

optima

HOME ORIENTATION HANDBOOK

PREPARED BY

CANLIGHT HALL
MANAGEMENT

OPTIMA AT CITYPLACE

HOME ORIENTATION HANDBOOK

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AT YOUR SERVICE

Management

Canlight Hall Management is pleased to be of assistance to you.

Your Property Manager is Monica Gilkes and Administration Manager is Gordon Swift. They can be reached at 416-883-0509 ext 2. Their office is located on the 2nd floor in the southwest corner by the stairwell.

- Management Office hours:
Mon-Tues-Fri, Monday 9-5 pm, Tues: 11-7 pm and Friday 9-5 pm
 - Property Manager: Monica Gilkes, optimamanager@canlight.com
 - Administration Manager: Gordon Swift, optimaadmin@canlight.com
- For any emergencies, please contact the Front Desk at 416-883-0509.

Management Office duties include:

- Administration queries
- Ordering status certificates
- Common element fees & all other payments
- Receivables
- Changing bank account
- Setting up Pre-authorized payment
- Providing any change in information for the building database

Front Desk duties include:

- Transmitter replacement & programming,
- Party room, guest suite and theatre room bookings
- Elevator bookings
- Work orders
- Alteration agreement forms
- Pre authorized payment forms

For all other queries, please contact Monica Gilkes

Maintenance Staff

The Superintendent is Sergiy Yefymov and he is available from 8:00 a.m. to 4:00 p.m. Monday through Friday and can be reached by contacting the Front Desk.

Concierge

The Concierge is responsible for access control of all guests to the property. The Optima Concierge is available to assist you 24 hours per day. Our staff will be glad to accept small parcels and mail (except registered) provided that a waiver is signed in advance authorizing us to do so.

Quick Reference Numbers

Name	Office Hours	Telephone Numbers
Concierge	24 hours	416-883-0509
Canlight Hall Management On Site Office	Monday: 9:00 am – 5:00 pm Tuesday: 11:00 am – 7:00 pm Friday: 9:00 am – 5:00 pm	416-883-0509 ext 2 fax: 416-883-0761
Emergency Anytime		911
Telus at City Place Telephone and Internet Provider	9:00 am – 5:00 pm	416-883-3550 1-866-876-2489
Concord Adex – The Availability of Parking Spots and Lockers @ Optima	9:00 am – 5:00 pm	Representative: <u>Shannon</u> 416-813-2903

P LANNING YOUR MOVE

You are required to book an elevator for any move or delivery. The Concierge will put the elevator on service for your private use. Reservations are made with the Front Desk on a first come first served basis. Residents or moving companies which show up without a reservation will be turned away and will be required to book the next available time.

A minimum fee of \$100.00 for booking the elevator is required before your moving date. This is for a 4 hour time slot. Time slots will be based on availability. Any additional time needed after the 4 hours would require an additional payment. Cheque should be made payable to TSCC #1537 after registration.

Important Reminder: All Owners who have tenants residing in your unit should be aware that when a new tenant is moving in there is a \$350.00 new tenant registration fee required at the time of booking the elevator.

The maintenance staff or the security officer on duty will control all moves or deliveries and monitor the area to limit damages and trespassers. Residents are required to sign the Pre- and Post-inspection Form and will be held responsible for all expenses associated with the repairs to any damage caused during the move.

Moving Hours: 8:00 am to 8:00 pm daily (holidays excluded)

Moving or delivery personnel must remove all cardboard and boxes from the site. Otherwise, it is your responsibility to have the boxes broken down and cut into 2' by 2' size, bundled and brought to the recycle room located on the ground level.

INSURANCE *is a necessity.*

Building Insurance

The corporation's insurance covers full replacement value to the standard unit and common elements. Improvements, betterments, or personal property of the owner are excluded from this policy.

The standard unit as defined by the condominium documents is as follows:

The Corporation has only one class of dwelling unit for the purpose of defining what constitutes a standard unit. As per Appendix "A" of your declaration.

Doors

- Suite entry door with dead-bolt lock
- Painted hollow core wood interior doors

Walls

- Interior walls and columns are primed and painted in latex paint throughout.
- Painted wood baseboard throughout, except in kitchen, bathrooms, round columns and laundry/storage areas

Ceilings

- Stippled ceilings throughout

Light Fixtures

- Capped ceiling outlet in dining area
- Switch controlled split wall receptacle in living room, bedrooms
- Ceiling light fixtures shall not form part of the unit as they may be removed or altered by individual owners

Floor Coverings

- No floor coverings whatsoever (whether originally installed by or on behalf of the Declarant, or otherwise) will be included within the standard unit, and accordingly the only flooring that will be insured by the Corporation's master insurance policy will be the concrete floor slab of each unit. Each unit owner will therefore be responsible for fully insuring his or her own flooring of whatever kind, which has been installed within each owner's suite, all at each owner's sole cost and expense.

Cabinetry

- Veneer wood cabinets with uppers in kitchen
- Granite countertop in kitchen
- Veneered wood cabinet in bathroom
- Corian countertop in bathroom

Plumbing Fixtures

- Stainless steel sink and chrome faucets in bathrooms
- Stainless steel sink with chrome faucet in kitchen
- Acrylic soaker tub with ceramic tiles on surrounding walls, chrome shower head and handles

Life safety Equipment

- Heat detector
- Speaker
- Silencer

Homeowner Insurance

We recommend that all owners obtain minimum insurance as follows: \$1,000,000 liability insurance, contents insurance, betterments and improvements insurance, loss assessment and contingency insurance.

If you are renting your suite, we suggest that you obtain coverage for your contents, liability, appliances, betterments and improvements. Each tenant should obtain a specific tenant insurance package.

The Corporation's policy provides that the individual homeowner is responsible for the Corporation's deductible. Should the claim be below the deductible amount the owner is responsible for the entire cost. There is a contingency insurance policy available which covers the Corporation's deductible. Kindly speak to your insurance broker.

We suggest that after settling in you take an inventory of all your contents. We recommend that you take pictures of your valuables and keep proper records of receipts.

RECREATION FACILITIES AND COMMON AREAS

Recreation Facilities

- The hours for use of the facilities are between 6:00 a.m. and 11:00 p.m.
- Residents are not permitted to bring more than two guests into the facilities.
- A resident must accompany guests at all times.
- Children under the age of twelve are not permitted in the facilities unless accompanied by an adult resident not less than 18 years of age.
- Pets are not permitted in the facilities.
- A reminder to all residents using the fitness room - please respect the equipment and be mindful of fellow residents. Please do not sit on equipment when not in use. Equipment is on a first come first served basis.

