

TABLE OF CONTENTS

- 1. Telephone Directory**
- 2. The Condominium Concept**
- 3. Suite Deficiencies**
- 4. Amenities**
- 5. Security**
- 6. Policies**
- 7. Helpful Hints for Residents**
- 8. Rules and Regulations**
- 9. Maintenance of Suite Finishes**
- 10. Fire Plan**

TELEPHONE DIRECTORY



EMERGENCY/POLICE

Fire/Police Emergency	911
Ambulance Emergency	911
<i>Call Concierge to hold elevator for ambulance.</i>	
Metro Toronto Police	(416) 808-3300

ADMINISTRATION

Monarch Customer Care Office On-Site	416- TBA
Concierge-Security	416- TBA
Brookfield Property Management	416- TBA

HOSPITALS

St. Josephs Hospital	(416) 530-6000
Toronto General Hospital	(416) 340-3111
Hospital For Sick Children	(416) 813-1500

CITY OF TORONTO SERVICES

Municipal Office	(416) 392-7001
Realty Tax Department & Water Billings	(416) 392-7115

LOCAL AMENITIES AND SERVICES

Rogers Cable Service (24 HOUR)	(416) 447-3377
Bell Canada	(416) 310-2355
The Brick Appliance Service	(905) 696-3462
Canada Post located at 1117 Queen St. West	(416) 532-1234

TRANSIT

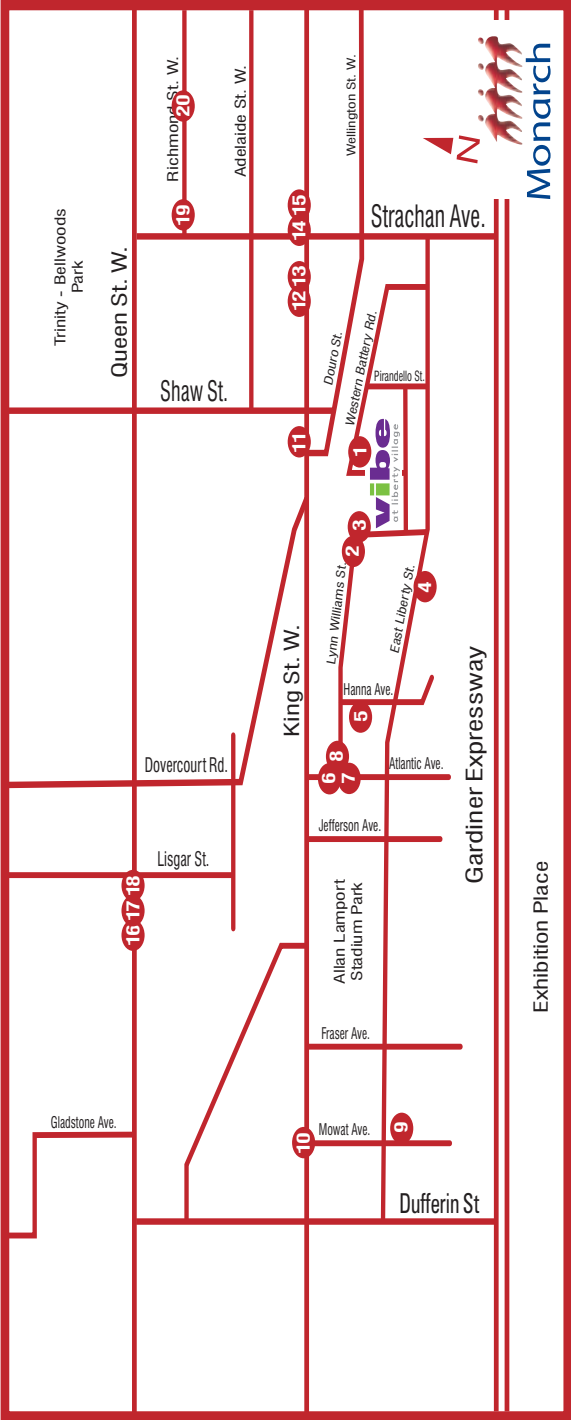
C.A.A 24 Hour Emergency Line	(416) 222-5222
Toronto Transit Commission (TTC)	(416) 393-4636

TARION WARRANTY CORPORATION

(416) 229-9200

Construction Performance Guidelines
www.tarion.com

Vibe Neighbourhood Amenities



1. Vibe at Liberty Village
 2. Metro Super Market - 100 Lynn Williams St.
 3. Pharmacy - 100 Lynn Williams St.
 4. Liberty Noodle - 171 East Liberty St.
 5. Star Bucks - 85 Hanna Ave.
 6. Cineplex Media - 102 Atlantic Ave.
 7. Booster Juice - 128 Atlantic Ave.
 8. Famous BBQ Express - 122 Atlantic Ave.
 9. Druxy's Deli - Mowat ave.
 10. Shoeless Joe's - 1189 King St. W.
 11. West Village Market - 1029 King St. W.
 12. Tim Horton's - 952 King St. W.
 13. Esso - 952 King St. W.
 14. Coffee Time - 901 King St. W.
 15. Shopper's Drug Mart - 901 King St. W.
 16. Subway - 1132 Queen St. W.
 17. Pizza Pizze - 1124 Queen St. W.
 18. Post Office - 1117 Queen St. W.
 19. Orange Julius - 1680 Richmond St.
 20. Tri Service Station - 846 Richmond St.
- *Not Shown on Map - Toronto Western Hospital - 399 Bathurst St.

TO ALL RESIDENTS OF
VIBE AT LIBERTY VILLAGE

***Monarch does not
service appliances***

Should you require service for your
Appliances Please contact
The Brick at **905-696-3462**

The Brick will ask you for the
following information:

- Name
- Address
- Contact telephone number
- What appliance needs servicing
- What is the nature of the concern
(please be specific as possible)
- What is the brand of the appliance
- Date of purchase/possession
(used to determine the Warranty Period)

The Model and Serial Numbers can be found at the following
locations:

- FRIDGE - It is inside the fridge wall
- RANGE - It is on one of the legs of the range when the
lower drawer is pulled open
- DISHWASHER - It is on the inside lip of the tub
- MICROWAVE - It is on the bottom of the microwave
- LAUNDRY - They can be located inside the dryer/washer

Regardless of the above, all appliances come with warranty cards
and owners manuals. If you did not receive either a warranty card
or owners manual you may call The Brick and request this and
they will send you one.

It is imperative that you fill out and submit the warranty card for
your appliances. THE WARRANTY CARDS HAVE THE ABOVE
INFORMATION. IT WOULD BE PRUDENT FOR ALL PURCHASERS
TO RECORD THIS INFORMATION IN THEIR CONDO HOME
OWNERS MANUALS.



THE CONDOMINIUM CONCEPT

The Condominium in Ontario this refers to a type of home ownership, whereby an individual acquires ownership of the interior of a Unit, together with an undivided interest in the Common Elements of a Condominium Corporation. Condominiums are regulated under an act of the Provincial Legislature, (The Condominium Act, S.O. 2001). Each Condominium Corporation has a Declaration, By-laws and Rules and Regulations which govern the use of the Units and the Common Elements.

With condominiums, all unit owners share the Common Elements and consequently they must all pay for the maintenance and repair of these elements. However, an owner shall not repair or modify the Common Elements except where he/she is obliged to do so by the Declaration. Typical Common Elements include the property, garage, lobby, recreation center, etc. The balconies and patios are defined as Common Elements with exclusive use for the adjoining residential Unit and are subject to the Rules and Regulations governing their use.

