retaining said security guard shall be paid for (or reimbursed by) the Resident in whose name the reservation has been made.
- l) No alcohol shall be sold (whether for profit or otherwise) at any function within the Party Room.

33. **Exercise Room at 21 Scollard:**

- a) Proper attire is required when using the exercise room, and while recognizing the variety of exercise suits and aerobic outfits available today, proper decorum must be exhibited in wearing outfits that do not overly expose the wearer.
- b) Residents and/or Guests shall not wear any sort of wet attire, including bathing suits, into the exercise room.
- c) Residents and/or Guests under the age 16 are strictly prohibited from using the exercise room unless they are accompanied and supervised by an adult resident.
- d) A Resident must accompany guests at all times. Maximum of 2 guests per suite at one time.
- e) Residents and/or Guests shall treat all equipment with reasonable care and caution.
- f) Removal of any equipment from the exercise room for any purpose is strictly prohibited.
- g) Weights, mats and exercise equipment must be replaced where they belong after use.
- h) No food or beverage in a glass container is permitted within the exercise/aerobics room.
- i) All Residents and Guests must, after using any machinery or equipment situated within the exercise/aerobics room, wipe such machinery or equipment clean of any perspiration.
- j) Equipment can be booked for half hour sessions. Residents are asked to use the reservation sheet located in the exercise room for each piece of equipment they are using. Equipment is available on a first-come, first-serve basis if the equipment has not been booked already.

34. **8TH FLOOR AMENITIES – INDOOR AND OUTDOOR (SHARED WITH 21 SCOLLARD STREET)**

It is understood that use all of the amenities (dining room, lounge, party room, exercise room, steam room, media room, bbq, outdoor roof garden) is done so at your own risk. The amenities are strictly non-smoking areas. All rules pertaining to these facilities must be honoured.

Neither of the Residential Condominiums, nor their respective Boards, nor the Manager shall be responsible for any loss or theft of (or damage to) any personal articles belonging to any Resident and/or Guest, howsoever caused or occasioned.

Paid-for events and/or parties (namely events/parties that require the selling of tickets) are strictly prohibited.

Selected amenities can be prebooked.

The Board of Directors reserves the right to permit exclusive use of the any or all of the amenities for in-house activities for the benefit of all residents.

Hours are from 6:00 a.m. to 12:00 pm (midnight) unless otherwise stated below.

35. **Billiard Room (Can be Booked)**

- a) Residents and/or Guests under 16 years of age are not permitted in the billiard room unless accompanied and supervised by **an adult Resident at all times.**
- b) Food and/or beverages are not permitted in the billiard room.
- c) Residents and/or Guests are required to wear shoes and shirts while using the billiard room.
- d) Advance reservations are recommended, and will supersede anyone who has not booked the billiard room in advance. Reservations may be made through the Concierge.
- e) A booking period is one hour. Multiple bookings will not be accepted. **Additional one-hour bookings may be made immediately after completion of the first hour, provided there are no other reservations.**
- f) Please be considerate and cancel your reservation as soon as you realize that you do not require the room.
- g) A maximum of two Guests are permitted to play, and a Resident must accompany them. **A maximum of four (4) players may use the table at any one time.**
- h) **Radios, tape and CD players etc.,** are strictly prohibited in the billiard room.
- i) Once finished with the use of the Billiard Room, the Residents and/or Guests shall ensure that the cues, cue rest and billiard balls are racked and stacked in their proper place.
- j) Cues without tips are strictly prohibited from being used within the billiard room, and broken cues are to be delivered to the Concierge for repair.

