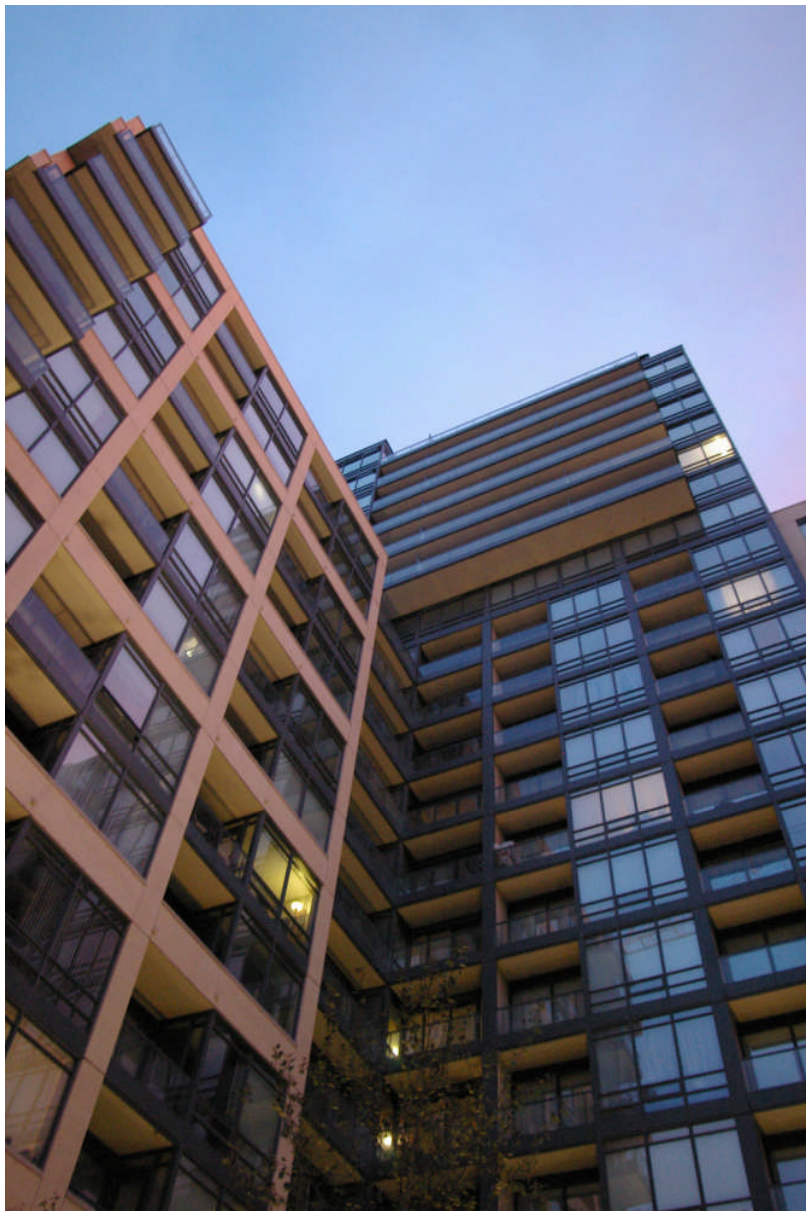


TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1810

# **WELCOME TO THE HUDSON**

## **INFORMATION FOR NEW RESIDENTS**





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**TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1810**

**WELCOME TO THE HUDSON**

**PROPERTY MANAGEMENT**

ICON PROPERTY MANAGEMENT has been retained to manage the complex. The Property Manager deals with the day-to-day operations and condominium related concerns of the residents. Property Management is accountable to, and takes direction from the Condominium Corporation's Board of Directors and is directly responsible for the maintenance, appearance and upkeep of all the Common Elements throughout the complex. The Property Manager also carries out the supervision of any on-site cleaning, Security personnel and trade suppliers. If you experience any problems with the property or on-site personnel, please contact the Property Manager.

To reach the Property Manager, please call **(Office) 416-971- 5608** or by **Fax 416-971- 5745**. The management office is located on the main level opposite the Security Desk.

If you have an emergency after regular business hours, please contact the Security Desk at **416-971-5542**. They have all the emergency contact phone numbers for Icon Property Management representatives on call after hours.

Your Property Manager is **Wes Posthumus**. He may be reached by phone at the site office at the numbers listed above or by E-mail: [wes@iconcondominiums.com](mailto:wes@iconcondominiums.com).