This joint ownership also means sharing of costs. The cost of necessary service repairs and improvements must be borne by all owners in accordance with their respective share of the Common Elements, as defined in the Declaration. For this purpose, the Board of Directors must establish an annual budget with each owner being responsible to pay on the first day of the month one twelfth of the annual Common Expense Fee for their Unit as stipulated by the Budget. If fees are not paid promptly, legal steps may be taken to secure the Condominium Corporation's interest and all costs, or charges resulting, must also be paid by the owner in arrears.

The Declaration is the document that creates the Condominium Corporation is created. It is the "constitution" for The Governance of the Condominium. It defines the ownership of the property which is individually owned (the Unit), and the property that is shared and jointly owned (the Common Elements).

The By-Laws are regulations for the Condominium Corporation to govern its own meetings and affairs. By-Laws are passed (established) by the Board of Directors of the Condominium Corporation and become effective following confirmation by owners who own not less than 51% of the Units. By-Laws must be registered at the Land Registry Office.

Rules are developed by the Board of Directors of the Condominium Corporation. They must be reasonable and consistent with the Condominium Act, the Declaration and the By-Laws. New rules become effective thirty days after notice has been given to each owner (unless the Board is in receipt of a requisition in writing, made by owners who together own at least 15% of the Units, requesting a meeting of owners to consider the changes). The rules and regulations have been developed to:

- Promote the safety, security and welfare of all owners, residents and guests
- Provide an atmosphere of quiet enjoyment for all residents and guests
- Provide for the protection of all property.

The Enforcement of the by-laws and Rules is an obligation placed on the Board by the Condominium Act. However, the obligation to report infractions is the responsibility of all residents. Infractions should be reported in writing to The Property Management or to a Board Member, to ensure the appropriate action is taken. If for any reason should the condominium corporation incur any losses, costs or damages as a result of any breach of the declaration, bylaws and/or rules and regulations in force, that are caused by any owner/tenant these must be paid for by the owner/tenant and may be recovered by the condominium corporation in the same manner as common expenses.

Lines of Communication are important to determine the nature of your problem and/or concern and to communicate this in the appropriate manner.

- Call the Property Management for any administration matter relating to the building and for any other matter regarding the condominium and/or interpretation of responsibility (i.e. maintenance fee inquiries, maintenance, insurance claims, condominium living and concerns regarding any on site contractors).
- Write to the Board of Directors for any items not receiving suitable response, or if you wish the Board to consider changes and/or improvements to your particular Unit or to the condominium itself.

Administration and Property Management

The Declaration and by-laws of the Condominium Corporation require that a Board of Directors consisting of 5 directors be elected at the Annual General Meeting of the Condominium Corporation.

A Management Agreement has been entered into with Brookfield Residential Services Ltd. to look after the day to day operations and maintenance of the building and other business affairs of the Condominium Corporation.

The Board of Directors meets regularly to discuss matters relevant to the operation of the condominium and to establish policies to guide its management. Official Minutes of meetings are maintained.

Matters of interest are reported to the Owners by the Board in the form of newsletters, and exceptional matters are generally dealt with in a specific notice.

Each year, an Annual General Meeting of all Unit Owners is held and at that time official corporate business is conducted; the Auditors' Financial Report is presented to the owners; new Directors are elected; and any other business which may be properly brought before the meeting is discussed. The Board outlines upcoming projects, discusses the new budget and provides information. All residents may attend the meeting, but only Unit owners whose accounts are in good standing may vote and be elected to the Board.

Maintenance Fees

All maintenance fees are payable to the Condominium Corporation and are due on the first day of the month. Payment is requested by post-dated cheques for a period of one year, dated the first day of each month of the current year, up to and including the first day of the subsequent year.

SUITE DEFICIENCIES

Monarch Liberty Village Limited (Monarch) provides a **two year warranty** on any defects in the electrical, plumbing or heating distribution systems and a **one year warranty** on any defects in workmanship and materials in your new home. The warranty begins on your date of occupancy. In the event that you discover items that you may have overlooked during your Pre-Delivery Inspection or that have surfaced since occupancy and that you feel should be addressed by Monarch, we ask that you follow the procedure outlined below:

While Customer Care is on site, **Service Request forms** will be available at the **Customer Care Office and the Concierge's desk after hours**. Please fill out the necessary information on the front page of the two-part form, sign it and leave page 1 in the basket provided for this purpose. Page 2 is to be kept by you for your records. These requests will be picked up and processed by Monarch on a continuing basis in an attempt to resolve the problem as quickly as possible. **Please note that it may take anywhere from 1 week to one month to complete the work requested. This will depend on the work that has to be scheduled with our staff or if the trade needs to be called.**

Please also feel free to complete a Service Request on-line through our website www.monarchgroup.net. Click on your Condo project, then Customer Care, Warranty Request. We have also provided the link for the Tarion 30 day and Year End Forms for your convenience.

For your further convenience we have also placed a blank form in the front pouch of this manual.

Anything requested that is of a 'Management' nature will be referred to Property Management on your behalf.

Once Customer Care is no longer on site a notice will be posted indicating that all Service Request Forms should be sent to **Monarch Corporation Head Office Attn: High-Rise Customer Care**.

You will be advised of the status of your requests on an individual basis by Monarch.

Should you have any further questions or need additional information, please do not hesitate to contact our on-site Customer Care Office, Suite 104 on the P1 level, (416-TBA)

Please be advised that by completing this Service Request Form you the (Purchaser) authorize Monarch and/or its contracted trades, to enter your suite to complete the repairs required. (During normal business hours) Any wishes to the contrary must be provided in writing to the Customer Care office on site.



Monarch Corporation

Project/Phase: _____ Phone (bus): _____

Please use this form to record any deficiencies which you wish to bring to the attention of our service department. Please be specific as to the type and location of the deficiencies. Notice must be given in writing to enable our customer service department to operate efficiently. Please note that all Service Request Forms must be delivered to the Monarch customer service office.

Office Use Only
Date Completed

By completing this Service Request Form, the undersigned authorizes Monarch to enter the suite to complete the repairs requested (during normal business hours).

Purchaser's Signature: _____

Received by: _____ Referred to: _____

Date Received: _____ Referral Date: _____

Suite Occupancy Date: _____ Date completed: _____

Customer Copy: Yellow

AMENITIES

It is hoped that all residents will use and enjoy the facilities available at VIBE AT LIBERTY VILLAGE. The recreation facilities, the grounds and driveways are part of the amenities which are governed by the Board of Directors.

The amenities include:

- Two elegantly designed Guest Suites.
- Designer decorated party room complete with caterer's kitchen and bar for special occasions, with access to a landscaped patio with BBQ.
- All Residents at VIBE AT LIBERTY VILLAGE will have access to the following Battery Park and Zip Club amenities which includes: Furnished meeting room, Indoor swimming pool/whirlpool, his/her change rooms complete with steam rooms, showers and lockers.
- Sports lounge with billiards table, dart board & T.V. Hi-tech cyber lounge with computer stations
- Fitness room with cardio, yoga and aerobics area offering TV viewing while you work out complete with commercial grade fitness equipment.
- Equipped theatre for private screenings.

The amenities also include a 24 hour Concierge Desk (located in the main lobby of Phase 1- 50 Lynn Williams Street), three elevators, outdoor gardens, patio and Car Wash Bay. Property Management on-site. Vibe is linked to Battery Park via a 2-storey pedestrian bridge.

Recreation Rules

Residents are encouraged to review the complete set of rules found in their Condominium documents to become familiar with them.

Fitness Room – Proper attire and footwear is required in this room. For safety reasons, it is not recommended that children use this facility unless closely supervised by an adult guardian. Equipment should be treated with care and respect and used in accordance with the instructions. Neither the Board nor the Management Company will assume any responsibility for injuries that may occur. All users must wipe down the machinery or equipment after use. Food and drink are not permitted in this facility.