36 **Exercise Room:**

- a) Proper attire is required when using the exercise room, and while recognizing the variety of exercise suits and aerobic outfits available today, proper decorum must be exhibited in wearing outfits that do not overly expose the wearer.
- b) Residents and/or Guests shall not wear any sort of wet attire, including bathing suits, into the exercise room.
- c) Residents and/or Guests under the age 16 are strictly prohibited from using the exercise room unless they are accompanied and supervised by an adult resident.
- d) A Resident must accompany guests at all times. Maximum of 2 guests per suite at one time.
- e) Residents and/or Guests shall treat all equipment with reasonable care and caution.
- f) Removal of any equipment from the exercise room for any purpose is strictly prohibited.
- g) Weights, mats and exercise equipment must be replaced where they belong after use.
- h) No food or beverage in a glass container is permitted within the exercise/aerobics room.

- i) All Residents and Guests must, after using any machinery or equipment situated within the exercise/aerobics room, wipe such machinery or equipment clean of any perspiration.
- j) Equipment can be booked for half hour sessions. Residents are asked to use the reservation sheet located in the exercise room for each piece of equipment they are using. Equipment is available on a first-come, first-serve basis if the equipment has not been booked already.

37. **Steam Room**

- a) No person under the age of 16 may use the steam room, unless accompanied by a Resident over the age of 16 years.
- b) For health reasons, a maximum of 5 minutes per use of the steam room is suggested.
- c) No person infected with a communicable disease or having open sores on his/her body shall enter the steam room.
- d) Pregnant women and persons suffering from heart disease, diabetes, high or low blood pressure should not use the steam room without permission from their doctor.
- e) The steam room should not be used when a person is under the influence of alcohol, anti-coagulants, anti-histamines, vasoconstrictors, stimulants, hypnotics, narcotics, or tranquillizers.
- f) No food or beverage is allowed in the room.
- g) A cleansing shower must be taken using warm water and soap and ensuring all soap is rinsed off before entering the steam room
- h) Caution should be taken when entering and leaving the steam room to avoid falling.
- i) Soap, shampoo, shaving equipment and/or glass containers are prohibited in the steam room.

38. **Change Rooms**

- a) Any Resident or Guest using the change room must supply his or her own lock. In the event that a Resident or Guest leaves items unattended within a change room (i.e. which have not been stored or locked within a locker), then the Resident or Guest shall be fully responsible for any loss or damage occasioned thereto.
- b) Lockers within the change rooms are reserved only for the use of Residents and/or Guests.
- c) Locks must not be left on any locker overnight.
- d) No Resident or Guest shall wear any wet or muddy footwear into the change rooms.
- e) Boisterous or rowdy behaviour or conduct is strictly prohibited within the change rooms.
- f) No body or foot powder may be used within the change rooms, inasmuch as same may create a mess and/or a slippery hazardous condition.
- g) When showering, please make sure the curtain is closed. If water is splashed on the floor it may, become slippery and can be quite hazardous, similarly with powders. Please make sure all faucets are closed tightly when done.

39. **Massage/Treatment Room**

- a) This room is available for booking, should it be required, for personal treatments.

40. **Media Room (can be booked)**

- a) The Media Room may be used by residents and guests as a gathering place, for reading and watching television/home theatre as well as privately booked functions.
- b) The decision as to what programs may be viewed on the home theatre/television shall be decided on a first-come, first-served basis. In the event that normal television programming is requested or desired to be watched by any resident, then the resident who first arrived shall have the use of such TV for a period of one hour, or until the show that he or she is watching is over, whichever is sooner to a maximum of a three-hour program.

- c) In the event that a resident wishes to view a video movie within the media room, then he or she shall book the use of the media room at the concierge desk.
- d) The viewing of pornographic or X-rated videotapes is strictly prohibited within the media room.
- e) Snacks and beverages are permitted (except those in glass containers). Residents are to pick up and dispose of all garbage and ensure that the media room is left in a neat and tidy condition. Any spills or mishaps must be reported to the concierge to ensure immediate clean up. Failure to do so may cause a cleaning fee to be levied against the user.