Your Property Administrator may be reached at the site office at the numbers listed above or via E-mail at [management@hudson438king.ca](mailto:management@hudson438king.ca)

**RESIDENT INFORMATION**

It is imperative for your safety and security that anyone who has not yet done so completes a **Confidential Resident Information Form**, which supplies pertinent information to your Property Manager. It is also important that this information be kept current. **Please rest assured that all Resident Information is held in the strictest confidence.**

**TELEPHONE NUMBERS and CONTACT INFORMATION**

Property Management 416-971-5608

Monday to Friday from 9:00 a.m. to 5:00 p.m. (except public holidays) for questions, problems, clarification, etc.

Emergencies 416-971-5542



After business hours, call the Security Desk and they will contact Property Management or the appropriate party

Move-in, move-out and deliveries: 416-971-5542

All move-ins must be pre-booked with Security. You can move in Monday to Saturday between 9:00 a.m. – 1 p.m. and 2:00 p.m. – 6:00 p.m. (except statutory holidays).

Security 416-971-5542

The security is available 7 days a week, 24 hours per day.

## **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).

To contact the Board of Directors, please use the email address below or leave a message with Property Management office and a representative from the Board will get back to you.  
[board@hudson438king.ca](mailto:board@hudson438king.ca)

## **SECURITY**

The Security staff will be on duty 24 hours a day, seven days a week. The Security reports to the Property Manager.

Security can accept all deliveries on your behalf. The Security staff will accept perishables and registered mail but will not leave the desk to bring a parcel to you. You must sign a liability waiver absolving Security and Property Management of any responsibility for loss or damage. Please complete a **Parcel Waiver Form** and drop it off to Security at your convenience.

Security will only hold a key to your suite for a Real Estate agent, the person who cleans your suite, walks your dog, etc. if you complete a **Suite Entry Waiver Form** and submit it to Security along with your key. It is your responsibility to ensure that the Suite Entry Waiver Form is kept up to date.

Security monitors the building's video cameras while on duty and will notify the Police or Fire Department should there be a concern. Otherwise the alarms are monitored off-site. During a fire alarm Security 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 a Special Assistance Form and submit it to Security.***

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 from 8:00 a.m. to 8:00 p.m. from



Monday to Saturday. Security will allow these technicians access to the building's telecommunications room, but not into your suite.

Copies of the above forms can be obtained from Property Management or login SuiteLife at <http://hudson438king.ca> under "Resources" → "Document Library" → "Forms for Hudson Residents"

## **CLEANERS**

The Cleaners are 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 assisting with trade personnel that may be on site. They will also be assisting with the maintenance of some of the mechanical systems in the building.

Please note: The cleaners have not been retained to do any work within your suite.

## **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**:

1. **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).
2. **For recycling:** Bottles & glass should not be put down the tri-sorter. Blue recycling bins have been placed on the floor of each garbage chute room. These bins will be emptied by our cleaning staff daily.
3. **Wait for the light to go out.** Make your next selection and wait for the light to stop flashing.
4. **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 recycling room located on P1 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 Security 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 suite clogs the chute, your suite 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.

For more detailed information, login SuiteLife at <http://hudson438king.ca> under "Resources" → "Document Library" → "Garbage and Recycling Program at The Hudson"



## **MOVING AND DELIVERIES**

Except without prior written authorization of the Board of Directors, moving and deliveries shall be permitted only between the hours 9:00 a.m. – 1:00 p.m. and 2:00 p.m. – 6:00 p.m. Monday to Saturday (except statutory holidays). You must book the elevator with Security.

Moves and deliveries must be booked with Security **at least 24 hours in advance** so that the elevator may be protected with moving blankets. Reservations for moving are made on first come, first serve basis. The delivery person must contact Security to have the elevator placed on service upon arrival at the site. [Bookings may also be made online on SuiteLife at <http://hudson438king.ca> under “Requests” → “Bookings”. Bookings made online are not confirmed until Property Management or Security has confirmed with you the booking.

It is the responsibility of the owner through the person reserving the service elevator to notify Security and 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 the 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 suite and the person reserving the service elevator. The Property Manager as soon as possible following the moving shall assess the cost of repairs, which shall include the cost of any extra cleaning, or damage and the parties responsible shall be advised.