Party Room/ Multi-Purpose Room – Bookings for the use of this room for private functions may be made through the Management Office.

SECURITY

A. COMMON AREA SECURITY

Security for VIBE AT LIBERTY VILLAGE is provided by a Concierge service located at the Front Desk in the Main Lobby of Phase 1 - 50 Lynn Williams Street, which serves as the main entrance for Guests to the property. The Concierge monitors the security cameras. Access to common areas, amenity doors, and garage doors are controlled through a computerized access control system. Cards or remote controls which are lost or stolen may be deactivated by the Concierge through the computerized system. Please inform the Property Management Office if your card has been lost or stolen. Other doors to the exterior such as fire exits and loading dock doors not used by the residents or their guests for access as they are monitored through a door alarm system.



B. SUITE SECURITY

Each suite has its own security alarm system, which is also monitored by the Concierge. All suites have contact alarms on the suite doors, which are connected to the Front Desk. All residents are encouraged to use this suite alarm system, particularly when away from your Unit.

For set-up instructions, see the enclosed Instruction Card in the front pouch of the binder.

C. YOUR CONCIERGE

Your Concierge is here to assist you and keep your building safe. However, they cannot do the job alone. Each resident must also be security-conscious. If a stranger tries to enter the building behind you without using his or her own access card, please stop them and ask them to use their card or direct them to go to the front desk. If you see a stranger in the garage or common areas and their actions seem suspicious, contact the Concierge immediately and ask them to investigate. Get to know your neighbours. Use your suite alarm system, particularly when you go away and let the Management Office know your away dates and emergency contact information.

RESIDENT INFORMATION – To manage your property effectively, we will be requesting information from you. Please complete the resident Information card and return it to the Management Office or the Front Desk as soon as possible. All information is kept confidential and is available only to Management. It is extremely important that we have the names of all residents, ages of residents

under the age of 16 years, vehicle information and emergency contact information. For life safety purposes, we also require information on those residents who would require assistance to evacuate the building in case of a fire as well as information on any residents who do not understand English and might not understand instructions given over the emergency voice communication system.

GUESTS – When you have guests, they will enter through the Main Lobby of Phase 1-50 Lynn Williams Street, and will be greeted by the Concierge. You will be called, either by the Concierge or directly by the guest through the Enterphone system, which is programmed with your home telephone number, if the Concierge is away from the desk. If your guest is staying overnight and plans on using the visitor parking, they will require a Visitor Parking Permit from the Concierge to park in the visitor's parking area overnight. To arrange this permit in advance simply call the **Concierge** and provide the license plate number of your guest, along with the dates the permit is required for. Should the permit be required more than 3 consecutive nights, the Visitor Parking Permit must be issued through the Management Office. This can be arranged by calling the Manager during business hours.

MAIL AND PARCEL DELIVERY – Until such time as Canada Post begins to deliver mail to the individual mailbox, residents may sign a waiver form to have the mail delivered to the Front Desk. Residents may then pick their mail up from the Desk at their convenience. The Concierge will not accept responsibility for any loss or damage to items received. All deliveries will be phoned into the suite.

ACCESS CARDS AND REMOTE CONTROLS – Each suite is supplied with 2 access cards to the building and 1 remote control for the garage for each owned parking space. The garage entry remote control has one button that opens both the main garage door and the internal garage door. Another button will be the personal security transmitter, which is connected to the security system in the underground parking. Additional access cards may be obtained from the **Management Office** for a non-refundable fee. In case of loss, please inform the Concierge or **Management** immediately so that your card/remote may be to prevent unauthorized access. Should your card/remote fail to work please contact the Concierge or Management immediately. **Please note that only one remote per owned parking space is permitted.**

**POLICY ON THE ACCEPTANCE OF SMALL PARCELS,
REGISTERED AND COURIERED MAIL AND
POLICY ON THE ACCEPTANCE OF PERISHABLE ITEMS**

As a service to residents of VIBE AT LIBERTY VILLAGE, the Concierge will accept delivery of small parcels only, couriered mail and Priority Post.

An authority to receive such items must be signed by the resident prior to the acceptance of small parcels and couriered mail. Staff and Management of VIBE AT LIBERTY VILLAGE cannot accept responsibility for either of these items or their contents.

Without a signed Authority, neither the Staff nor Management will accept any of the above-noted items on your behalf.

You may obtain an “Authority to Receive Parcels, Registered Mail, Courier Mail Form” from the Concierge in the main Lobby of 50 Lynn Williams Street.

If you plan to be away from the building for a prolonged period of time, please inform the Concierge so that such items will be held for you until your return.

The staff of VIBE AT LIBERTY VILLAGE will NOT accept PERISHABLE ITEMS, such as flowers and food, if there is no one in the suite to accept them. If, however, you anticipate a delivery of flowers while you are out for a short period, please indicate this to the Concierge and we will be happy to accept them for you.

FURNITURE AND LARGE ITEM DELIVERY

- Prior arrangements must be made with the Concierge to reserve the service elevator.
- If there is no suite key and no accompanying authorization form, access will not be permitted and large deliveries will be turned away.
- Building personnel are prohibited from accepting cash to cover the cost of any parcel delivery service.
- The Management Company, the Condominium Corporation and staff accept no liability for handling residents' parcels, deliveries or mail.

AUTHORIZATION TO ENTER SUITE

If you do not expect to be home for a guest or service call, you may complete a form from the Concierge that will permit authorized persons access to your suite. This form signed by you and a key to your suite must be left with the Concierge. THE CONCIERGE IS NOT PERMITTED TO OPEN YOUR SUITE OR SUPERVISE THE AUTHORIZED PERSON'S ATTENDANCE IN YOUR SUITE. The Concierge will have the guest or service person sign the key out and back in for your security. Identification of the individual will be required.

Only visitors whose names appear in the current file will be allowed access to the suite even though the key may still be available at the Concierge Desk. It is the responsibility of the resident to regularly update the names and the expiry date on the Authorization.

The resident MUST complete an Authorization for each and every individual who is to be allowed access to the suite.

The service of giving visitors and service people access to your suite is done as a convenience to you, the resident. Neither the Board, Management or the Concierge can be held responsible for the guest or the service personnel.

PARKING POLICY

The following is a summary of the Condominiums parking policy.



A GENERAL

No commercial vehicle, camper, van, recreation vehicle (RV), all terrain vehicle, trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind other than a private passenger vehicle or station wagon shall be parked on any part of the Common Elements, including the visitors parking area, or in any underground parking unit, nor shall any repairs be made to any motor vehicle on any part of the Common Elements overnight, including the visitors parking area or in any underground parking space. Service vehicles are allowed in the visitors parking area for the duration of the service call only. Please ensure your visitors do not park in these spots.

B UNDERGROUND PARKING

1. Underground parking units are the personal property of the owner and shall be occupied and used only as a private parking space for a passenger automobile, station wagon or motorcycle by a unit owner or tenant residing in the unit and such residents' immediate family, guests, visitors, or invitees to the unit. No propane or natural gas powered vehicles are allowed in the parking garage.
2. No parking unit shall be sold, conveyed or leased to anyone who is not a resident, tenant or full time occupant of a dwelling unit.
3. Owners shall not make any additions, alterations, improvements or renovations in or to their parking unit.
4. The owner of each parking unit shall maintain such unit in a clean and slightly condition including the elimination of oil or grease spills and where this is not done, the Corporation may have the space cleaned at the owners expense, collecting any amount owing in the same manner as contributions towards common expense in accordance with Section 92 (1) of the Condominium Act.

