

Brookfield

Condominium Services

March 4, 2015



Dear Sir/Madam

Brookfield Condominium Services is pleased to welcome you home to Quartz. As your Property Management company, we will do whatever we can to make your interim occupancy and your long term living at Quartz everything that you had hoped for.

Should you have any questions, or require any assistance over the next few months, please do not hesitate to contact any one of us from the Brookfield team.

Who Are We?

Brookfield Condominium Services Ltd. was formed as a result of the merger of the property management division of Royal LePage and Brookfield Property Management in January, 1996. The company has grown slowly, sensibly and thoughtfully since its beginnings in 1978 to become Ontario's largest and most respected condominium property management company. Brookfield has unmatched experience in the start-up and management of new developments and condominium projects in the Greater Toronto area. Brookfield currently has over 72,133 suites under management in more than 334 condominium corporations.

How to Contact Us

Brookfield has assigned a full-time Property Manager, Nathania Norrie. Nathania brings a strong condominium management background and service excellence to her duties. Nathania and her Site Administrator, Barkat Ali, can be reached in the management office of your building weekdays during normal business hours by phone, 416-623-0721 or 623-1783 or by email quartzspectraadmin@telus.net or quartzspectramanager@telus.net. The office will also be open Wednesday evenings until 7:00 p.m. for your convenience.

Your first point of contact in an emergency once you live at Quartz will be the Concierge staff, 416-623-0103.

Arranging to Move In

It will be necessary that all paper work such as a resident registration form be finished before you move in. You will be assisted with this on the day that you are given your keys.

You can reserve the move-in elevator now by calling the Site Administrator, Barkat Ali at 416-623-0721 during normal business hours. Reservations will be taken on a "first come, first served" basis, and are subject to approval, so you may wish to call at your earliest opportunity.

75 Queen's Wharf Road – Condominium Tower Units

There is only one elevator available for move-ins/deliveries and in order to accommodate everyone as efficiently as possible, we are scheduling a maximum of six moves per day, Monday through Saturday. The

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time range for move-ins is **Monday to Saturday, 8:00 a.m. to 8:00 p.m. for two hour periods**. There will be **no move-ins on Sundays or statutory holidays**.

Your choices to move into the condominium tower, Monday to Saturday (excluding Sundays and statutory holidays) are:

8:00 a.m. – 10:00 a.m.	10:00 a.m. – 12:00 noon	12:00 noon – 2:00 p.m.
2:00 p.m. – 4:00 p.m.	4:00 p.m. – 6:00 p.m.	6:00 p.m. to 8:00 p.m.

Please ensure that your movers arrive on time and are finished within the prescribed period. In order to ensure that the next scheduled move-in is not disrupted, you must give up the use of the elevator at the end of your reserved time-slot. If you miss your reserved time, it may be difficult to reschedule your move-in for a time convenient to you. We have enclosed an information bulletin entitled "Move-in Guidelines" to assist you in planning your move.

Dan Leckie Way – Townhouse Units

Townhouse moves take place directly from Dan Leckie Way through the front door of the home. Please contact Nathania directly at 416-623-1783 to co-ordinate your chosen date. Nathania or a member of her team will work with you to ensure that you are not too many townhouse moves taking place at the same time so that your movers can safely bring your belongings into your new home. Please tell your movers that parking is metered on Dan Leckie Way.

Your choices to move into the townhouse units are Monday to Saturday (**excluding Sundays and statutory holidays**) from 8:00 a.m. to 8:00 p.m.

Your New Address

Condominium Tower Units

75 Queen's Wharf Road, Toronto, Ontario M5V 0J8

Townhouse Units

TH01 62 Dan Leckie Way
 TH02 60 Dan Leckie Way
 TH03 58 Dan Leckie Way
 TH05 56 Dan Leckie Way
 All M5V 0K1

Please ensure that you contact Canada Post with your change of address by visiting www.canadapost.ca. Canada Post requires Quartz to reach a certain level of occupancy before it commences mail delivery. We will announce to you when on-site mail delivery begins, which we expect to be by April 20. You can pick up at your mail during the interim period at 600 Commissioner Street (between Leslie Street and Carlaw Avenue, off Lakeshore Boulevard), Monday to Friday between the hours of 9:00 a.m. and 6:00 p.m.

Canada Post requires that you bring proper identification with you such as the Agreement of Purchase and Sale, or Lease Agreement, and a valid photo ID.

Once delivery commences, your mail will be delivered to your personal mail box located in the mail room on the first floor of 75 Queen's Wharf Road.

Insurance

Before you move in, please make arrangements with an insurer for a condominium insurance policy that will protect you in the event of an insurable occurrence. Nathania can direct you to a broker that specializes in condominium homeowner policies, or you can use an insurer of your choice. You will need protection for your personal contents, flooring, any improvements to the standard unit, and liability coverage, plus coverage for costs for alternative accommodation should it be necessary to move from the suite or townhouse due to an occurrence.

The Sprinkler System in Your Home

New safety requirements result in enhanced fire protection by a sprinkler system located within the dwelling. Under no circumstances should residents hang items on, hit, or otherwise touch the sprinkler heads, as to do so could create a serious flood, not only within your home, but also in other suites and townhouses. **Parents, please coach your children so that they do not inadvertently cause the sprinkler system to operate.**

Amenities

For those of you who will be among the first occupants, please note that the amenity space is still under construction and may not be available for immediate use; however, we've been assured that the construction team is working to complete the area as quickly as possible. We thank you for your patience and understanding.

We are looking forward to meeting you personally and to establishing your condominium as one of the most desirable addresses in Toronto.

Yours truly

BROOKFIELD CONDOMINIUM SERVICES LTD.

Karen Mergler, RCM

Regional Vice President