During the term of the reservation and while any exterior doors are in an 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 that you be considerate of your neighbours. Please ensure the delivery/moving people to remove all cardboard and boxes from the site. All moving material must be broken down and deposited into the cardboard/paper-recycling bin, located in the at the back of the building East of the move-in doors. No cardboard should be placed in the recycling garbage chute as it jams the chutes.

## **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. To allow entry, you must **press the number 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 Security if your name is not properly posted on the entry board. **All visitors not `buzzed-in` by the enterphone must sign in at the Security Desk.**



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 Security if your name is not properly posted on the Enterphone system.

## **VISITORS AND VISITORS' PARKING**

There are designated visitor parking spaces located in the underground parking garage. Owners/Residents are not permitted to park in the designated visitor parking spaces.

If your visitors are planning to park in the underground garage, they must register with Security and provide the information required. **Visitor parking spots are reserved for bona fide visitors or guests of residents. Residents are not permitted to park in visitor parking spaces.**

**All guests must re-register after 24 hours.** Guest parking is not permitted for more than one (1) overnight stay per week 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. Any resident is allowed the maximum of nine (9) registered guest parking privileges per month.

Nightly parking violation patrols are in effect to ensure compliance with these rules. Non-compliance may 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.

## **ACCESS FOBS/GARAGE REMOTES**

Perimeter access fobs provide easy access to all building entryways and common areas. Extra fobs and garage remotes are available from the Property Management at a cost of \$ 75.00. Fobs returned in working condition are eligible for refund; garage remotes are non-refundable.

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

## **SUITE 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 Property Management 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, will be at your expense. Safety chain/double locks, etc., may not be attached to suite entry doors without the consent of the Board of Directors.



Please register any in suite alarm systems with Security and Property Management.

## **MAIL BOX KEYS**

Should you lose your mailbox key, notify Property Management. They will instruct you on how to obtain additional keys.

## **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 Security Desk. Security 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. Security will also house the recording devices for the cameras that have been strategically placed throughout the parking garage and building in general.

## **OPENING OF SUITE DOORS**

In order for Security to grant access to any individuals, whether residents or their guests, or someone serving your suite, Management 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. Additional copies can be obtained from the Security Desk.

## **OUTSIDE CONTRACTORS**

All trades people will abide by house rules; sign in, sign for and return any keys or access cards. All trades people must report to the Security Desk prior to commencing work in any suite.

ONLY the service elevator is used to move materials. Trades people will be held accountable for any damages to the common areas that may occur as a result of the work being done, or by the transportation of any materials and/or equipment. Trades people MUST clean up any mess or debris that results from the work being performed.

## **SALES AND LEASING PROCEDURES**

Following are the policies that govern sales and leasing at The Hudson, Toronto Standard Condominium Corporation No. 1810:

1. Upon the initial visit to the building, a listing agent must provide written authorization from the owner or his/her agent granting permission to enter the suite and the building for the purpose of marketing said suite for lease or sale.
2. We will accept keys for Real Estate Representatives at the Security Desk in order to assist in marketing suites for sale or lease; appointments must be booked by the listing broker's office and proper identification will be required for showings.



3. All non-listing agents must provide a letter of authorization from the listing agency in order to gain access to the building and to the specific suite; the Hudson takes no responsibility for keys that are in the possession of sales representatives.
4. Open House of unit(s) for the purpose of Real Estate sales or rentals is not permitted.
5. An owner, agent or real estate sales representative must accompany all prospective buyers/tenants while in the building – lock boxes and sale/rent signs are prohibited.
6. It is imperative that every move is booked well in advance; elevator reservations are booked by contacting Security (416-971-5542).
7. Real estate representatives must ensure that all future residents are made fully aware of the rules and regulations prior to the completing of any transaction or agreement to lease or purchase.
8. We must have the name of an individual(s) on the lease - **No Corporate Names.**

### **VACATIONS AND OTHER ABSENCES**

Please notify Security 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 suite, 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. In most cases the water supply for your entire suite can be shut off from this one location.

### **PEST CONTROL**

Upon receipt of at least 72 hours notice in writing, every resident shall permit entry to his or her unit for the purpose of conducting pest control; residents will prepare the unit in the manner prescribed in the notice and shall facilitate entry into the unit by any authorized pest control personnel.

No resident shall permit an infestation of pests, insects, vermin or rodents to exist at any time; residents shall immediately report to the Management Office all incidents of pests, insects, vermin or rodents.