5. It is the responsibility of owners and tenants moving out, to relinquish directly to the new occupant of the suite, their entry transmitter(s).
6. Vehicle headlights shall be turned on whenever moving through the parking garage. Please note the speed limit in the parking garage is 10km/hr. and shall be strictly observed.
7. Vehicles are to be parked well within the marked confines of the space and shall not be
parked so as to protrude into another space or into the driveway.
8. Fire regulations prohibit the storage of any items such as tires, boxes, furniture, bicycles, etc. in parking spaces.

Unit owners who wish to lease their parking spaces to other Residents shall register Information with the Property Management Office giving full details of the intended lease prior to executing the lease. Details shall include name of Owner, name of lessee, unit number of parking space, make and color of the vehicle, license number and duration of lease.

If a vehicle is parked in your space or blocking it, report the following information to the Concierge:

Your name

Unit number

Parking space number

License plate number

Description and license plate number of the offending vehicle

Do not park in someone else's parking space as it constitutes trespassing and is very discourteous. Use the visitors parking area and report to the Concierge immediately.

Vehicles illegally parked on driveways, ramps or in areas not designated as parking spaces in the underground parking garage shall be ticketed and removed from the property by the Management at the Owners' expense and at the sole responsibility of the offending vehicle Owner.

VIBE AT LIBERTY VILLAGE, its agents and employees assume no responsibility for any damages to the vehicle or loss of property resulting from the removal of the same from the property howsoever caused.

C. VISITOR PARKING

No motor vehicle or any other kind of vehicle or machinery except maintenance equipment may be driven on any part of the Common Elements other than on a driveway, parking unit or visitors parking space. Parking or standing is strictly prohibited in the following areas:

- Fire Lane/ Fire Routes
- Roadways and traffic lanes
- Pick-up/delivery area
- Front driveway (passenger drop-off)

Vehicles parking in these areas will be ticketed and/or towed away without prior notice at the Owners risk and expense.

Speed limit on the outside roadway and visitors parking area is 10 km/hr.

Residents' vehicles are not permitted to be parked in the visitors parking area except as directed by Property Management during garage maintenance and cleaning.

D. VEHICLE MALFUNCTION

Should your vehicle or that of your guest fail to start or stalls in the driveway, ensure that the vehicle is parked so as not to obstruct other traffic and immediately call your service station for assistance. Advise the Concierge of your problem, await the arrival of the emergency service and accompany it to the location of the disabled vehicle.

E. VEHICLE REPAIRS & SERVICES

Vehicle repair, servicing and maintenance are prohibited by fire regulations anywhere on Condominium property.

F. GARAGE DOOR OPERATION

The garage doors are programmed to open and close automatically after being activated. Residents are not permitted to tamper with or adjust the timing mechanism. Should the garage door fail to open, immediately report the problem to the Concierge who will arrange to have the door secured open until repairs can be made.

G. ENTRY TRANSMITTERS

Garage door transmitters are issued through Property Management. Transmitters will not be issued to part-time or occasional Residents or short-term guests. Should your transmitter fail, please notify Property Management for replacement or repair. These transmitters have one button which activates opening the main garage door, as well as the internal garage doors. They also have a personal security button which signals an alarm.

H. REPLACEMENT OF VEHICLES

Condominium Residents who replace their vehicle(s) are required to report the same to the Property Management Office immediately with the new vehicle data, e.g.: year, make, model, color, etc.

I. GARAGE CLEANING

Property Management arranges to have the garage swept and or power washed on a periodic basis. When notices are posted to this effect, Owners are required to remove all vehicles from the appropriate areas on the posted dates and times.

J. ACCIDENTAL DAMAGE TO VEHICLES OR PROPERTY

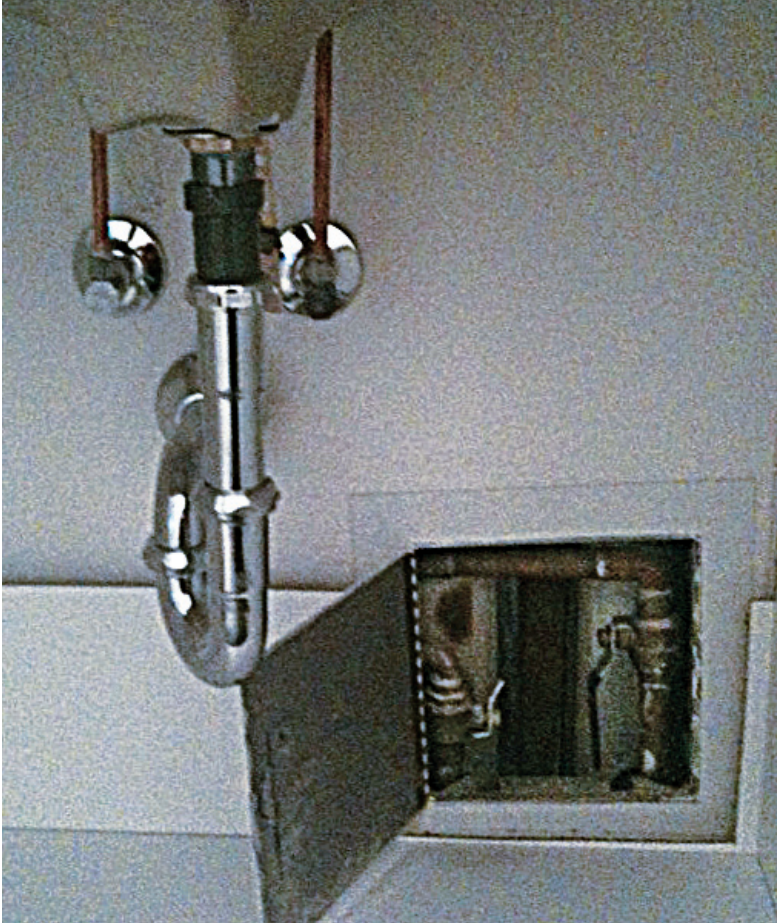
If a third party damages your vehicle and you are not aware of their name, report the damage to your insurance company and the Concierge. If you are aware of the name, follow the same procedure as for any road accident.

If you damage another vehicle leave a note on their windshield with your name, address and telephone number. Inform your insurance representative and the Concierge.

In the event of accidental damage to other property, or Common Elements report it to your insurance company and the Concierge.

MAIN SHUT OFF VALVE

Typically located under the vanity in the main bathroom



HELPFUL HINTS FOR RESIDENTS

WHAT TO DO IF SOMETHING GOES WRONG IN YOUR UNIT

Electrical power failure

The hallways, stairwells and common areas are equipped with emergency lighting. If the neighborhood lights are out, a general failure has occurred. If not, check your own suite electrical panel. A tripped breaker in a circuit means that a particular line has been overloaded. Please check all plugged-in items on that circuit before resetting the breaker. The bathroom facilities are equipped with a ground fault breaker which, when resetting, has to be switched off first and then switched back on again. If it continues to trip, it may be necessary for you to call a licensed electrician.

Plugged toilets, drains and other plumbing problems

These problems are the responsibility of the Unit Owner. Keep a plunger in your suite. Know where all the shut-off valves are located. If the problem is “unusual” and occurs during the first year, while warranties are still in effect, please contact Monarch Customer Care or your Property Management.

Water leakage

If water leakage occurs from above, contact Property Management or the Concierge immediately, so that the source may be investigated and damage minimized. Should leakage occur within the unit, the main water shut-off is typically located under the vanity in the main bathroom, as shown in the adjacent photo. In an emergency, turn the valves to the closed position, then contact Property Management. The specific location of these will be pointed out during your initial orientation and Pre-Delivery Inspection.

Appliance services

With your refrigerator, stove, washer, dryer and dishwasher, you will find a 1-year Warranty Card. Please complete these cards and mail them in as instructed on the card to activate your warranty.