41. **Party Room (can be booked)**

- a) All bookings for shall be made with Concierge and may be made no more than six months in advance. The Manager may require such information from any party applying for the use of any Room, as the Manager deems reasonable or appropriate in its sole discretion.
- b) The application form will be supplied by Concierge, shall be completed in full, signed by the Resident and returned to confirm booking. The Resident must be present during booked events.
- c) The Resident shall provide a security/cleaning deposit in such amount as the Manager may determine at the time of the reservation (hereinafter referred to as the "**Deposit**"), **which is currently \$1,500.00**. If the Deposit is not paid to the Manager by way of a certified cheque or money order at least two weeks prior to the reserved date, then the Manager shall cancel the reservation.
- d) Subsequent to any event being held, the Manager shall determine if any damage has been done to the Room and shall notify the Resident who rented the Room, the extent of the damage. In the event that no damage has been done, the Deposit, less a reasonable deduction for cleaning charges (currently \$50.00) and the cost of a Security Guard for the event, shall be returned to the Resident who booked the Room. In the event that there is damage to the Room, the Manager shall be empowered to apply the whole or any portion of the Deposit to the cost of repairing or rectifying such damage. In the event that the Deposit is insufficient to pay for the damage and cleaning expenses, the Resident shall immediately reimburse the Manager for all sums expended by the Manager, in excess of the Deposit, in order to repair or rectify the damage and clean the Room.
- e) Reservations must be cancelled no later than one month prior to the reserved date. Any cancellations within the final month prior to the reserved date shall result in the forfeiture of the Deposit.
- f) When booking the party room, you may also book the lounge, kitchen, dining/meeting room and bbq.
- g) Noisy or rowdy behaviour is prohibited within any Room.
- h) No loud music shall be permitted in the Party Room.
- i) All functions must be terminated as of 1:00 a.m. and all Residents and Guests must thereafter immediately vacate the Room.
- j) Residents using the party room are responsible for gathering loose garbage and leaving the room in a presentable state once the event is over.
- k) Decorations are not to be attached to any part of the party room walls, kitchen counter, blinds, furniture etc.
- l) A security guard must be retained to monitor the access to (and egress from) any party room or meeting room during the reserved event. The cost of retaining said security guard shall be paid for (or reimbursed by) the Resident in whose name the reservation has been made.
- m) No alcohol shall be sold (whether for profit or otherwise) at any function within the Party Room.
- n) Anyone booking the Amenities Room (Party Room) must provide the Concierge on the first floor with a list of expected guest for the event, and the Guest must sign-in before they are allowed to visit the 8th floor Amenities Area for the event, and he/she/they will be accompanied to the Amenities Room area by the Concierge.

All Conveners are reminded to review the Policies and Procedures for the Amentias Room Area and the Amenities Room Agreement that will be handed to each Owner before he/she/they be permitted to book the Amenities Room Area.

42. **Outdoor Roof Garden**

- a) The Outdoor Roof Garden may be used by residents and guests as a gathering place. It cannot be used for privately booked functions.
- b) Snacks and beverages are permitted. Residents are to pick up and dispose of all garbage and ensure that the outdoor roof garden is left in a neat and tidy condition. Any spills or mishaps must be reported to the concierge to ensure immediate clean up. Failure to do so will cause a cleaning fee to be levied against the user.
- c) Noisy or rowdy behaviour is prohibited within the Outdoor Roof Garden.
- d) No loud music shall be permitted in the Outdoor Roof Garden.
- e) The doors to the Outdoor Roof Garden cannot be left open.
- f) The Outdoor Roof Garden is opened seasonally. It is not cleared of snow and ice in the winter months.

43. **Use of the Barbeque Area (can be booked)**

- a) Use of the barbecue is restricted to residents and their guests and is used at their own risk.
- b) The barbecue must be booked by completing the reservation form located at the Concierge desk.
- c) The barbecue will be booked on a first come first served basis with a time limit of one hour per use.
- d) Users must turn off the barbecue after use and leave the area in a clean and tidy condition. Users must clean the barbecue grill by cleaning the grill surface with the wire brush provided. Clean up must include the removal of garbage in the local area.
- e) Users may not use the adjacent Party Room for eating purposes unless they have booked the room for the event.
- f) If there are residents waiting to use the barbecue, please be considerate and vacate the barbecue area at the end of your reservation time.
- g) Please report any damage or problems to Management and or the Concierge.
- h) Use of radios, cd/tape players, etc. is not permitted.
- i) Glass containers may not be used in this area.