All facilities (except the swimming pool, whirlpool and sauna) can be reserved on a first come-first served basis by contacting the Concierge at 416-883-0509. For private bookings of the Theatre Room, Guest Suite, Boardroom and Party Room, the following charges apply:

Facilities	Deposit	Rental fee / Day
Guest Suite	\$ 200	\$ 75.00
Party Room **	\$300.00 Certified	\$25/hour min 4 hours
Theatre Room	None currently required	\$ 50.00

Instructions for booking the Amenities:

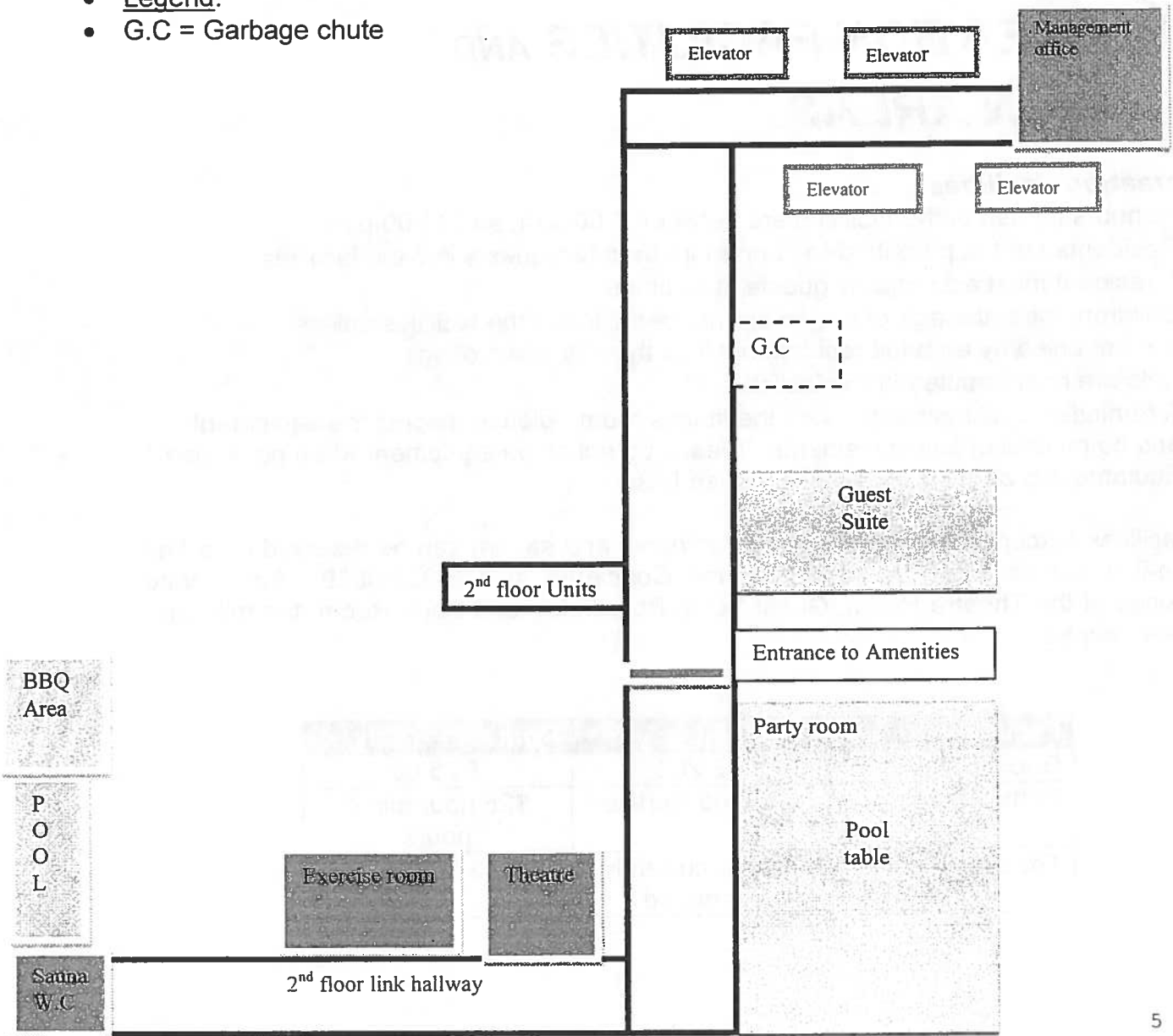
Party Room: Please see the Concierge to confirm that the date is available. Residents will then complete a Party Room agreement form. Residents will also be required to provide the concierge with a complete guest list for the function. Deposit is required to confirm booking.

Guest Suite: Please see the Concierge to confirm availability. Residents can book up to a 3 day maximum. If an extended booking is required please see Management. Residents will be required to fill out a Guest Suite booking agreement. Any cancellation must be made within 48 hours of date of booking or full payment will not be reimbursed.

Theatre Room: Please see Concierge to book the Theatre Room for exclusive use. The security will book the movie you wish to watch upon receiving rental fee.

2nd Floor Amenities Map

- Legend:
- G.C = Garbage chute



Common Areas and Exclusive Use Balconies

NOTE: Enclosed with this package are the Corporation rules and regulations for all amenities and common areas. Please review these for more detailed rules and regulations.

Listed below are a few items, which we would like you to pay particular attention to:

- Residents are not permitted to install or affix anything to the common elements including any decoration, doorbell, doorknocker or religious symbol without obtaining written approval of the Declarant or Board of Directors.
- Residents are not permitted to obstruct the common element hallway with mats, shoes, boot trays, carts or strollers. The common element hallway must remain clear at all times in case of an emergency.
- Absolutely **NO** satellite dishes secured or free standing.
- Barbecues are not permitted whatsoever.
- Pets must be exercised off the property and must be on a leash at all times.
- For safety reasons, only artificial, non-combustible Christmas trees are permitted.
- Residents or guests are not permitted to smoke or eat in the common areas.
- Rollerblades are not allowed to be worn in the common area.
- Proper footwear and clothing must be worn in the common areas of the building at all times.
- The playing of games, sports or loitering is not permitted in the lobbies, common hallways, elevators and other common areas (including the terraces).
- Grocery store shopping carts are not permitted on the property.
- No resident or guest shall create or permit the creation of noise which disrupts the quiet enjoyment of the premises by any other resident.
- To keep a consistent outlook of the Buildings, only white/off white window coverings are allowed.
- Planters must not be installed on the outer side of the balcony railing.
- 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 or affix bolts or hangers to the balcony etc.
- Do not install carpet or other flooring of any type, either permanent or non-permanent, on your balcony without prior written approval of the Board of Directors. Floor coverings are prone to trap moisture and cause deterioration of the concrete.

ACCESS

At original occupancy, each suite owner was provided two complimentary sets of access devices including transmitter, suite door key and mailbox key. Access fobs and keys are owned by the suite owner so we don't take them back. You can arrange with the new owner to buy it from you. Otherwise the fob will be disabled after you move out.

Transmitter Device

Transmitters will be activated once residents complete the resident information form. This form is available at the front desk. Owners who do not reside in the building will not have active transmitters. Transmitters give you access to the building, the garage and the recreation facilities. They are also needed for activating the elevator. Should you lose your transmitter, please advise the Concierge without delay so that the code can be deleted from the computer system thereby preventing unauthorized use. The replacement cost for a lost transmitter is \$60.00.