Elevators

In the event that you are stuck in the elevator, please remain calm. Press the phone button (button with picture of phone on it) to connect you directly to the security monitoring station. A two-way communication system is in place. State the nature of the emergency and the appropriate company will be contacted for assistance. If there is no answer then depress the alarm button.

MONARCH DOES NOT SERVICE APPLIANCES

Should you require service for your appliances,
please call The Brick at 905-696-3463.

In-suite maintenance

Any in-suite maintenance is the Owner's responsibility. Except for the air-cooling and heating equipment, each Owner is required to maintain his/her own Unit and appliance or fixture that serves your Unit exclusively. Employees of the corporation will not provide personal services for residents. The Management Office can provide you with contact names and telephone numbers of appropriate local services for maintenance items.

Washing Machine

Please ensure the water to your washing machine is turned off after each use. This is very important, especially if you are away for the weekend or on vacation. Should the water hose fail, you may be responsible for the damage not only to your suite but possibly other suites. To turn the water supply off, simply turn the handles or valves into the off position (where the hoses are connected, usually behind the washer).

Dryer

It is also important that the lint filter located in the lint trap be kept clean. If the filter is not kept clean, it will extend the drying cycles and could present a fire hazard. Please ensure that the screen in the filter be in the UP position at all times. Please ensure that the dryer fan turns on during each cycle.

You will receive operating manuals for all appliances in your Unit. You should review and keep these handy so you understand all of their features.

Microwave Hood Fan

Good maintenance gives the best performance and prolongs the life of the machine.

Maintain your microwave periodically. Turn off the power before maintenance. After each use, wipe the body of the hood and the middle support plate with a dry cloth or wet cloth with mild detergent.

To reduce the risk of fire due to greasy cook-top:

- *Keep fans, filters and oil collectors clean.*
- *Always turn the hood ON when cooking.*
- *Use low speed when heating oil. Switch to high speed only when necessary.*



Laundry Machine shut-off valves. Typically located beside or behind laundry machine. Refer to Homeowners Manual for suggested shut off times.

Laundry Room Lint Trap - Typically located above washer/dryer. Refer to Homeowners manual for suggested maintenance guidelines.



Changes to your unit

Homeowners are free to decorate their suites in a manner that best suits their taste. However, unit owners cannot make structural modifications to walls, interior suite layout or plumbing and mechanical/electrical systems without the consent of the Condominium Corporation. If in doubt, it is always best to call the Property Management Office before making any changes to ensure that approvals are not required.

Balconies and Terraces

It is hoped that all residents will maintain the attractive exterior appearance of VIBE AT LIBERTY VILLAGE by keeping their balconies in a clean and tidy condition. The balcony is not to be used as a storage area for any items except seasonal furniture. Please do not hang clothes or flower boxes from the balcony or railing.

The balcony and terraces are a Common Element of the Condominium Corporation and not part of your Unit. Like other Common Elements, no owner can make any change to the balcony without the consent of the Condominium Corporation. This restriction applies to anything that you may want to put on the balcony floor – such as carpeting. Carpeting retains moisture, which causes a premature deterioration of the concrete.

Absolutely **NO** barbecuing is allowed on your balcony. This practice is not only against the rules of the Condominium Corporation, but more importantly it is a fire hazard and a breach of the Fire Department's By-Laws and Codes.

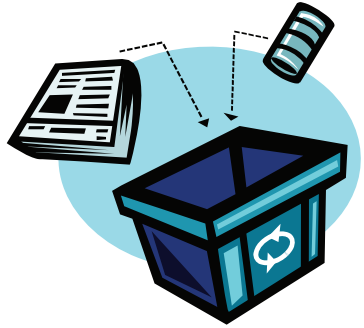
Garbage

The garbage/recycling chutes (located on each floor) can be used between the hours of 8:00 a.m. and 10:00 p.m. Please select either the garbage or recycling button (whichever you are discarding), open the chute door and place your properly wrapped garbage/recycling into the chute and push your garbage or recycling completely down. However, do not force any items down the chute that are too large for the opening as this could cause an obstruction in the chute.

If you are having renovations or repairs done to your Unit, it is your responsibility to arrange for the removal of the garbage generated. You must also arrange for the removal of old appliances, old furniture and all heavy or large articles. Please call The City of Toronto Garbage Collection Department at 416-392-7742 to arrange a pick-up date.

Recycling

Property Management will be posting a separate memo shortly outlining recycling procedures. If you have any questions, call the property manager directly.



Vacations

If you are going on vacation, or will be away for an extended period, we suggest that you advise the Property Management Office. If possible, we would like to have the telephone numbers where you can be reached. And we must know if any family members or friends are going to be visiting your suite during your absence, and if there are special instructions you may wish to leave with Staff during your absence.

Noise

According to the Corporation's Rules, no repairs, renovations or other such activities creating noise is permitted before 8:00 a.m. and after 8:00 p.m. on weekdays; before 12 noon and after 6:00 p.m. on Saturdays and *not at all* on Sundays.

Pests

In the unlikely event that you find any unwanted pests in your Unit such as silverfish, ants, roaches, grain beetles etc. please call Property Management immediately.

Insurance by condominium residents

The Corporation is required to maintain All Risk Insurance Coverage for the Common Elements and Units. However, this insurance only covers the suites as originally built by Monarch. It does not cover the contents of your suite, your six appliances or any suite improvements that may have been made. **Under your agreement you are required to acquire and maintain insurance coverage for personal contents, which includes all upgrades installed, as these are not covered by the Corporation's policy or under the builder's warranty.**

Contact your own insurance agent to inquire about Condominium Unit Insurance Policies.

It is also wise to obtain a personal liability policy in an amount you

consider appropriate. Such a policy provides for legal liability and property damage caused by you, your family, guests or service personnel.

Window coverings

Window coverings must be white, off-white or light beige in colour to the exterior. This provides for a uniform appearance and overall conformity of the buildings aesthetics.

Pets

Pets are permitted at VIBE AT LIBERTY VILLAGE. As the owner of a pet, you must be responsible for the pet's behavior. While on the common areas, including the elevators, corridors, driveway and parking areas and lawn areas, the pet must be carried or securely leashed. The pet must be taken off the property to relieve itself and owners are then subject to municipal leash and clean-up by-laws.

Drains

Never dispose of fats, grease, kitty litter and / or solids in any of the kitchen or washroom drains (sinks/showers/tubs/etc.) All solids should be securely wrapped and disposed of with other household items.

Thermostats

For programming instructions for your thermostat, see the Instruction Card in the front pouch of the binder.

RULES AND REGULATIONS

The Rules and Regulations form an important part of the documentation of any Condominium corporation. The Rules are structured to provide for the safety and security of residents and the building and to promote harmonious living for all residents.

Once a Condominium Corporation is registered, the Board of Directors may make changes to the Rules from time to time to deal with specific issues which arise, or to insure the safety, security and welfare of the residents and the property. New or revised Rules must be approved by the Board of Directors and generally are also reviewed by the Corporation's lawyer to make certain they fall within the duties of the Corporation and that they may be enforced. Once approved, the Board must deliver a copy of the revised Rules to each owner. If, after 30 days, there has been no requisition for a special meeting to discuss the Rules, the new Rules automatically become effective.

If owners disagree with some or all of the revisions, owners who together own 15% of the Units may request a special meeting to discuss the matter.

If you have a suggestion for a rule or a revision to an existing rule, it is recommended that you put your suggestion in writing and deliver it to the Board of Directors,

It is the responsibility of the Board of Directors and the Property Manager as their agent, to enforce all Rules. In the event that a problem occurs with an owner, his tenant or a guest of the suite, the following steps may be taken:

1. The Resident will be contacted by the Property Manager. If the resident is a tenant, the Owner of the suite will also be contacted.
2. In the event that the problem is not resolved, a letter with a final warning will be sent to the resident and the Owner in a tenant situation.
3. Should the problem still not be resolved, the Property Manager will seek the consent of the Board of Directors to place the matter in the hands of the Corporation's lawyer. All costs of enforcement of Rules will be borne by the Owner of the offending Unit.