44. **GENERAL**

Smoking is not permitted in the common areas of the building. Also, the consumption of food and beverages is not allowed in the common areas of the building, including, but not limited to, corridors, stairwells, lobby and elevators. Food and beverages are only permitted in the dining rooms and party rooms and only during an approved function.

Proper footwear and clothing must be worn in the common areas of the building at all times.

45. **INSURANCE**

The Corporation's Insurance does not cover a number of items within your suite or your personal belongings. We recommend all owners obtain insurance as follows: \$1,000,000 liability insurance, content insurance, betterments and improvements insurance, and loss assessment insurance including insurance deductible coverage.

The unit owner may be held responsible for the Corporation's deductible. Should the claim be below the deductible amount, the owner is responsible for the entire cost. Ensure that you are carrying the appropriate coverage for condominium living.

We suggest that after settling in you take an inventory of all your contents, and if possible, videotape the items. If anything 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 systems, fire alarm system, and the concierge. All you are required to do to obtain these discounts is ask.

46. **LEASING OF UNITS** – The Condominium Act, 1998 - **Section 83**

The owner of a unit who leases the unit or renewal a lease of the unit shall, within 30 days of entering into the lease or the renewal, as the case may be, notify the corporation that the unit is leased, provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister; and provide the lessee with a copy of the declaration, by-laws and rules of the corporation. If a lease of a unit is terminated and not renewed, the owner of the unit shall notify the corporation in writing. A corporation shall maintain a record of the notices it receives under this section.

Please complete **the Form 5 "Summary of Lease or Renewal"**, a copy of which is attached to this package. Please remit the form to the Property Manager or drop it off at the Concierge Desk.

Your tenant **must also sign the "Tenant's Covenant"**, a copy of which is attached to this package.

47. **PETS**

Residents must register their household domestic pets with property management. Pet owners are not allowed to walk their pets unleashed anywhere upon the common elements. Pet owners must walk their pets somewhere other than the Condominium property and we ask that you please clean up after them. Pets are not permitted to be exercised in the lobbies, corridors, stairways, patios, garages or any other portion of the Common elements within the building.

All damages caused by a pet to the building, floors, walls, trims, tiles, carpeting, stairs or any other portion of the common elements are the responsibility of the owner of the suite and the owner must fully reimburse the Corporation for the cost of the repair, replacement or renovation.

48. **IN-SUITE FIRE ANNUAL INSPECTION AND TESTING**

Once a year, the corporation does an annual inspection of your in-suite fire and life safety equipment. Residents will be provided with notice as to when this work will be done via Property Management. If the resident is not at home, the Property Manager will arrange for the concierge, superintendent and/or cleaner to allow the approved contractor access to your unit to do the inspections. Any unit specific deficiencies will be charged back to your unit.

Tampering with the life and safety equipment in your suite or in any part of the building can endanger yourself and other residents of the building. Anyone one found tampering with the life and safety equipment can be formally charged and/or fined. As well as the cost of any repairs made necessary by such tampering will be borne by the owner.

49. **EMERGENCY PROCEDURES**

For ambulance: call 911

FIRE SAFETY

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 also from any other physical emergency.

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

There are smoke alarms, heat detectors and a carbon monoxide detector located in your unit.

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.

Handicapped persons who require assistance if evacuation becomes necessary should complete the Handicap Information Form provided. The Corporation is required by law to keep a current list available.

