

TORONTO STANDARD CONDOMINIUM CORPORATION NO _____

WELCOME TO HIGH PARK

1830 Bloor Street West, Toronto, ON M2K 1A5
TEL: 647-351-1830 FAX: 647-346-9271



Created by: Olimpio Andrade
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TO RESIDENTS

The Board of Directors, your fellow residents and staff of HIGH PARK CONDOMINIUMS, would like to take this opportunity to welcome you to your new home and to wish you many satisfying years here.

This document should provide answers to the questions most commonly asked by new residents. We also suggest that you take the time to carefully review the Declaration, Bylaws and Rules of the Condominium (please visit our web-site:

highparkcondominiums@gmail.com). While there are a lot of “do’s and don’ts”, please be assured that these documents have been prepared to ensure that your individual rights as a resident are protected and to ensure that the benefits and advantages of Condominium living are realized by all residents/owners.

Toronto Standard Condominium Corporation TSCC#

TSCC_____ is incorporated under the Condominium Act. The objects of the Corporation are to manage the property and the assets of the Corporation on behalf of the owners. The Corporation has a duty to control, manage and administer the common elements (means all the property except the units) and the assets of the Corporation. It has a duty to take all reasonable steps to ensure that the owners, occupiers, lessees, and the agents and employees of the Corporation comply with the Condominium Act, and the Declaration, By-laws and Rules of TSCC _____.

The Board of Directors, duly elected by the owners, is responsible for managing the affairs of the Corporation on behalf of the owners. In accordance with the Condominium Act, the Board of Directors may make, amend or repeal Rules and By-laws respecting the use of common elements and units for the purpose to:

- Promote the safety, security and welfare of the owners and of the property and assets of the corporation;
- Prevent unreasonable interference with the use and enjoyment of the common elements, the units or the assets of the corporation;
- To govern the maintenance of the units and the common elements;
- To govern the use and management of the assets of the corporation;
- To govern the conduct of the affairs of the corporation.

All owners, residents, lessees, and agents and employees of the corporation shall comply with the Rules of the Corporation in accordance with the Condominium Act to enable the maximum enjoyment of the building and its facilities by all.

BUILDING AMENITIES, also known as (Parkside Club)

The Main Floor: All residents should register and provide deposit on the amount of \$250. This is required in order to use the freight elevator and with your permission we keep on file for the booking and use of all amenities.

Loading Area is located on the ground rear, north of the building.

Mail box are located in the Lobby as well as your concierge service which is available 24/7.

2nd Floor:(1) Rock Climbing Wall, (2) Weight Studio, (3) Home Theatre, (4) Parkside Amenities Coordinator Personal, (5) Change Rooms and Sauna, (6) Garden Nursery and Plots.

The 3th Floor :(1) Indoor & Outdoor Yoga Plates, (2) Cardio Studio, (3) Billiards Room, (4) Party Room, (5) Outdoor Lounge, (6) Sun Deck, (7) Alfresco Dinning, Picnic Area & BBQ.

10th Floor: (1) Catering Kitchen, (2) Social Room, (3) Indoor & Outdoor Fireside Lounges, (4) BBQ Area, (5) Outdoor Terrace, Dinning & Sun Deck.

The operation and use of the building's amenities is governed by the Rules and Municipal Regulations. All private bookings shall be approved by the Corporations or its agents. The building's amenities are available for the residents of HIGH PARK CONDOMINIUM only. Reservation Forms are available at the Security Desk or at the building portal.

In the event that you lose your Amenities' ID card, a \$15 charge will apply to renew it.

LIVING IN YOUR NEW COMMUNITY:

Important numbers:

Management office: Olimpio Andrade (Subject to Change)

Phone : 647-351-1830

Fax : 647-346-9271

Property Manager's email address: highparkcondominium@gmail.com

Resident Services Director and Concierge: highparkconcierge@gmail.com

Security Desk: 647 - 351 - 1831

Police Non-Emergency # 416 – 808 – 2222

Web-site: <http://danielshighpark.ca>

Parking:

All visitors must park in the designated Visitor Parking Area located on P-1. No parking is allowed between the hours of 2 am to 7 am unless authorized by the building's security. To register your guest vehicle please obtain a permit from the Security Desk or call **647 – 351 – 1831**. For extended parking permit (more than 3 nights), please submit your request to the Management Office. Remember; visitor parking is for visitors only.

Moving In /Out & Furniture Delivery:

Our condominium has a separate entrance and elevator for moving furniture and equipment in or out of the building. This moving area is located at ground rear north of the building.