If you are aware of violations of the Rules by other residents, please make any complaint to the Management Office in writing. We would ask that you give as much detail of date, time, place and resident's names or suite numbers as you may have available to you. It is extremely important that infractions be reported as soon as possible and in written form.

These Rules form part of the documentation you received when you purchased your Unit. We encourage all residents to become familiar with these Rules and to communicate these Rules to your tenants and guests.

MAINTENANCE

Cabinet interiors and shelves

Cabinet exteriors and interiors should be cleaned with a mild soap solution on a clean cloth, and rinsed with clear water. Cabinets should be buffed dry with a soft clean cloth immediately after cleaning.

Cabinets should never be cleaned with harsh detergents, abrasive cleansers or steel wool pads.

Water should not be allowed to contact cabinet surfaces for more than a few minutes and steam from kettles, etc. should be directed away from cabinet surfaces.

Laminate countertops

Do not set hot pots, pans or appliances directly on unprotected countertop surface.

Avoid letting water remain on or near a joint in the countertop material. This will cause discoloring and possible separation of the joint. Wipe surface immediately.

Granite countertops

Stone is a natural product and simple care and maintenance will keep it looking beautiful.

Countertop cleaning procedures and recommendations:

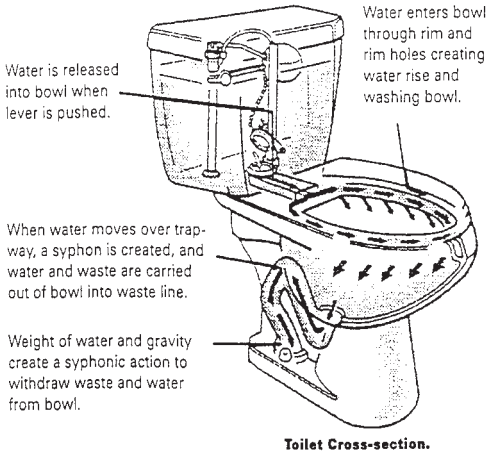
- Clean surfaces with a few drops of neutral cleaner, stone soap or a mild liquid dishwashing detergent and warm water. Use a clean soft cloth for best results
- Rinse the surface thoroughly after washing and dry with a soft cloth
- Blot up spills immediately
- Use coasters under all glasses, particularly those containing alcohol or citrus juices. Many common foods and drinks contain acids that will etch or dull the stone surface
- Do not use products that contain lemon, vinegar or other acids
- Do not use scouring powders or creams
- Do not place hot items directly on the stone surface. Use trivets or mats under hot dishes and placemats under china, ceramics, silver or other objects that can scratch the surface

Appliance exterior finishes

DO NOT USE HARSH, ABRASIVE CLEANERS

- Interior cleaning instructions can be found in individual operating manuals for the following appliances:
- Stove top (not elements - refer to manual)
- Ovens (front operating panels)
- Dishwasher
- Washing Machine and Dryer

HOW YOUR 6L LOW CONSUMPTION TOILET WORKS



Did You Know ?

Ensure you have an ultra-Low flow 6L toilet. The Ontario Building Code requires 6L toilets to be installed in all new houses, to reduce the amount of water and pollution control costs.

There are three main types of toilets: Gravity, Vacuum-Assist, and Pressure-Assist.

Gravity toilets are most common in new homes. Older gravity tank toilets are common in older homes. They rely on a high volume of water to flush properly (up to 25L per flush). Pushing the handle opens a small rubber door called the flapper, and releases the contents of the square water tank down into the bowl. The rising water level in the toilet bowl causes the toilet to flush.

The newer 6L Low-Consumption Gravity Tank toilets have a redesigned bowl to enhance the siphoning action, which serves to pull the water out of the bowl. It reduces the need for water since it doesn't rely just on gravity to create the flush. Water is forced through a trap, which curves down, then up like an elbow. Water fills it to keep gasses from entering the house.

"The Rules of the Bathroom"

Don'ts

- X Don't flush dental floss.
- X Don't flush Q-tips or toothpicks.
- X Don't flush paper towel.
- X Don't flush grease or oil.
- X Don't flush biodegradable products.
- X Don't flush feminine products.
- X Don't use chlorine or blue pucks in the tank or bowl.
- X Don't use your toilet as a wastebasket Put kleenex or trash in the garbage.

Do's

- ✓ Do flush an appropriate amount of toilet paper.
- ✓ Do clean the bowl regularly using Vinegar.

Your toilet is NOT a garbage disposal.

FLOORS MAINTENANCE

DO NOT USE HARSH ABRASIVE CLEANERS

Ceramic (Marble / Granite) maintenance guide for hard floor surfaces, tile, marble, granite and slate

- Use mild dishwashing detergent
- Rinse thoroughly with clean water
- Buff with soft, dry cloth
- See next page for more information

Recommended Care and Maintenance

Daily Maintenance

- Dust mop with clean, non-oily dust mop of size to suit floor area
- Remove dust particles from mop frequently by vacuum
- Remove any wet spillage immediately by damp mopping

Periodic Maintenance

- Wet mop the surface with a detergent or neutral type cleaner solution
- Let floor dry before allowing traffic

Laminate or Pre-Engineered Wood Floors

All laminate or pre-engineered wood floors installed have a polyurethane-type finish and the following details preventive maintenance and cleaning procedures for these floors.

1) Preventive Maintenance

Preventive maintenance is a term more common to industrial than to residential or office floor care, but its importance cannot be over-emphasized. Listed below are some basic rules that apply to all types of finishes.

Certain chemicals in wood oxidize in strong light causing the wood to change color ('weather' or 'age') i.e. develop 'Patina'. To avoid uneven appearance, move area rugs occasionally and drape or shade large windows.

Put fabric-faced glides on the legs of your furniture. They allow furniture to be moved easily without scuffing the floor. Clean the glides regularly since grit can become embedded in them. Some furniture may require barrel type roller casters as ball type casters may cause damage. Grey, non-marking rubber casters are the best. Avoid any type of plastic caster.

Never damp mop or wax a finished wood floor. There are some finishes that can be damp mopped which will be explained under Surface Finishes, but in all cases minimum water because water causes deterioration of the wood itself as well as the finish.

DO NOT WAX YOUR FLOORS

By observing these simple suggestions you'll go a long way toward keeping your hardwood floors beautiful and making their care easier.

2) Cleaning

1. For general cleaning, add ¼ cup of white vinegar to 1 quart of warm water. Dip a clean cloth or sponge mop and wring nearly dry. Clean floor and wipe dry with a towel as you go
2. Buff to restore luster
3. When luster does not return in traffic areas such as doorways, kitchen sink, stove area, or hallways, the floor may require re-coating. Consult your wood floor contractor, or you may attempt to extend the life of your finish in worn areas with an application of compatible aerosol finish
4. **NEVER WAX** a surface finish. Wax will in most cases be slippery and once waxed, the floor will not be able to be merely re-coated to rejuvenate it, but will have to be completely sanded down to raw wood to restore the floor

White and bleached floors

Because of their light color, these floors, like white carpet or vinyl, are more susceptible to showing the effects of dirt and traffic than those with natural or dark-stained finishes. Therefore they need – and deserve – more attention than others. Vacuum or sweep often. Wipe off liquid spills immediately. Follow the maintenance procedures recommended for the type of finish used.