IF YOU DISCOVER A FIRE

- * Leave the fire area and take your keys.
- * Close all doors behind you.
- * Activate the fire alarm by using the pull stations.
- * Telephone 911 and ask for the Fire Department. Never assume that this has been done. Know and give the correct address and location of the 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 the door and handle for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly.
- * If you find no fire or smoke in the corridor, take your suite keys, close the door behind you and leave by the nearest stairwell.
- * If you encounter smoke in the corridor or stairwell, consider taking the corridor on other side of building, where the stairwell may be clear of smoke, or return to your suite.

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

- * Close the door.
- * Unlock door for possible entry of fire fighters.
- * Dial 911 and ask for the Fire Department. Tell them where you are, and then signal to Fire Fighters by waving a sheet out the window.
- * Seal all cracks where smoke can get in by using wet towels or sheets.
- * Crouch low to the floor if smoke enters the room.
- * Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- * Wait to be rescued. Remain calm.
- * Listen for instruction or information, which may be given by authorized personnel over the loudspeaker.

FIRE EXTINGUISHER, CONTROL AND CONFINEMENT

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

FIRE HOSE CABINETS AND EXTINGUISHERS

Fire hose cabinets are strategically located on each floor and in the underground garage. Additional fire extinguishers may be found in the mechanical areas.

ELEVATORS

The elevators have a backup system in case of a power failure. The elevators will return to the ground floor automatically. There are telephones in the elevators that are connected to the fire control room in your building. If you require assistance the elevator phone is there for your assistance.

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 where you are located in the building.

DO I LEAVE THE BUILDING TO SAFETY OR IS IT SAFER TO STAY WHERE I AM?

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. If you choose to leave the building, do so as soon as possible. When you hear a fire alarm, you should make up your mind right away whether to leave the suite or stay. Leaving later may create problems for you because smoke, which contains poisonous gases, may have filled the corridor or the stairwell.

NOTE THAT SMOKE DETECTORS IN YOUR SUITE 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 SOUND AN ALARM.

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/suite or on your balcony.
- * Not put burning materials, such as cigarettes and ashes into garbage chutes.
- * Not dispose of flammable liquids in the garbage 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, and never smoke in bed.
- * Not leave articles, such as shoes, rubbers, mats, etc., in the building halls.

RESIDENT INFORMATION FORM – 21 SCOLLARD ST

T.S.C.C. 1740

The following information is required by the Corporation for the purpose of carrying out its objects and duties in managing the assets on behalf of the owners and shall be used for that purpose only.

BUILDING ADDRESS: 21 Scollard St, Toronto, Ontario M5R 1G1

Unit Number: _____ **Parking Unit #:** _____ **Locker Unit #:** _____

Owner's Name: _____ **Date:** _____

Address (if other than 21 Scollard St.):

Telephone Number: Res: (____) _____ Bus: _____
(____) _____

E-mail

Address:

Occupant's Name:

Telephone Number: Res: (____) _____ Bus: (____) _____

(If different than Owner)

If Unit has been leased, complete the Summary of Lease or Renewal Form '5' Attached.

Make/Year of Vehicle

License Number

Type of Bicycle (make/colour/model) _____

In-Suite Alarm: Yes _____ No _____

In Case of an Emergency Contact:

Name: _____ **Telephone No: (____)** _____

Would you require assistance in an emergency? Yes _____ No _____

Type of Disability: _____

Do you have pets? If Yes, type and Descriptions:

Notices that are required to be given to the owner may be sent by fax, electronic mail or other method of electronic communication: YES _____ NO _____

RETURN COMPLETED FORM TO: CONCIERGE AT 18 YORKVILLE OR FAX TO 416-293-5904



21 Scollard Street
T.S.C.C. 1740

HANDICAP INFORMATION FORM

Please Complete and Return this Form to Management at Fax Number 416-964-7449

(please print)

NAME: _____ TELEPHONE: _____

ADDRESS: _____ UNIT: _____

Particulars of any handicap or medical problems concerning yourself or a family member that would require assistance in an emergency situation (i.e. difficulty walking).