### **CORPORATION DOCUMENTS**

Your legal counsel should provide you with your Declaration, By-laws and Rules when you take possession of your suite. Please contact Property Management if you do not receive a copy. Management will charge a \$20.00 per hour administration fee plus twenty-five (25) cents per photocopy for copying services. 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.

### **COMMON ELEMENT FEES (CEF)**

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 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 Payment Agreement** form supplied by your lawyer and submit to the Property Management 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 CEF 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 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. All legal fees are the responsibility of the owner. To avoid any charges please make your payments as required.

## **UTILITIES**

The cost of all hydro electricity, water and gas consumed, whether on the Common Elements or individual suite is paid by the Condominium Corporation and are "Bulk Metered" at this time. There is a provision in the Declaration to have these services sub-metered, which would result in unit owners paying for the utility consumption in their unit.

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](http://www.torontohydro.com)

## **COMMUNICATION**

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

## **MAIL DELIVERY**

Canada Post will be delivering the mail to your mailbox located in the mailroom on the main level. If you will be away for extended periods of time please contact Canada Post directly to hold your mail.

## **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 unit/s only. Residents are not permitted to park in the visitors**



**parking.** Please ensure you are parked in the correct numbered unit. The units are marked in accordance with the legal description.

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.

## **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.

## **BICYCLES**

Bicycles should be stored in your personal bicycle storage locker unit. Please do not bring bicycles through the ground floor lobby.

There is a bicycle storage area located on the main and P1 levels. Residents can rent bicycle storage rack(s) for a one-time fee. Please contact Management for further details.

## **AIR CONDITIONING AND HEATING UNITS**

### **HEAT PUMP SYSTEMS**

The building is designed with a Heat Pump System, which has a number of benefits over other conventional systems. Heat Pump units are smaller and take up less space in the suite than other systems. They are also quieter in operation and more efficient. These units permit complete control over the heating or cooling of your individual suites. Certain maintenance procedures are required to keep your Heat Pump functioning properly.

Please take a few minutes to read over the following information, which explains the functioning of the system and the required maintenance.



## HEAT PUMP FUNCTIONING

The heat pump system requires a central boiler, pumps and cooler, which are located in the Common Element areas of the building. There is a continuous loop of liquid that circulates throughout the system. This loop connects all the individual heat pumps to the central boiler and cooling tower. When all units are calling for heat, heat is added to the system by the central boiler. When all units are calling for cooling, heat is extracted from the loop by the cooling tower.

The central system is part of the Common Elements of the building and its maintenance is paid for by your Common Element fees.

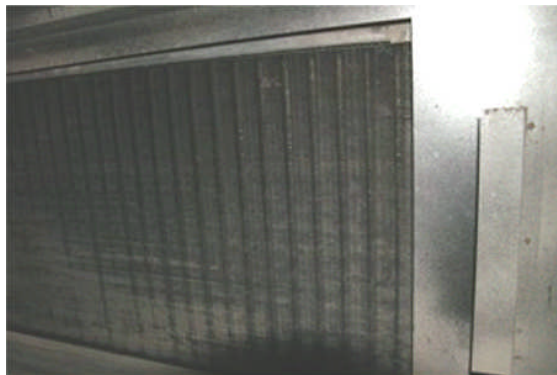
Each individual heat pump can either heat or cool and is controlled by a thermostat. When a unit is cooling, it is taking heat out of the air and putting it into the loop. When a unit is heating, it is taking heat out of the loop. On a sunny winter day, for example, units on the south side of the building may be in cooling mode and the heat energy they are extracting would be transferred to units on the north side of the building. Thus, heating and cooling are accomplished without using the central boiler or cooling tower. For this reason this system is very energy efficient and is able to make use of solar heat gain.

The individual heat pumps are owned by the suite owners and their maintenance is their individual responsibility.

## HEAT PUMP MAINTENANCE

The Heat Pump unit has been designed to be as low maintenance as possible. However, it is recommended that a semi-annual maintenance check be performed and the filter in the unit should be changed every three months. This maintenance is the responsibility of the owner/resident. Filters can be purchased from the Security Desk.

Please find below the routine maintenance required for your heat pump unit. We strongly recommend that you hire a professional to perform this service for you.



recommended for your heat pump. We strongly recommend you perform this service for you.

### INSPECT UNIT

1. Run system through operation check.
2. Remove return grille, replace filter; clean grille if required.
3. Inspect fan; clean as required.
4. Inspect drain pan and clean if necessary; check condensate drain line to ensure it is open and clear.
5. Replace return air filter and grille.
6. Remove and clean supply air grilles, if required.