Something else you'll probably notice with such finishes is tiny separations between the flooring strips during dry seasons or long heating periods. The amount of moisture in the air causes wood to expand or contract. When humidity levels are low, the flooring will contract and the separations become more prominent than at other times. The contrast of a white floor surface causes even tiny separations to appear larger. However, this is natural characteristic of wood and will occur each heating season. Depending on the type of Finish used (factory or on-the-job), the light-tinted or 'white' floors may have some shading changes over time.

Removing stains

For surface finishes most stains can be prevented simply by wiping up the spilled liquid immediately.

1. Dried milk or food stains: gently rub spot with damp cloth. Rub dry.
2. Stains caused by standing water: rub spot with #000 steel wool.
3. Dark spots: (a) clean spot and surrounding area with #000 (or, if necessary, the coarser #00) steel wool and a wood floor cleaner or odorless mineral spirits; (b) thoroughly wash spotted area with household vinegar and allow it to remain for three or four minutes; (c) if spot remains, sand with fine sandpaper, feathering out 3 to 4 inches into surrounding area.
4. Heel marks, caster marks, etc.: rub with dampened fine steel wool, then buff.
5. Ink stains: follow same procedure as for other dark spots.
6. Animal and diaper stains: spots that are not too old may sometimes be removed in the same manner as other dark spots. If spots resist cleaning efforts, the affected flooring can be refinished.
7. Mud: can usually be removed with a good cleaning product.
8. Chewing gum, crayon, candle wax: apply ice until the deposit is brittle enough to crumble off. Solvent-based wax poured around the area (not on it) soaks under the deposit and loosens it.
9. Cigarette burns: if not too deep, steel wool will often remove them. Moisten steel wool with solvent-based wax to increase effectiveness.
10. Alcohol spot: rub with solvent-based or paste wax, silver polish, boiled linseed oil, or cloth barely dampened in ammonia
11. Oil and grease stains: rub on a kitchen soap having high lye content, or saturate cotton with hydrogen peroxide and place over stain; then saturate a second layer of cotton with ammonia and place over the first. Repeat until the stain is removed.

CAUTION

Some of the products mentioned here are combustible and should be used only in well-ventilated areas away from heat, sparks and open flame. Always read and follow label instructions.

When in doubt concerning the care of the wood floor, contact a professional hardwood floor company.

Laminate & Pre-Engineered Wood Flooring.

Laminate & Pre-engineered wood floors will expand and contract with variations in temperature and humidity. No laminate or Pre-engineered wood floor will be 100 per cent squeak-free; however, maintaining proper humidity levels will greatly reduce their occurrence. **Excessive separation and cupping due to your failure to maintain proper humidity levels is not covered by any warranty.**

We are not responsible for discoloration of the floor due to direct sunlight. The warranty also does not cover damage from high heels, pets, spills, and furniture legs without adequate felt covers, any water damage and owner abuse.

Carpeting

Variations in the shading of some carpet are evident when the nap runs in different directions. The nap of the carpeting should run in the same direction in each room. It is acceptable for the nap to change direction at doorways.

Light and white coloured carpeting may become discolored at the walls and sub floor joints due to the filtering process that occurs with forced-air heating. There are a number of causes for this but it is generally caused by candle burning and pollution in both interior and exterior air quality and is not covered under any warranty.

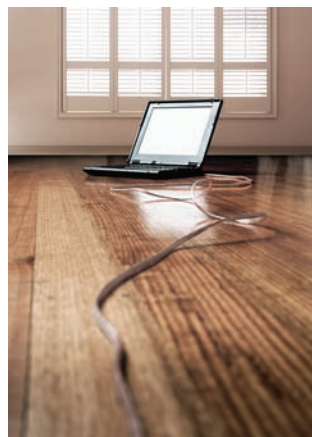
Counter Tops and Cabinetry

Damage to laminated surfaces, granite, Caesar stone, cultured marble & marble from hot pans and cooking appliances, use of abrasive cleaner, bleach or steel wool, the use of cutting utensils on countertops and burns from cigarettes or cigars are not covered under any warranty. Separation or swelling of the seams in laminate countertops is not covered by any warranty: therefore, it is strongly recommended that spills on the seams be wiped up immediately.

Scratches, chips and cracks that were not noted on the pre-delivery inspection are not covered under any warranty. We will rectify delaminating of the laminate due to a defect in material or workmanship for one year following the date of occupancy.

Cabinet doors, boxes, drawers and hardware such as knobs, hinges and drawer slides are warranted against defects in material and workmanship for one year. Cabinets constructed of wood are subject to normal variations in grain and colours found in nature and are not considered defects. Likewise, colour and grain of replacement parts may vary from the original installation. We are not responsible for fading of cabinetry materials due to exposure to sunlight. Damage from the use of inappropriate cleaning products, such as naphtha spray waxes and lemon oil is not covered by any warranty.

PRE-FINISHED ENGINEERED HARDWOOD FLOORS CARE AND MAINTENANCE



Cleaning and Maintenance:

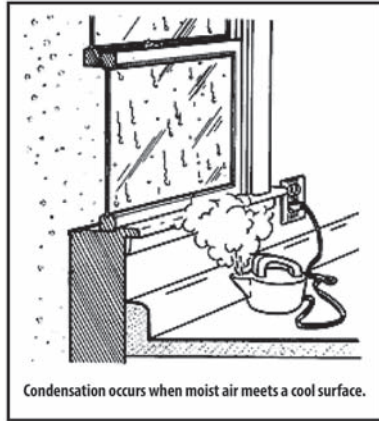
1. Dust mop or vacuum daily using appropriate soft bristle attachment to remove loose dirt and grit before it can scratch the surface of the floor
2. Thoroughly clean the kitchen area more often than other areas
3. While most food spills will not harm the surface it is advisable to promptly wipe up with a dry cloth or paper towels. The spill should then be cleaned with a recommended cleaner such as **SQUEAKY CLEAN**
4. Never clean your laminate with water. Never use products such as soaps, detergents and oil soaps to clean your floor
5. Only use products recommended by the manufacturer. If the manufacturer is not known, a general hardwood floor cleaner (**SQUEAKY CLEAN**) can be used
6. Place area rugs or mats at doorways and in front of the kitchen sink to help catch dirt, grit and water. **Never** use rubber or plastic backed as it may damage the floor. Solid cotton is highly recommended
7. **Never** use sheet vinyl or tile floor care products on wood floors
8. Spike heels, cleats and work shoes can be damaging to wood floors
9. Humidity control is highly recommended. To reduce excessive shrinkage in the winter a humidifier is recommended and air conditioning or a dehumidifier for the summer
10. To move furniture properly across a wood floor it should be picked up. Do not drag it under a carpet. This creates small scratches across the finish.
11. Narrow guides and certain types of casters can damage hardwood floors. It is recommended to change to the wide type guides to help prevent damage
12. Fabric protectors are a must for all furniture legs; this will help prevent scratching

FOR FURTHER INFORMATION ON YOUR FLOORING
YOU CAN REFER TO THE MANUFACTURER'S WEBSITE
www.TORLYS.COM

CONDENSATION

Condensation and moisture on windows has become one of the most common complaints from today's homeowners.

Fortunately, the homeowner can control most condensation problems. The key to controlling excess condensation lies in understanding today's building standards and how relative humidity impacts on today's airtight homes. Listed below is a chart indicating desired maximum relative humidity for different temperatures.



Outside Air Temperature Celsius	Desirable Maximum Inside Relative Humidity (%) Indoor Temperature of 70F (21 C)
-30 and colder	not over 15%
-30 to -25	not over 20%
-24 to -19	not over 25%
-18 to -13	not over 30%
-12 to -7	not over 35%
-6 to 0	not over 40%

Stained ceilings, water streaming from windows, mold on walls and windowsills are often indications of excessive vapor in the air.