The simple steps to operate the transmitter are as follows:

- point your transmitter at the wall plate receiver
- press the red or white button for 3 to 5 seconds or until the door unlocks
- press the button again if the door does not open
- to open the garage door, point **OUT** of the side window of your car

The transmitter is not compatible with any built-in system in a car. Always use your transmitter to gain access to the garage. The reader activates the garage door for access of one vehicle at a time. Please do not try and tailgate. Management and the Corporation are not responsible for damage caused to your vehicle, and you will be responsible for any damage to the garage door.

The battery contained inside the transmitter can be replaced at any consumer battery centre or at the front desk.

Suite Door Key

The suite door key can be copied at any hardware store, or locksmith. With the change in ownership of a suite, we recommend changing the suite and mailbox lock.

The suite lock may be changed provided that it is keyed to the building master key system. Owners are not permitted to alter the lock from the master key system. The owner can sign a maintenance request with the concierge and the Corporation staff will look after changing the cylinder at the owners' expense.

Please note that all suite door keys are on one master key system and it should give us immediate access in case of an emergency fire or flood. The master key will only be used in cases of emergencies or to carry out Corporation business.

Mailbox Key

The mailbox key may also be duplicated at any hardware store. Should you lose the keys the Corporation staff is capable of changing the lock at a reasonable cost.

Extra Access Devices

Suite door keys and mailbox keys are all duplicable, should you require additional copies. Transmitters are available to a maximum of one per registered adult resident and maximum two per suite, by providing a non-refundable fee of \$60.00 per additional transmitter.

Please be advised that you are not permitted to give non-residents, agents and/or visitors access devices. Upon sale of the unit, all keys and transmitters must be turned over to the new owner.

Visitors

All visitors should register with the Concierge at the main lobby before entering the property. Visitors' parking is available on a first come first served basis through the Concierge.

Enterphone System

The enterphone systems, located in the lobby entrances, allow a visitor to quickly and conveniently announce his/her arrival. It is therefore a requirement for all residents to register their names and telephone numbers with the Management Office as soon as possible in order to add them to the electronic directory. Cell phones cannot be used with this system.

Visitors' Use

- All resident names are listed alphabetically in the electronic directory.
- Visitors can search for a resident's entry code by using the "scroll" button.
- Once the entry code has been input, the resident will be called and communication can take place.

Residents' Use

- When the intercom is connected, the residence's phone will ring with a distinctive double ring. Simply pick up the phone and you are connected with the front lobby intercom visitor.
- If you are on the phone, you will hear a series of call waiting "beeps" alerting you that a visitor from the front lobby is calling. Press the digit "4" to put your caller on hold and switch to the intercom. To revert back to your previous call, simply press the digit "4" again.
- If you do not want to let a visitor in, press the digit "3" or simply hang up.
- If you do wish to allow a visitor in, press the digit "6" then hang up.

NOTE: For security purposes we strongly recommend that you **DO NOT** grant access to people claiming they have forgotten their transmitter.

GARBAGE & RECYCLING

Refuse Room

The garbage chutes are located within the Refuse Room on each floor. For the consideration of other residents, the garbage chutes are only to be used between the hours of 8:00 a.m. and 10:00 p.m. Nothing is to be left on the floor of the Refuse Room.

The garbage chute is designed to accommodate items not larger than 18" (w) x 18" (l). All garbage must be properly bound, packaged, bagged and sealed to prevent any undue odour, mess or damage during its descent down 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.

For **safety reasons** do not allow small children to attempt disposal of household garbage. They may not be capable of opening the chute door without injuring themselves.

The following is a list of items that **do not go down the chute**. They are either hazardous material or may block the chute, resulting in damage and costly repairs.

Items that do not go down the chute

1. paint
2. flammables/combustibles
3. kitty litter
4. bulk items i.e. bundles of paper, coat hangers, cartons, pizza boxes
5. glass
6. loose paper
7. recyclables

Items 3 to 6 should be taken to the garbage holding room located on the ground level.

- Owners will be responsible for any illegal disposal of items.

Special Pick Up

Large refuse items such as mattresses, appliances, furniture and Christmas trees, as well as flammables/combustibles should be taken to the garbage holding room located on the ground floor of the building. Please notify the Concierge prior to any disposal.

Recycling

The recycling drop-off area is located on the ground floor of the building.

What is recyclable?

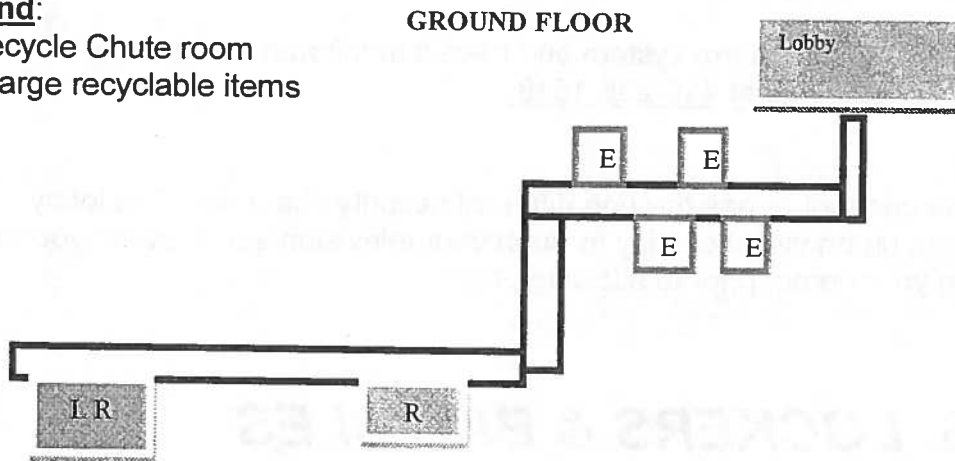
- Plastic bottles, jugs (lids on)
- Milk/juice cartons and boxes (put straws in garbage)
- Glass bottles and jars (put lids in garbage)
- Aluminum cans
- Metal cans (place lid inside can and pinch closed)

- Cardboard cans (e.g. frozen juice, refrigerated dough, chips, nuts, powdered drink mix – put plastic pull-off strips in garbage; place metal ends inside cardboard can and pinch closed)
- Aluminum trays, pie plates and roasting pans
- Aerosol cans (empty; put caps in garbage)
- Metal paint cans (empty; separate lids from cans)
- Foam food and protective packaging (e.g. drinking cups, egg cartons, meat trays, takeout food containers, electronics packaging)
- Plastic retail shopping bags without drawstrings, metal detailing or hard plastic handles (remove receipts; place all plastic bags in one retail or grocery plastic bag and tie handles together)
- Bags, rolls, junk mail, writing/computer paper, envelopes, window envelopes
- Shredded paper (put in clear plastic bag and tie closed)
- Gift wrap, cards (no ribbons, bows, foil wrap)
- Newspapers, flyers, telephone directories, magazines, catalogues, soft/hardcover books (remove plastic covers, liners, over-wrap and put in garbage)
- Boxboard boxes (e.g. cereal, tissue, detergent, egg cartons – flatten; remove liners, plastic windows and put in garbage)
- Corrugated cardboard (clean, unwaxed, flattened; pizza boxes must be empty; remove plastic over-wrap from pop/water cases and put in garbage)