## FILTERS

Replace the air filter in your suite every three months. Filters can be purchased from the Security Desk.

## THERMOSTATS

Most people are unaware that they can damage heat pump systems by improperly using their thermostats. The first rule of thermostat use is to never adjust the temperature on the thermostat, down, unless the system switch on the thermostat the OFF position. Anytime you find it necessary adjust your thermostat please follow these steps:

1. Switch system to the off position.
2. Make the necessary temperature adjustment.
3. Wait at least two (2) minutes.
4. Set the switch to the Heat or Cool position.

Failure to follow this procedure can short cycle the compressor. Short cycling can blow fuses, trip circuit breakers and if done often enough, can (and eventually will) destroy the compressor.



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## WEATHER-STRIPPING

The building has been engineered to have fresh air provided from the halls. **Do not install weather-stripping on the entrance door.** It can cause condensation, which deteriorates drywall and wood sills and creates mould that typically appears in the corners of drywall and on window surfaces.

## DOOR ALARM CONTACT & IN-SUITE ALARMS

If a suite has a door alarm, be careful not to paint over the door alarm contact mounted on your suite entrance frame. It is the responsibility of the resident to pay for in-suite alarm protection. Residents may contact the Property Manager to obtain the information on the in-suite security company to contact.

## LAUNDRY

The lint trap in your machine should be cleaned after each load. Lint traps in washing machines can be in the agitator (the large plastic piece in the center of the tub), at the top of the washer on the rim of the tub, or attached to the washing machine's drainage hose.





There is another built-in lint trap to be serviced and it is located in the exhaust duct, ahead of the exhaust fan. This built-in trap has been installed to reduce the chance of escaping lint fouling the exhaust system.

To avoid blocked ducts, humidity problems and slow drying clothes, clear this trap frequently.



Ensure that the washer drain hose is correctly inserted into the drainpipe before using the machine. Inspect washer hoses on a regular basis. Make sure you turn hot and cold-water valves off when leaving your home for an extended period of time.

For more detailed information, login SuiteLife at <http://hudson438king.ca> under “Resources” → “Document Library” → “Manuals and Pamphlets”



## **ELECTRICAL**

Your electrical panel circuit breakers are generally located in the main hallway of your suite. The main breaker that supplies electricity to your in-suite panel is located in a corridor electrical room. It is unusual for this breaker to trip. If this breaker trips your suite would be totally without power. If your suite is totally without power please check to see if the power supply to the building has failed. If other neighbours have lost power or the emergency hall lights are on then the building has lost power. If unable to determine the problem, please contact Security or the Property Manager to investigate for you or to advise you.

Suite Electrical Failure: Each breaker is identified for its general purpose. In the case of 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”. Please Note: have a qualified electrician perform any electrical work.

## **WATER SHUT OFF VALVES**

Your suite valves are generally located behind a small door in the vanity cabinet of your bathroom. Please familiarize yourself with the location of these shut off valves. Ensure that these shut off valves are always accessible. If you are doing any plumbing modifications please remember that PVC piping is not permitted.



## **WATER LEAKS**

In order to avoid possible water damage to the floor below, spills should be mopped up immediately and leaks repaired promptly. Should your taps be leaking, we urge you to repair them immediately as wasted water will increase our utility consumption and cost extra money. Should you experience a toilet overflow or leak of any kind, or if you see water entering your suite, we ask that you contact Property Management immediately. This way damage can be kept to a minimum.

## **CORRIDORS, DOORS AND SUITE DOORS**

Corridors may not be obstructed in any manner at any time by doormats, boot trays, strollers, shopping carts or any other objects. Items left in the common corridor will be removed.

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.

## **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 Property Management would be pleased to provide you with names and numbers of trades people we have had favourable experiences with in the past.

## **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 food items, gasoline, propane or any other combustible materials is not permitted.

## **BALCONIES, TERRACES AND WINDOWS**

1. 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.
2. 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.
3. 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 Security, superintendent and/or cleaner to allow the approved contractor access to your suite to do the work required.

## **GENERAL**

Smoking is not permitted in the common areas of the building (including parking area); also, the consumption of food and beverages is not allowed in the common areas of the building, with the exception of Club Hudson and the Outdoor Patio; food and beverages are only permitted in the multi-purpose room and outdoor terrace during an approved function.