Condensation problems arise because air can only hold a limited amount of water vapor, an amount that varies with temperature. For example, cold air is able to hold less water vapor than warm air.

Air cooled by contact with cooler surfaces such as windows will therefore deposit water vapor on the glass or the sash because as the air is cooled it loses some of its ability to hold water vapor. This surface condensation can therefore be seen as an indication of excessive water vapor in the air.

The first step in solving condensation problems in your home is a willingness to reduce humidity levels. While some humidity is recognized as necessary for comfort and health, any increase in moisture levels must be monitored to alleviate excess condensation. When using humidifiers, the homeowner should check that the level of moisture being added to the air does not cause surface condensation problems.

CONDENSATION (continued)

Windows have a limited heat loss resistance and are often the coolest component of the home's enclosure. Because of this characteristic, windows are the most common areas where condensation is most visible. As condensation occurs on the inside window surface, it may be a warning signal to reduce the humidity in your home.

Listed below are practical suggestions in controlling humidity and related surface condensation on your windows.

- Make it a habit to use your bathroom fan when showering and your kitchen exhaust fan when cooking. This procedure will help remove the moist air from your home
- Refrain from the use of humidifiers unless the relative humidity level is below the levels suggested in the chart on the previous page
- Refrain from over watering household plants
- Leave the fan running on the heating/ air conditioning unit during extremely cold weather to help the air circulation throughout the home
- Avoid hanging wet clothes inside the home. Ensure the clothes dryer is vented to the exterior and the exhaust fan is operation during the use of the dryer
- Free circulation of air is important. Keep drapes open as much as possible so the air can circulate freely over the windows. If necessary you may open windows to reduce localized condensation
- Do not worry about the small amount of heat you will lose by providing enough ventilation in cold weather to control the humidity. It will cost a great deal less than the damage condensation can do to your windows, walls and woodwork. Remember that it is the homeowner's responsibility to use the ventilation system properly to protect the home from stale air and moisture damage
- **AIR MOVEMENT**
 - Within suites, air movement is often confused with air leakage, particularly in areas where windows and balcony door assemblies are installed.
 - Glazing units are naturally less thermally efficient than adjacent walls, therefore they prompt air to convect along the glass surface down toward the floor. This air motion is often mistaken as a draft from the window because it produces a similar sensation as air filtrations through a window.

CORRIDOR FRESH AIR UNIT

You will notice that there is a gap around the entry door. **This gap is not a deficiency.** It not only serves as a source of air, it helps maintain the air circulation in your suite.

Combined with the supplied exhaust fans, the gap around the entry door allows fresh air to enter the suite which helps control the problem of condensation and keeps your suite free of stale air and lingering cooking odors even with the windows closed. The corridor fresh air units continually pump fresh air into the corridors. When exterior windows are closed, this is the only source of fresh air for each suite.

Not only does the supply of the fresh air into the corridors provide a more comfortable living atmosphere; it is also a safety feature in the event of a fire. If there is a fire in the building, the corridor fresh air units are immediately turned off, so smoke does not enter the suite.

Maintenance: Keep the gap clear of obstructions. **Do not** install weather stripping around the door as it inhibits this flow of fresh air and its installation constitutes a violation of the fire code.

MONARCH CONDOMINIUMS

LIST OF WARRANTY EXCLUSIONS

- Excess window condensation and frost from failure to ventilate.
- Minor drafts at doors, window or electrical outlets.
- Plumbing fixture damage due to abrasive cleaners or careless use.
- Countertop damaged by excess water at joints/seams.
- Natural wood colour variation in cabinetry.
- Colour and texture variation in natural marble, slate, porcelain and ceramic.
- Natural materials in kitchen countertops.
- All missing and damaged items not reported on your Pre-Delivery Inspection Form.
- Alterations, deletions or additions made by the homeowner.
- Secondary damage caused by defects under warranty. While the defects themselves are covered, the personal or property damage they cause is not. Often, your homeowners insurance covers secondary damage.
- Defects in materials, design and work supplied by the homeowner.
- Normal wear and tear
- Normal shrinkage of materials caused by drying after construction

For a more detailed list of warranty exclusions please refer to the Tarion (formerly the Ontario New Home Warranty Program) website at www.tarion.com

FIRE SAFETY

Resident Instructions

Monarch Liberty Village Limited has developed a Fire Safety Plan for VIBE AT LIBERTY VILLAGE as required by the Ontario Fire Code.

The Fire Safety Plan basically breaks down into three broad areas:



- | | |
|--|--|
| 1. Resident Information: | What to do if there is an alarm or fire. |
| 2. Staff Responsibilities: | What to do if there is an alarm or fire <ul style="list-style-type: none">- training responsibilities;- Emergency procedures |
| 3. Fire Department Information: | Location or type of systems, etc.; <ul style="list-style-type: none">- Building plans |

Key Points

1. Read the attached information now and post it or keep it handy for future reference.
2. If you have any questions regarding the material or other aspects of fire safety, contact our Property Management Office. If we cannot answer your questions immediately, we will get back to you with an answer.
3. If you are handicapped or disabled or will need extra assistance in an evacuation, call the Property Management Office TODAY and inform them of any special requirements you may have in the event of a building evacuation. If you have a resident in your suite that does not understand English well, please advise us of the resident's name and the language spoken.

The following information is extracted directly from the Official Fire Plan for VIBE AT LIBERTY VILLAGE. This Fire Plan has been reviewed and approved by the Toronto Fire Department. The Occupant Instructions form a part of the overall plan which also includes an inventory of all fire protection equipment, instructions for staff and other information of use to the Fire Department. Each resident is encouraged to review these instructions periodically with all individuals in the suite and to establish their own personal fire plans in the event of an emergency.

EMERGENCY FIRE PROCEDURES

When the alarm is activated, it will sound throughout the whole building. The alarm system is monitored by Guardtek Security Systems. In the interest of safety, please dial 911; never assume that someone else has done it.

- Your first decision in reacting to the sound of the fire alarm is whether to leave your suite and evacuate by the stairway or remain in your suite. Unless you smell smoke or are in immediate danger from the fire, you may decide to remain in your suite and wait for further information.
- If you decide to leave your suite, feel the door and door knob for heat before opening the door. If it is hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly and remain in your suite.
- If you find no fire or smoke in the corridor, take your suite key but **DO NOT LOCK YOUR DOOR**, close the door behind you.
- **DO NOT USE THE ELEVATOR** - leave by the nearest stairwell and make certain that you also close the stairwell doors behind you to prevent further spread of smoke or fire.
- If you encounter smoke in the corridor or stairwell, proceed to the opposite side of the building, where you may find that stairwell clear. If neither stairwell is clear, return to your suite.

If you cannot leave your suite or if you have returned to it because of fire or heavy smoke:

- Remain in your suite and make sure your entrance door is unlocked but firmly closed.
- Dial 911 and inform them of your location.
- Seal all cracks, where smoke may enter your suite, by using wet towels or sheets around the door and vent openings.
- If smoke enters the room, crouch low to the floor and proceed to the balcony closing the door behind you. If you are in danger, signal the fire fighters by waving a sheet from your window or balcony.
- Remember to remain calm, do not panic or jump. Listen for further information, which may be given by authorized personnel over loud speakers.

In the event there is a fire in your suite that you cannot extinguish safely:

- Leave your suite, take your key, close the door but do not lock it.
- Alert your neighbours by activating the fire alarm manually. The pull boxes are located at the exit doors in the corridor.
- Phone 911 from a neighbouring suite, give all particulars of the fire
- Proceed to the main lobby where you inform the Fire Department of the exact location of the fire and confirm that all persons in your suite have been safely evacuated.