Form 5

Condominium Act, 199)

SUMMARY OF LEASE OR RENEWAL
 (Clause 83 (1) (b) of the *Condominium Act, 1998*)

TO: Toronto Standard Condominium Corporation #1740

1. This is to notify you that a written lease has been entered into for: Unit(s) _____, Level(s) _____ on the following terms:

Name of lessee(s) or sub lessee(s): _____

Telephone Number: _____ Fax Number, if any: _____

E-Mail: _____

Commencement Date: _____ Termination: _____

Option(s) to renew: _____

Rental Payments: _____
(set out amount and when due)

Other Information: _____
(at the option of the owner)

1. I (We) have provided the above-designated (*strikeout whichever is not applicable*) lessee(s)/sub lessee(s) with a copy of the declaration, by-laws and rules of the Condominium Corporation.
2. I (We) acknowledge that, as required by subsection 83 (2) of the *Condominium Act, 1998*, I (We) will advise you in writing if the above-designated lease/sublease/assignment of lease is terminated.

Dated this _____ day of _____, 20____

(Signature of owner)

(Print name of owner)

(Address)

(Telephone number)

(Fax number, if any)



**TENANT'S COVENANT
21 SCOLLARD STREET
T.S.C.C. 1740**

To be completed by all Tenants and delivered to the Concierge or Property Manager prior to occupancy. As per Section 6.01(c) of the Declaration for this Condominium no Owner is permitted to lease his unit unless this covenant is signed by the Tenant and delivered to the Corporation.

I acknowledge and agree that I, and my servants, agents, tenants, family, invitees and licensees from time to time, will, in using the unit rented by me and the common elements of the condominium, comply with the provisions of the Condominium Act, 1998, the declaration, the by-laws of the condominium corporation, all rules and regulations of the condominium corporation and any agreements authorized by the by-laws of the condominium corporation, including the reciprocal agreement, during the entire term of my tenancy, and will be subject to the same duties imposed by the above as if I were a unit owner, except for the payment of common expenses unless otherwise provided by the Condominium Act, 1998.

Tenant's Signature: _____

Tenant's Name: _____

Tenant's Signature: _____

Tenant's Name: _____

Suite Number: _____

Date: _____

**PLEASE RETURN THIS FORM TO PROPERTY MANAGEMENT VIA THE CONCIERGE
OR FAX TO 416-964-7449**

21 SCOLLARD**T.S.C.C. 1740****PARCEL DELIVERY RELEASE FORM**

I hereby authorize the Front Desk Concierge to accept packages on my behalf.

Neither Property Management, nor its agents will be held responsible for any lost or damaged goods.

Resident's Name (please print)

Suite Number

Resident's Authorized Signature

Date



21 SCOLLARD ST - SUITE ENTRY WAIVER

T.S.C.C. 1740

Please Complete and Return this Form to Management via the Concierge Desk

UNIT ENTRY:

I, _____ of unit # ____ do hereby authorize the following to enter my unit:

Name: _____ of Company: _____

Name: _____ of Company: _____

Name: _____ of Company: _____

Name: _____ of Company: _____

Name: _____ of Company: _____

I hereby authorize the Front Desk Concierge to accept this unit entry form and the key to my unit.

It is understood that all of the names above will be requested to provide identification and sign for the key, and to return the key to the Concierge; failure to do so shall not be held against the Corporation or its agents.

I also understand that since there is an in-suite alarm system located in my unit, that it is my responsibility to notify the monitoring company of approved unit entries, and that the individuals listed above have been made aware of my in-suite alarm system.

This release is in effect until I notify the SIMERRA PROPERTY MANAGEMENT Inc. in writing to the contrary.

Neither Toronto Standard Condominium Corporation Number ____, Great Gulf (Yorkville) Ltd. nor its agents will be held responsible for any loss, damage or liability that may occur as a result of releasing this key.

(Witness)

Resident's Signature

Date

Date