The time and date of all moves/deliveries must be pre-arranged (**48 hours in advance, a Security Damage Deposit in the amount of \$ 250.00 is required**) through the Security desk. Elevator Reservation Forms are available at the Security desk or at your web portal online (www.TBA.com)

Parcels:

If you are not home, the management office or security may accept delivery of parcels that don't require a signature and are easily handled and stored. The notification will be sent to you by email.

Note: **A signed waiver is required for concierge to accept your parcel and please be aware that security may not accept over 25lb or any oversize item (over 2ft by 2ft).**

Security Services:

Our condominium has a full time security and it is equipped with numerous surveillance cameras to monitor common areas and access to the building by visitors for your own and property protection.

Emergencies:

FIRE: Call 911

FLOOD/LEAK:

Please contact the **Property Manager** during business hours. AFTER HOURS, please contact the **Security Desk** or the building's **Resident Services Director**. Through security.

NO HEAT/NO AC IN UNIT: Please contact the **RSD** or the **Property Manager**.

BREACH OF SECURITY: Please contact the **Security desk** or call **911**.

NOISE: Please call the **Security desk** or notify the **Police**.

ELEVATOR ENTRAPMENT:

Press Emergency Button located on the elevator panel. Your call will be dispatched to **KONE Elevators** right away.

MEDICAL EMERGENCIES: Call 911**TRESPASSING: Call 911****BREAK& ENTER: Call 911****DOMESTIC VIOLENCE: Call 911****Changes to Common Elements:**

Please note that no alterations, additions or improvements can be made to your unit or the common elements without the prior written consent of the Board of Directors. This provision in your Declaration has been made to protect the architectural integrity and overall appearance of the building.

Always consult with the Property Manager before making any changes to determine if approval is required.

Insurance:

It is important to have the proper type and amount of insurance for your Unit.

The Policy you select should cover the contents of your Unit, any improvements or upgrades that you have made to your Unit, and should provide you with a living allowance should you be forced to vacate your unit while repairs are being completed. The Policy should also include Comprehensive General Liability Insurance to protect you from any personal injury or property damage claims by third parties arising out of your own negligence or the negligence of your guests or family members.

Those owners leasing their units to others should so advise their insurance agent.

Repairs & Renovations:

Owners are solely responsible for the cost of maintaining and repairing all mechanical, electrical, heating, cooling, plumbing equipment, fixtures and systems which provide power or any other service exclusively to his unit.

An owner is responsible for all damages to any and all other Units and common areas, which are caused by the failure of the owner to maintain and repair his Unit.

All renovation work within your unit beyond painting and/or wallpapering must be approved by the Board of Directors or the Property Manager. The Renovation Application must be completed and submitted to the Management Office prior to commencing of the work. Please review the Renovation Information Sheet which will help you with your proposed renovation.

Action Alert Form

If you would like to report a problem in your Suite, or bring to the attention of the management and/or the Board your concern regarding the common areas of the building, please fill out an Action Alert Form and deliver it to the management office or the Security desk.

Garbage:

The building is equipped with the tri-sort garbage disposal system. Garbage disposal rooms are located on each floor. When disposing garbage, please ensure that your garbage bags do not “DRIP” while being carried to the disposal rooms. **Removal of carpet stains is very costly and we all can end up paying more in rent/maintenance fees!**

Large recycling items, electronic waste, light bulbs must be brought to the main floor garbage room. All cardboard boxes must be flattened before depositing into recycling bins.

Please arrange with the building’s RSD the disposal of any bulk/furniture items.

Kitchen Drains/Stacks:

All units have individual drains from the kitchens and they feed into a communal waste water pipe, called the kitchen stack. Generally, kitchen stacks are cleaned every couple of years. Residents should be considerate about what they rinse down the sink, so the kitchen stack is not starting to clog and back up. Using a bottle or container to store cooking fats (i.e. bacon drippings or used cooking oils) would go a long way in helping to keep the kitchen stack clean.

Bicycles:

All residents shall be aware that there is a provision in the rules prohibiting residents to take bicycles on elevators or through the Lobby.

Bicycles must be placed within individual Bicycle/Storage Units. Alternatively, a bicycle rack spot can be rented from the Corporation for a \$50 fee (subject to change determined by the Board of Directors).

Fire Protection Equipment:

Each unit is equipped with a smoke & heat detector(s) and a speaker(s) hard-wired to the building's fire panel. In the event of a fire, a fire alarm will be activated and you shall be notified via a speaker-phone. **Under no circumstances should any of the alarms/equipment be tampered with, painted over, or disconnected.** Serious financial penalties may be otherwise imposed.

Thermostats & Common Area Lights

All residents are being encouraged to learn how to program heating and cooling schedule for their Honeywell thermostats installed in each unit. The thermostat controls have schedule periods, and therefore may help to reduce unit's energy costs. Please check the HIGH PARK portal web site for Thermostat Programming Guide or contact the management office.