Legend:

R- Recycle Chute room

LR- Large recyclable items



Non-recyclable items

- Drinking glasses, dishes, cups, crystal, window glass, light bulbs, mirrors, pottery, glass pots and pans and make up jars
- Dish pails, toys, caulking tubes, foam cups and dishes, margarine and yogurt tubs and motor oil jugs.
- Coat hangers, pots and batteries.
- foil wrap and bags (potato chip bags)
- tissues, wax paper, foil gift-wrap and boxes with plastic windows (remove windows to recycle)

SECURITY

Alarm Panels

The Partner P-48 v2.3 Security System is installed in your suite by your entry door.

Activating the security system

You can "arm" the security system by entering your personal four-digit code. The panel will beep and momentarily display (ARMED!) Then return to the normal state displaying the alarm status.

Deactivating the security system

To disarm the security panel, simply re-enter your four-digit code. The panel will beep and momentarily display (DISARMED!) Then return to the normal state displaying the status. The default code is 1,2,3,4.

NOTE: Inputting your access code will only activate the alarm panel in your suite. The alarm panels are not monitored by the Concierge but can be monitored off site by a security company. There is an insurance discount available for monitored alarms.

Please note: to fully activate your alarm system and have it monitored you need to contact Fitch Security Surveillance at 416-235-1818.

Security Channels

Residents can view the common areas through different security channels. The lobby entrance can be brought up on visual display through your television set, allowing you to see guests from within your home, prior to allowing entry.

PARKING, LOCKERS & BICYCLES

Resident 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 maximum speed of no more than 10 kilometres per hour and adhere to all posted signs.

Please ensure the Management Office has your correct licence plate number and always use your own parking spot. Parking policy is strictly enforced. In the event that you are unable to park in your designated space for whatever reason, PLEASE contact the Concierge for alternative parking arrangements. Vehicles parked in unauthorized spots will be ticketed and/or towed at the owner's expense. Parking tickets or towing fees will not be paid or cancelled by the Condominium Corporation or the Declarant. Please keep in mind that it is the homeowner's responsibility to remove unauthorized vehicles that are in your designated parking spot.

Parking spaces are for one vehicle only. Repairs, oil changes and storage of non-functional vehicles or other items are strictly forbidden in the parking areas. Items left in the garage will be discarded.

When entering the garage, use the transmitter at all times. Any damage caused as a result of not using the transmitter will be the responsibility of the resident.

Resident parking is for residents living in the building only. Resident are not permitted to rent or lease your parking space to people **not** residing in the building.

Residents are not allowed to park in visitor parking at any time.

Visitor Parking

There is limited visitor parking available on a first come-first served basis. Visitor parking spots are located on the ground level of the garage and are indicated with a "V". All visitors are required to obtain a permit from the Concierge for parking. A deposit of \$5.00 is required for the use of a visitor parking spot. Your visitor will be provided with a parking tag that must be clearly displayed at all times. When the parking tag is returned, the deposit is returned. *The deposit can be claimed within 24 hours only.*

*Visitors must obtain a parking permit **PRIOR** to driving into the parking garage.

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. Any items stored outside the lockers will be removed without notice.

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

Bicycle Storage

Bicycle storage is available for an annual rental fee of \$35 plus a deposit of \$25.00 for the bike pin. Please contact the Management Office for spot availability. Spaces will be issued on a first come-first served basis. Any unregistered bicycles are subject to removal without notice.

Motorcycle Parking

There is designated motorcycle parking available for residents. Parking spots can be rented from the Management office at a cost of \$300/year or \$150 for 6 months. Please contact the Management office for further information.

FIRE SAFETY

Fire Detection Systems

Smoke and Carbon Monoxide Detectors

Each suite has a smoke detector (larger suites have 2 or more) located on the ceiling. The smoke detector is activated by the presence of smoke such as burning toast. The alarm will only be heard within your suite and can be de-activated by clearing the air around the detector. For instructions on changing your battery in your smoke detector please see page 19.

The suites located on the second and third levels are equipped with a carbon monoxide detector which is designed to sense carbon monoxide fumes, which may be odourless but can be deadly to anyone who inhales them. When hearing the alarm go to the device to check if it is malfunctioning. If nothing appears, gather all occupants of the unit and report to the concierge.

Silencer

Each suite is equipped with a 10-minute fire alarm silencer. It is a small panel located on the wall. Once the bells in the building have been ringing for longer than a minute, a touch on the metal sensor will silence the bells in your suite. When an announcement is made the silencer will reset itself into alarm mode.

Heat Detector

Each suite is equipped with a heat detector. This additional safety feature detects intense heat build up in your home and activates the fire alarm in the building.

NOTE: While suite smoke alarms do not activate the fire alarm system, an activated heat detector will send a signal to the main fire panel and put the building into alarm which will trigger the Fire Department's response. If it is a false alarm, please contact the Concierge as the fire department will charge \$350 per response vehicle. Management and the Corporation may at any time require payment of these charges by the Resident who caused the false alarm.

Speaker

Each suite has a fire alarm speaker (larger suites have 2 or more speakers) located on the ceiling in the vicinity of the smoke detector(s). The building fire alarm can be heard in each suite through the speaker. When this alarm sounds, follow evacuation procedures.

NOTE: There is a fee for the disconnection and reconnection of fire alarm speakers within your suite. The speakers are connected to the main building system. A disconnected speaker will put the building into alarm and dispatch fire personnel. Any charges resulting from the call will be at the owner's expense.

Fire Equipment

Fire hose cabinets and extinguishers

Fire hose cabinets are strategically located in the common area hallway. Each cabinet is equipped with 50 ft. of hose and a nozzle, which will release gallons of water per minute. These hoses shall only be used in an emergency situation. The fire extinguisher found in the cabinet can be used in an emergency.

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. Start the evacuation procedures as suggested below.

Stand by power – emergency generator

The building has emergency stand-by power in the event of electrical power loss. During an emergency, lighting, fire alarm and detection systems, sprinkler and fire pumps, and stair and elevator pressurization systems come into effect. The building air handling system automatically shuts down when a fire alarm signal sounds.

Elevators

Once a fire alarm signal sounds, all elevators will be brought to the ground floor lobby level automatically, or by the Concierge using the key switch. Elevators will stop on the second floor if a fire alarm is activated on the ground floor.

FREQUENTLY ASKED QUESTIONS

- **How do I get a status certificate**

You can now order status certificates online at www.statuscertificate.com or order it at the Admin office: Monday 9-5 pm, Tues: 11-7 pm and Friday 9-5 pm

- Administration Manager: Maggie Chen, optimaadmin@canlight.com
- 416-883-0509.

