



Dear Homeowner,

Welcome home to Harbour Plaza Residences.

MenRes Property Management Inc. would like to introduce you to your new home and we look forward to being of service to you as you make the transition into your new Condominium. This is an exciting time and we are here with you every step of the way to assist with moving in, orientating you to the building and introducing you to the Harbour Plaza community.

We would like to remind you of the importance of completing the enclosed Registration Package *prior* to your scheduled moving date. If you plan on leasing your unit, please return a copy of the lease, advising us who the authorized tenants are. All owners must provide tenants with a copy of the Rules and Regulations for the building and ensure that they are familiar with them. Under the terms of the condominium documents, all owners are responsible for managing their own tenant affairs and are responsible for their actions while residing in the building.

All owners and tenants are also required to carry property insurance. The proposed Condominium Documents, outline what type of insurance is required. Please refer to *Article VII, Insurance, 7.3, By the Owner*. Most well-known insurance providers should be familiar with your condominium policy needs. Proof of insurance is required prior to moving in.

As the occupancy period will take several months to complete, we encourage owners to schedule elevator bookings well in advance. Elevator reservations are completed on-line using Condo Control Central and a \$250 security deposit will be collected. As your interim closing may occur late in the day, schedule your move for the day following your interim closing. The elevator may be booked in 2 hour increments from Monday to Sunday, from 12:00pm – 2:00pm; 2:30pm - 4:30pm; 5:00pm – 7:00pm; 7:30pm – 9:30pm.

In the event you have a designer or contractor attending your suite to perform work, please notify Property Management as they will be required to sign-in with Concierge on their arrival. Materials requiring delivery also require an elevator reservation. Should you require assistance during the Interim Occupancy Period, Menkes Customer Care is also available to assist you with scheduling and move-in inquiries at [harbourcc@menkes.com](mailto:harbourcc@menkes.com) or 416.323.0171.

Condo Control Central is a web-based portal that will enable you to stay connected with Property Management. If you have any questions regarding your log-in, please contact your Property Management team.

The Property Management office is located on the ground floor adjacent to the lobby and we can be reached at 416-366-2842 (East office) or 416-366-7456 (West office) or via email at [harboureastapm@menres.com](mailto:harboureastapm@menres.com) or [harbourwestapm@menres.com](mailto:harbourwestapm@menres.com). We encourage residents to stop by and introduce themselves any time during business hours (East Tower: Monday, Wednesday & Friday – 9:00am - 1:00pm, Tuesday & Thursday – 1:00pm - 5:00pm; West Tower: Monday, Wednesday & Friday – 1:00pm - 5:00pm, Tuesday & Thursday – 9:00am - 1:00pm). We are here to help you and want to congratulate you again on your new purchase.

Sincerely,

**MENRES**  
PROPERTY MANAGEMENT

**MenRes Property Management Inc.**



# HARBOURPLAZA

RESIDENCES

**Menkes Customer Care & Elevator Reservation**

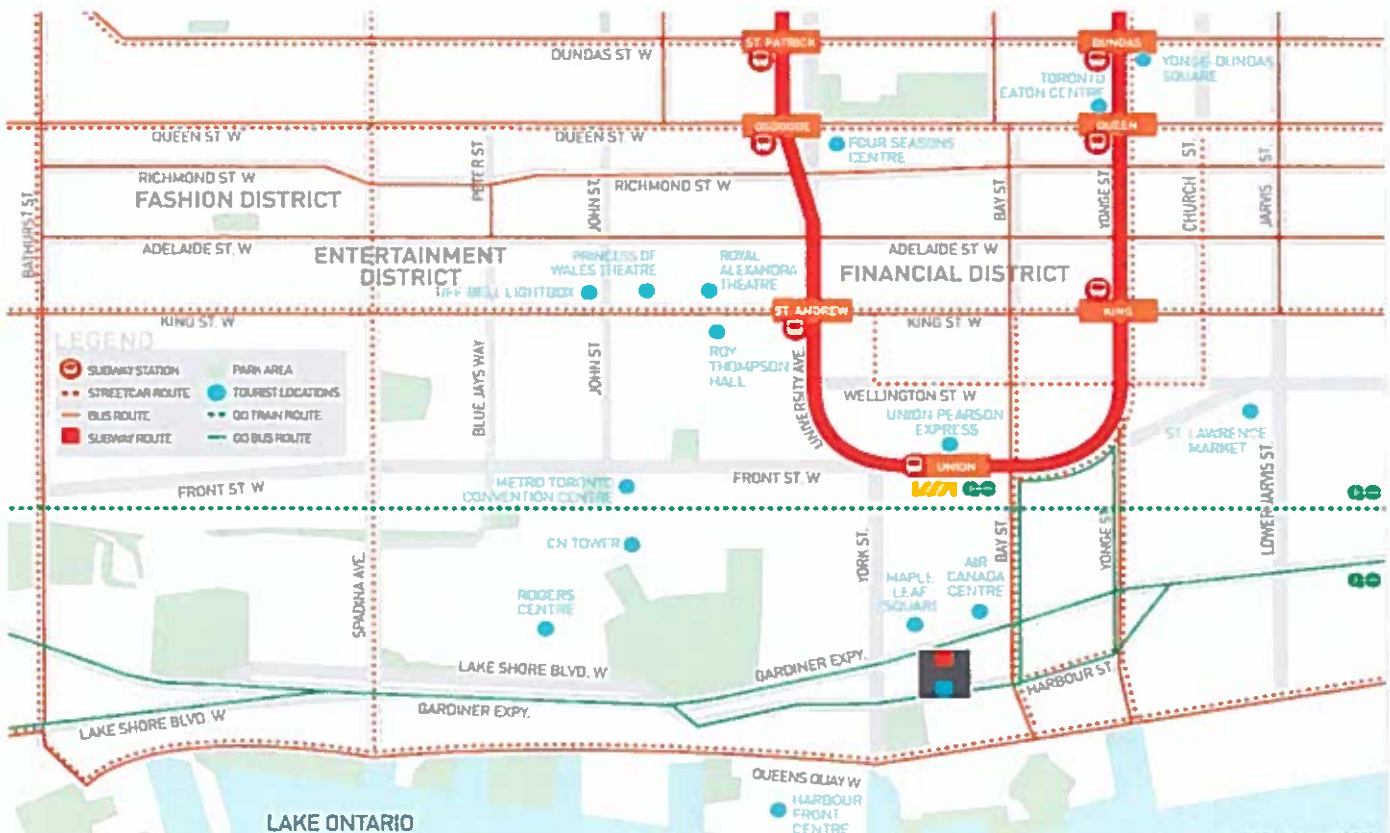
[harbourCC@menkes.com](mailto:harbourCC@menkes.com) (416) 323-0171

**MenRes Property Management - East**

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**MenRes Property Management - West**

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