Please ensure that you shut off lights when leaving the amenities spaces this might help prevent additional cost to your condo fee.

Balconies/Terraces:

All residents shall be aware of the Rules pertaining to the use of their balconies/terraces.

- No pet shall be kept on any balcony;
- Balconies shall not be used for the storage;
- Do not dispose of anything over the balcony, particularly cigarettes or other potential fire hazards;
- The use of barbecues or other cooking devices is not permitted in any balcony.

Leasing of Units:

Those owners who lease their units must notify the Corporation that the Unit is lease, providing the Corporation with the Lease Summary Notice (Form 5) and any other documents required by the Corporation.

If an owner who has leased a unit defaults in the owner's obligation to contribute to the common expenses, the Corporation may, by written notice to the lessee, require the lessee to pay to the Corporation the lesser of the amount of the default and the amount of the rent due under the lease in accordance with the Ontario Condominium Act.

Thank you for reading all the way to the END! Remember: we all share one roof; and we all are communally responsible, through our own actions, for the safety, security, and enjoyment of our shared residence. If you have any questions, comments, suggestions (or would like to join our Gardening, Social, or Security Committees), don't hesitate to speak to any of the building's staff, or leaving a message for the Board of Directors at the property management office.

The Property Manager of TSCC #_____



Condo Living Quick Tips

To assist you with the many aspects of new home condo living I would like to share with you some general direction, and information on who to call. Please find contacts for the Concierge and Property Management.

Concierge

Located at the ground floor Lobby main entrance

Security is 24/7

Security admin services are performed 8am to 4pm at front desk

Tel: 647 - 351 – 1831

conciergehp@gmail.com

- Booking the elevator
- Booking of amenities
- Noise Complaints
- Access Control
- Litter and condo building malfunctions (garbage chute, elevator, lights, hallway, Doors...)
- Visitor Parking
- Courier parcel(s) pick up (8am to 8pm) at concierge desk.
- Community website information
- Resident profile, forms, and Form 5
- Emergency (flood, fire, power failure)

Property Management

Located on the Ground floor

Open Monday to Friday 9AM – 5PM

Phone: 647-351-1830

Fax: 647-346-9271

highparkcondominium@gmail.com

- Condo Rules Regulations
- Rule enforcement
- General Information
- Special requests
- Suggestions
- Complaints
- Common element unit deficiency (balcony, exterior doors, windows).



Most Asked Question

It is understood and agreed that the OWNER/RESIDENT will be responsible at all times for the common areas of **High Park**, follow the rules, while living in the building.

2. Concierge will not allow visitors in the building without being notified in advanced. Visitors will wait in the lobby until resident is contacted.

3. Residents are responsible in providing their visitors with entry code and food deliveries such (PIZZA, ETC).

4. No flyers or door decoration in the corridors / hallway.

5. No hammering or loud drilling after 5:00pm.

6. No loud music after 11:00Pm.

7. Please with respect to your neighbors control the smells of strange odors (Cigarette, Food, etc.)

7.1 Do not throw cigarette butt away from your balcony. It might start fire.

7.2 Do not throw water down your balcony, let the water drain out naturally, as it was designed to do. (Please see the architect's letter referring to the matter).

8. No alcohol on hallways or common areas.

9. No smoking in front of the building or stair wells (Part of Ontario By-laws)

10. No dog / cat pad or litter (or any foreigner object) should be dumped in the toilet (Blockage affects everyone below you, water damage can exceed \$5000). **(No pets allowed in any of the amenities)**

11. No cardboard box or foam in the garbage chute, No litter in the chute room, maintain the chute area clean and clear. Any large objects or Bulk item please contact concierge. (Every time the chute gets repaired for blockage the building spends approximately \$800).

12. Two animals maximum allowed per unit (Cat & Dog, 2 Dogs or 2 Cats) Please register the animals

13. Owners should clean up after their pets; \$100 charge will apply if dog litter is found.

14. No BBQ on the balconies.

14.1 No cardboard boxes on the balcony, to prevent fire from cigarette butts.

14.2 Balcony is not a storage space; the only items allowed in the balcony are your patio furniture.

15. Damage to furnishings and/or finish or rooms and/or theft or loss and/or damage to the Corporation's property are the responsibility of the OWNER/RESIDENT who will be responsible for costs of replacement, repairs or refinishing as determined by the Corporation in its sole discretion. The OWNER/RESIDENT hereby accepts responsibility for the use of the common areas and living in the building in accordance with the regulations governing the usage of as described in this Agreement; as set out herein

By: Olimpio Andrade

Property Manager

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