You need: A cheque for \$100 payable to 'Canlight Hall Management.'
Please note that it takes 10 calendar days.

- **What do I need to do if I want to do alterations in my unit?**

You need to fill out the 'Alterations Agreement Form' which you can get at the Front Desk. Please note that alterations can only start once they have been approved by the management office.

- **What do I need to do if I want to change the flooring in my unit?**

You need to fill out the 'Alterations Agreement Form' which you can get at the Front Desk. Once Management approves you're under pad then you can go ahead and buy your flooring. Please note that when the flooring is being installed you need to contact the building Superintendent to verify that what you are installing is what was approved.

- **When does the air conditioning start?**
Air Conditioning starts in May every year weather permitting.
- **When does the heating start?**
Heating starts in October every year weather permitting.
- **Can I have a party in the BBQ area?**
You are allowed to have no more than 2 guests per resident at the BBQ Area *without notifying Management and getting permission for a larger group.*
- **How much does it cost to a Rent Lockbox for a Real Estate Agent?**
Cost: \$100 refundable deposit and \$20 per month
You can arrange this with the Concierge at the Front Desk.
- **Who are the Directors on the Board?**
The board members are people just like you; *owners and/or residents of Optima.* They are elected by the owners who attend the Annual General Meeting in person or by proxy. If a Director resigned prior to the end of their term a new Director is elected to complete the balance of the term.
- **How do I reach the Board? And when can I expect a reply to my letter?**
You can leave a note with the Concierge marked "Board of Directors". The Board of Directors meet monthly and discuss all resident concerns, replies are sent after each meeting.

USEFUL INFORMATION FOR YOUR UNIT

APPLIANCES

Do not leave the unit 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. Owners are responsible for any damage done to theirs or others suites.

DISHWASHER

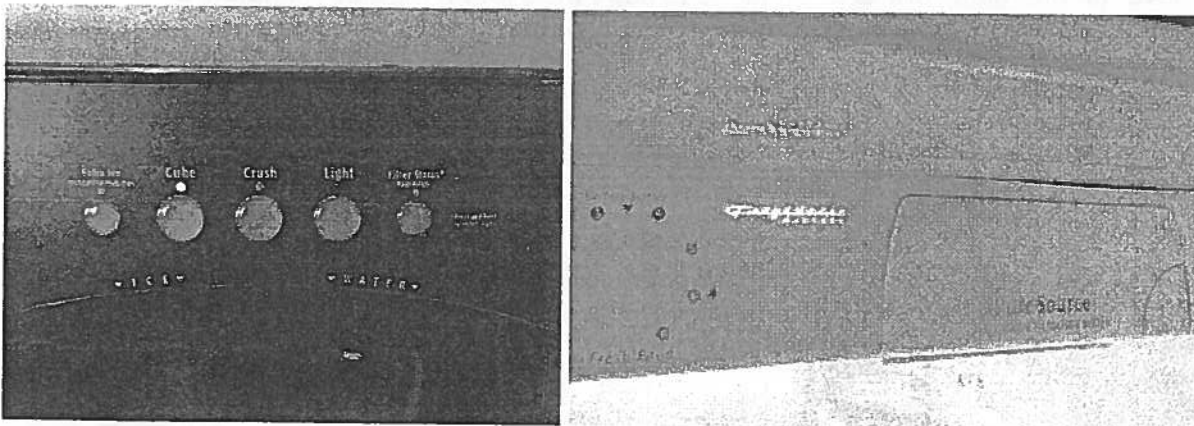
- Only use soap designed to be utilized in a dishwasher – any other type may cause excessive bubbles and leakage.
- In order to prolong the life of your dishwasher we urge you to ensure plastic items are dishwasher safe and ensure food is rinsed off tableware before placing it in the dishwasher.
- Failure to rinse dishes will result in food particles blocking the main drain, causing unnecessary repairs.
- If you do not regularly use your dishwasher or you go on extended vacations ensure that there is always water in the bottom of the dishwasher as there is a pump, which needs water to be primed. If your dishwasher goes without water it is quite possible the seal will go on it and the pump will not function when you need it to.

MICROWAVES/EXHAUST FAN

- Your microwave is a combination unit which is designed as a microwave convection oven and exhaust fan. When utilizing the unit as a microwave please ensure the metal racks and pans are removed as they may cause a fire.
- Whenever you cook please use your exhaust fan to ensure odours are exhausted to the outside and excess heat is directed away from the suite fire equipment.
- 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.

REFRIGERATOR

- Your refrigerator should have two controls one that lets you regulate the temperature in the freezer and the other to regulate the temperature in the refrigerator.
- 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.
- Some refrigerators have an ice cube maker. These ice cube makers have filters which need to be changed periodically. You can find the filter location inside the refrigerator as in diagram #2.

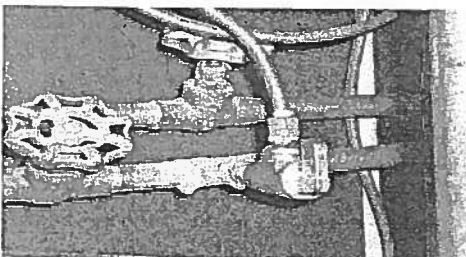


Changing the Filter:

Water conditions vary throughout the world, but changing the water filter every 6 - 9 months normally will ensure the highest possible water quality. The Filter Status light will turn red after approximately 400 gallons of water has flowed through the ice and water dispenser. Also, if the filter has been in a refrigerator that has not been in use for awhile (during moving for example), change the filter before reinstalling the refrigerator. The dispenser system will also operate without filtration (with filter cartridge removed and bypass installed).

To change filter:

It is recommended to turn the water supply off to change the filter.



Typically these shut off for the ice maker are located under the sink in your kitchen. Locations may vary.

1. Set ice maker wire signal arm to the OFF (up) position
2. Push the Filter Release Button, located to the right of the filter cartridge, to release the filter from the housing. To minimize the possibility of the filter falling out of the housing during removal, it would be best to hold the filter as it moves out toward you.

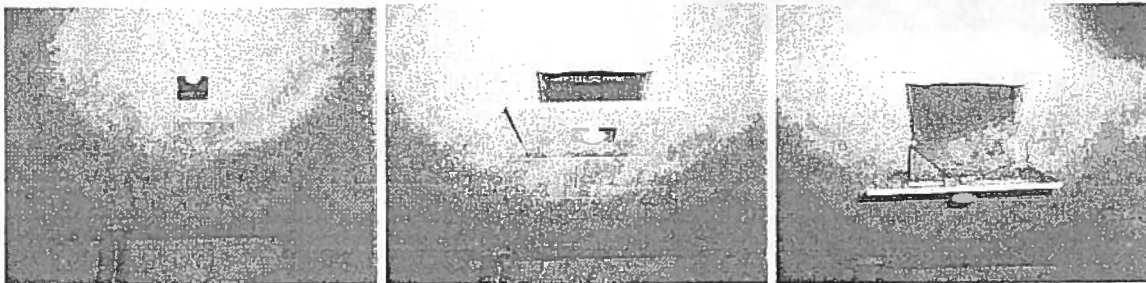
NOTE: A small amount of water may be released during this operation. You should have a paper towel or dish cloth handy to wipe up any water that may drip out of the filter or housing. Two small holes near the back of the housing have been added for any excess water to escape. It would be best to clear away any food near this area on the top shelf in advance of removing the filter.