## **INSURANCE**

1. 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.
2. **The suite 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.
3. 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.
4. Be advised some insurance companies may offer discounts as a result of the security systems, fire alarm system, and Security; all you are required to do to obtain these discounts is ask.

## **IN-SUITE ANNUAL LIFE SAFETY INSPECTIONS: FIRE EQUIPMENT & ROOF ANCHORS**

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, then the Property Manager will arrange for Security, and/or cleaner to allow the approved contractor access to your suite to do the inspections. Any suite specific deficiencies will be charged back to your suite.

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 found tampering with the life and safety equipment could 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.

Once a year, the corporation does an annual inspection of roof anchors. If you have a roof anchor on your terrace a technician will go through your suite to do the inspections. Residents will be provided with notice as to when this work will be done via Property Management.



## **EMERGENCY PROCEDURES**

For ambulance: call 911.

When calling outside services, use the appropriate address: 438 King Street West, Toronto.

(Closest Intersection) east of Spadina Avenue.

## **DEFIBRILLATORS**

There are two (2) defibrillators available at the premises: one at the gym and the second at the security desk. The security supervisor has a list of persons trained to operate these units.

## **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 suite.

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.

Persons who require assistance if evacuating becomes necessary should complete a SPECIAL ASSISTANCE INFORMATION FORM. If there are any changes to your needs during your occupancy, please ensure that you keep Management informed. The Corporation is required by law to keep a current list available.

### **IF YOU DISCOVER A FIRE**

1. Leave the fire area and take your keys.
2. Close all doors behind you.
3. Activate the fire alarm by using the pull stations.
4. 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.
5. Use exit stairwells to leave the building immediately.
6. DO NOT USE ELEVATORS UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL.

### **IF YOU ARE IN A SUITE AND FIRE ALARM IS HEARD**

1. Wait for instructions from the P.A. System.



2. The alarm in the suite can be temporarily muted by pushing the button on the wall (picture); it is automatically re-activated after a certain period or on the next alarm or announcement.
3. 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.
4. 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.
5. 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 SUITE BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR UNIT AND:**

1. Close the door.
2. Unlock door for possible entry of fire fighters.
3. 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.
4. Seal all cracks where smoke can get in by using wet towels or sheets.
5. Crouch low to the floor if smoke enters the room.
6. Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
7. Wait to be rescued. Remain calm.
8. 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:**

1. Know where the alarm pull stations and exits are located.
2. Call 911; ask for the Fire Department immediately whenever you need assistance.
3. Know the correct building address and where you are located in the building.

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.**

**IF YOUR SMOKE ALARM GOES OFF, KEEP YOUR SUITE DOOR CLOSED SO THAT YOU DO NOT SET OFF THE BUILDING'S ALARM SYSTEM.**

If you burn food in your unit on the stove and have smoke, **DO NOT OPEN YOUR SUITE DOOR** to air out your unit, but rather open a balcony door or window and turn on the exhaust fan over your stove and those in the washrooms to exhaust your unit.

**FIRE HAZARD**

In order to avoid hazards in the building, occupants are advised to:

1. Not store propane, gasoline or any other combustible material in your locker/suite or on your balcony.
2. Not put burning materials, such as cigarettes and ashes into garbage chutes.
3. Not dispose of flammable liquids in the garbage chutes.
4. Never force cartons, coat hangers, and bundles of paper into chute because it may become blocked.
5. Avoid unsafe cooking practices, (deep fat frying, too much heat, unattended stoves, loosely hanging sleeves).
6. Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
7. Avoid careless smoking, use ashtrays, and never smoke in bed.
8. Not leave articles, such as shoes, rubbers, mats, etc., in the building halls.

Disposal of hot items in the garbage may result in fire. Please ensure when depositing items in your garbage pail that they are properly cooled.



## **FAMILY EMERGENCY PREPAREDNESS PLAN**

Disaster can strike quickly and without warning. It can force you to evacuate your neighbourhood or confine you to your home. What would you do if basic services-water, gas, electricity or telephone-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Families can and do cope with disaster by preparing in advance and working together as a team. Follow the steps listed in the plan below to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.

For a complete guide to emergency preparedness, including helpful checklists and suggestions, please log into SuiteLife at <http://hudson438king.ca> under "Resources" → "Document Library" → "Manuals and Pamphlets" → "Family Emergency Preparedness Plan".