3. Pull the old filter cartridge straight out of the housing.
4. Discard the old filter.
5. Remove the new filter cartridge from the packaging and insert into the filter housing the same way the old one came out.
6. When the cartridge is almost in, you will feel it stop against the clip assembly in the back of the housing. The clip assembly holds the filter cartridge firmly in place. At this point, you will need to push firmly until the cartridge snaps fully in place. When completely in place, the front of the filter cartridge will be flush with the front of the housing.
7. Set the ice maker wire signal arm to the ON (down) position.
8. Fill a glass with water. As you are doing this, check for leaks at the filter housing. There will be noticeable spurts and sputters as the system pushes the air out through the system and out the dispenser nozzle. This is normal.
9. After you have run one glass of water, continue to flush the system for approximately 3 minutes to assure that the purest water possible is stored in the water storage tank.

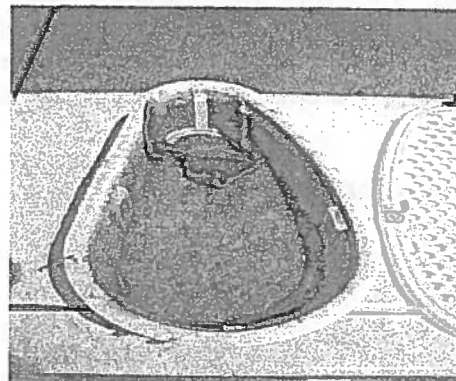
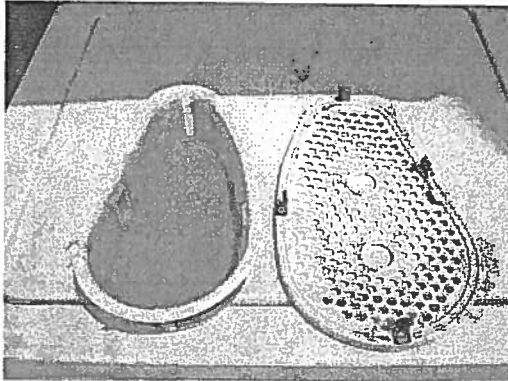
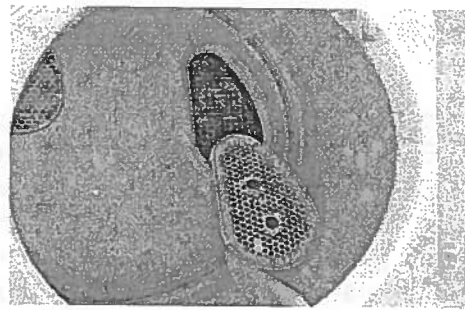
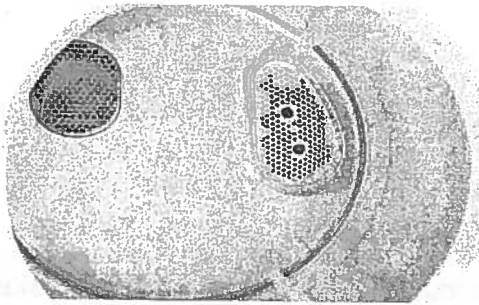
One location where filters can be purchased is
<http://www.reliableparts.ca/locations/ON#Mississauga>

DRYER

- Clean the lint from the dryer door, and ceiling mounted lint trap each time you use the dryer



The ceiling mount is above your washer and dryer. When you pull down the hatch you need to squeeze the wire in the middle to release the lint trap.



These are the lint traps located in the inside of your dryer at the back. Remove the plastic casing from the hole. Take off the front cover and clean out the lint. Then replace back into position.

- 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, a burning odour and may cause damage to the dryer motor and switches.
- Ensure the exhaust fan is turned on before using the dryer this 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.

The Corporation will organize duct and dryer cleaning once every 3 years on behalf of the Owners. This is still an Owners responsibility and payment required by Owner. If you wish to have it done more frequently please contact Dryerfighters to make an appointment.

WASHER

- When not in use all shut off valves should be left in the OFF position. The water pressure in a high-rise building is anywhere from 140 to 180 pounds at any given time. The valve in the closed position will help to relieve the pressure and avoid the possibility of 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.
- Do not overload the washer.
- Ensure that when the clothes are placed in the dryer that they are balanced on each side of the drum as unevenness will cause excessive vibration.

ELECTRICAL

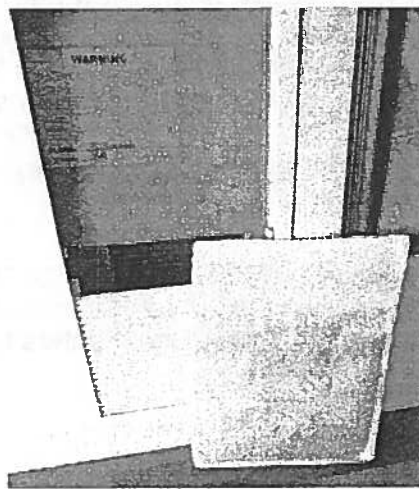
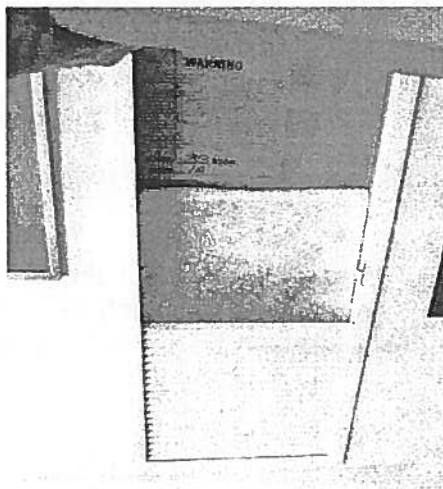
- The circuit breaker or fuse panel is located in the storage room or hall closet of your suite. Each breaker or fuse panel is identified for its general purpose. In an electrical failure, first check this panel for a "tripped" breaker in the "off" position. To reset, push the breaker all the way "off" and then "on".
- Bathroom plugs are what is called a GFI (Ground Fault Interrupter) plug which can prevent a person from getting shocked or electrocuted. Similar to the circuit breaker, the plug has a trigger which will go off if it detects a short. This will turn off all power to the outlet. In order to reset this device simply press the reset button located in the middle section of the outlet. If the plug goes off repeatedly when you use an appliance, have the appliance checked, there may be a power surge happening.

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 air flow in the corridors.

Changing your filter in your fan coil unit(s)

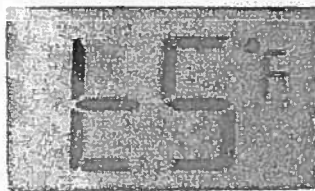
The Corporation organizes 2 filters changes a year. It is recommended that you check your filters every 3-4 months. If your filter appears dirty it may be time to change it. You can buy filters anywhere. Choose 24" x 14" in size. Filters are also available at the Front Desk for a nominal charge of \$6.00.



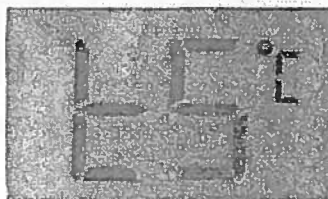
How to re-set your thermostat

To enter installer mode – DO THIS SLOWLY:

1. Press [down arrow] to the lowest set point (50 F)
2. Wait for the room temperature to show again.
3. Press and hold both [up and down] arrows until symbol (tS) is displayed
4. Press [up arrow] once to show the temperature symbol (F or C)



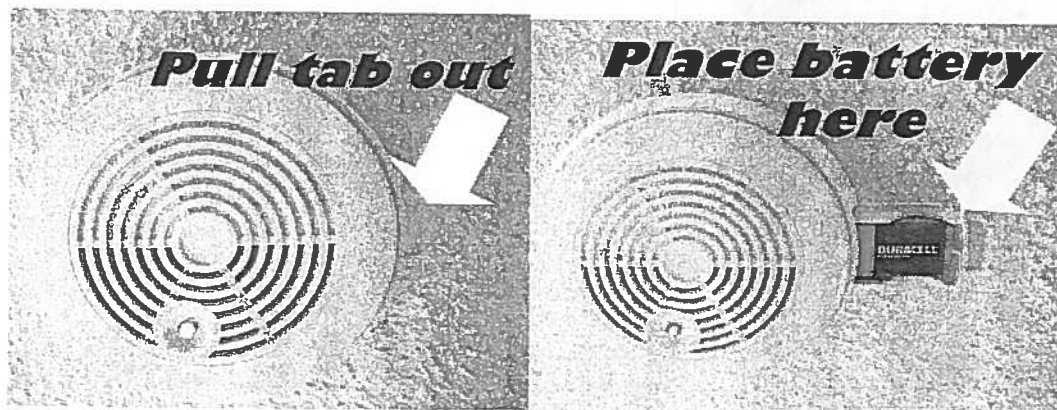
5. Press [up arrow] to change to read:



6. When you see the °C symbol
7. Press [down arrow] NINE times – not less
8. Wait, the thermostat will show room temperatures in °C

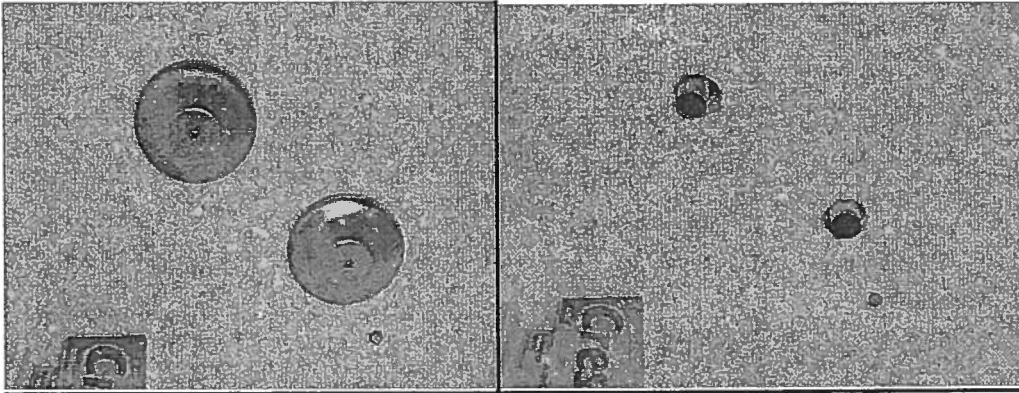
Changing the battery in your smoke alarm

Batteries in your smoke alarm should be checked on a yearly basis. There is a pull out drawer at the side of the unit where you will find the battery. Smoke alarm uses a regular 9V battery. Battery must be installed with + pole to the left. The Concierge can provide these for a nominal fee.

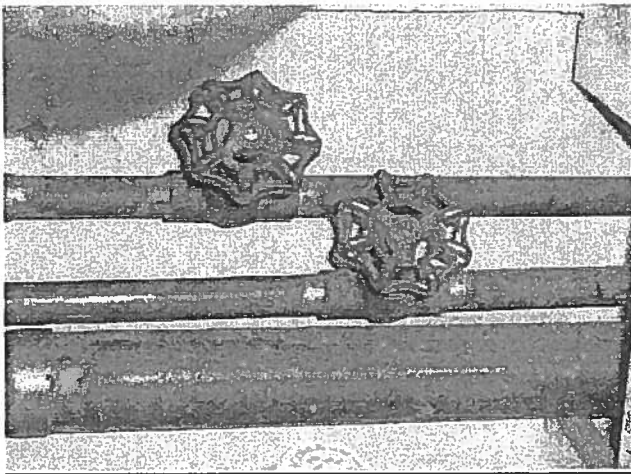


Water shut off keys and valve locations

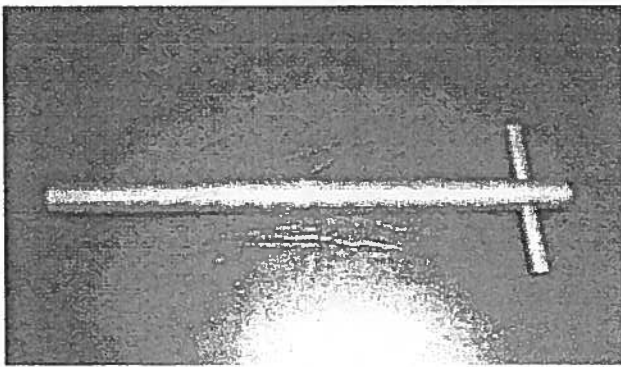
Each unit has shut off valves located under the sink of your kitchen and bathroom vanity. In the event that you need to turn off the water for emergency or non emergency purposes you will require a water shut off key. Please see diagrams below.



These are your bathroom shut off valve locations in your bathroom located under your bathroom sink.



These are the shut off valves for your kitchen located under the kitchen sink.



Water valve shut off keys. These can be purchased through the concierge desk.

KITCHEN FAUCET REPLACEMENTS

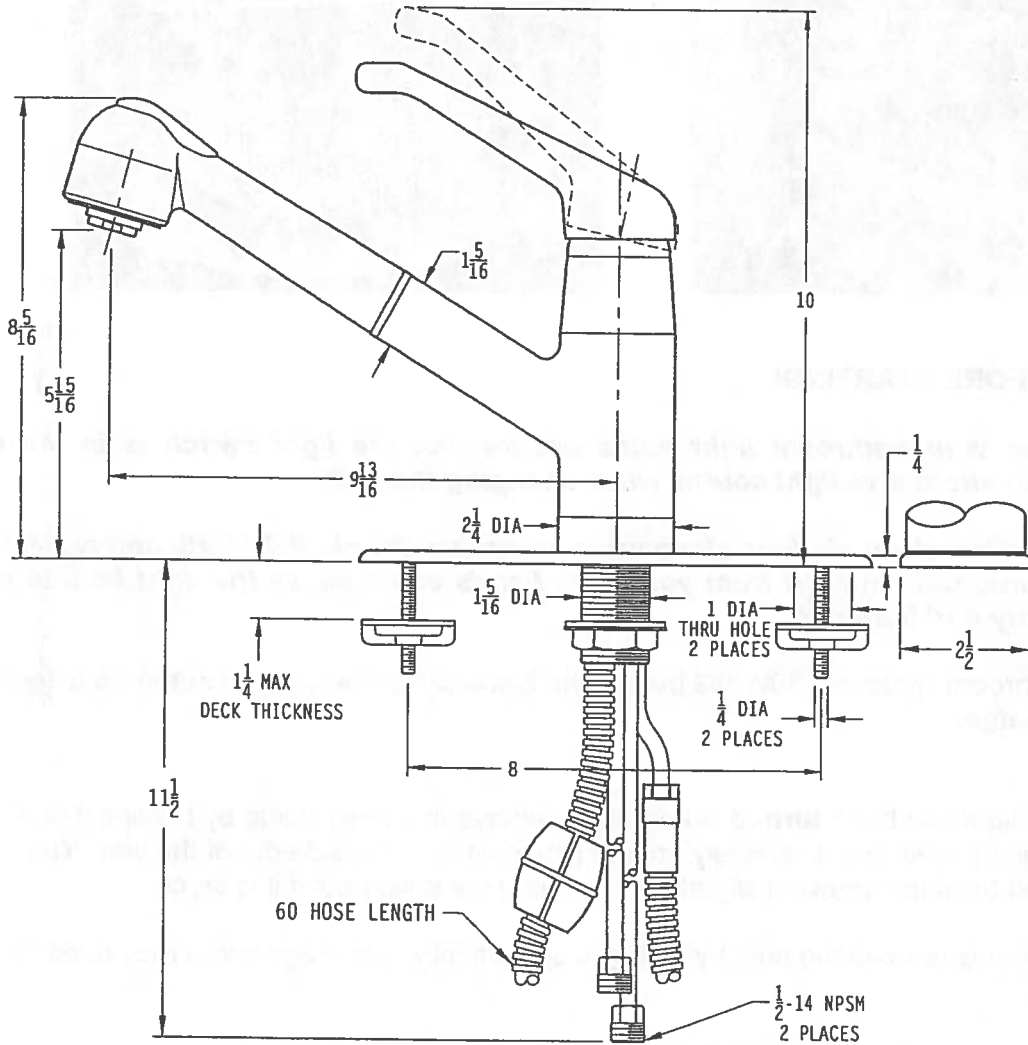
If you require parts or a replacement kitchen faucet please see below for installation dimensions and brand

INSTALLATION DIMENSIONS

533 Series

Genesis

Pull-Out Kitchen Faucet



CAUTION.
When using the compression fittings in this package, with these types of installations, the installer must flare or bead the water supply lines to avoid blow-out conditions. Avoiding such steps in the installation of the unit may result in water damage.

Connect inlet supply lines by assembling brass supply nut (A), friction ring (B) and cone washer (C) onto 3/8" O.D. straight copper tube. Bead or flare. Wrench tighten.

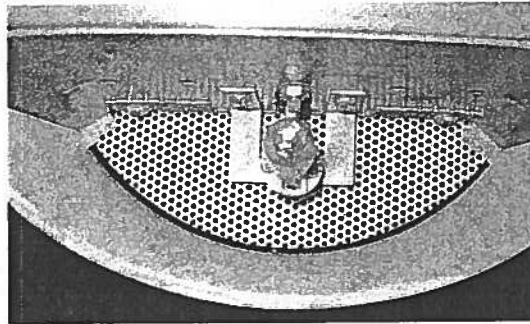
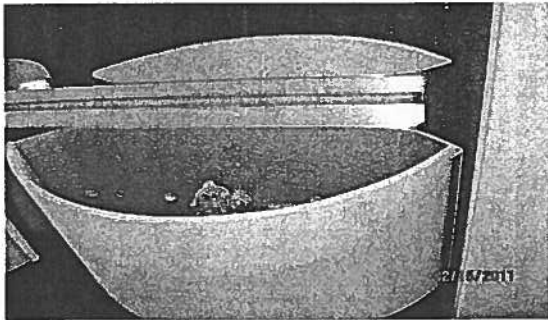
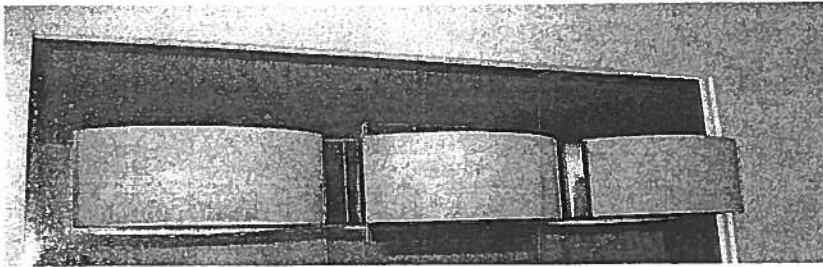
Dimensions are in Inches

1-800-PFAUCET www.pricepfister.com
19701 DaVinci, Lake Forest, CA 92610
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SS-533-01

CHANGING YOUR BATHROOM LIGHTS



READ THIS BEFORE STARTING!

When changing your bathroom light bulbs ensure that the light switch is in the off position. Use an alternative light source when changing the bulb.

Handle bulbs with a clean cloth or glove when removing the old light bulb and replacing it with a new one. Oils and dirt from your bare hands could cause the light bulb to not function properly and burn out.

The original bathroom lights use 30W 9G bulbs. The bulbs can be purchased at the front desk for a nominal charge.

1. After the light has been **turned off** carefully remove the glass shield by holding it with both hands and sliding it vertically up and placing it in to the side out of the way. You may need to wiggle (moving slightly side to side) the shield out if it is stuck.
2. Holding firmly remove the bulb by pulling it up vertically. Once again you may need to wiggle it
3. Insert the new bulb firmly into the socket using a clean cloth or glove.
4. Turn light back on and back off immediate to check if it works.
5. Replace the glass shield by sliding it vertically back in. Do not force it back in.

Should you have any questions or concerns regarding any of the information in this manual please contact the Management office at 416-883-0509. Thank you.