

# HarbourSide

## Harbourside Resident Information Form

Dear Resident:

In order for us to ensure that we have an updated record of your residency for our building security system, it is important that this form be completed and returned to the Management Office as soon as possible.

Thank you for your co-operation,  
Management Office

New Resident       Update File (list reason for update) \_\_\_\_\_

Copy of transfer deed given to Management     Copy of Lease given to Management

Moved in date: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Building:  55 Harbour Square     65 Harbour Square

### Owner(s) Information

Name \_\_\_\_\_ Second owner \_\_\_\_\_

Address \_\_\_\_\_

Alternate/Seasonal Address \_\_\_\_\_

Phone numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

e-mail address: \_\_\_\_\_ Fax # \_\_\_\_\_

**Resident Information**      **Locker #:** \_\_\_\_\_

1 - Name of resident \_\_\_\_\_

FOB # \_\_\_\_\_ e-mail address: \_\_\_\_\_

Phone numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

2 - Name of resident \_\_\_\_\_

FOB # \_\_\_\_\_ e-mail address: \_\_\_\_\_

Phone numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

3 - Name of resident \_\_\_\_\_

FOB # \_\_\_\_\_ e-mail address: \_\_\_\_\_

Phone numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Persons under the age of 18: Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Leasing Agent \_\_\_\_\_

**Parking Information — Vehicle 1**

Space number \_\_\_\_\_ Garage Remote # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Year \_\_\_\_\_ Licence Plate # \_\_\_\_\_

**Parking Information — Vehicle 2**

Space number \_\_\_\_\_ Garage Remote # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Year \_\_\_\_\_ Licence Plate # \_\_\_\_\_

**Guest Entry Authorization**

List the names of the person(s) other than yourself authorized to enter your suite:

(a) \_\_\_\_\_ RELATIONSHIP TO RESIDENT: \_\_\_\_\_

(b) \_\_\_\_\_ RELATIONSHIP TO RESIDENT: \_\_\_\_\_

(c) \_\_\_\_\_ RELATIONSHIP TO RESIDENT: \_\_\_\_\_

**Direction/Authorization:** I hereby authorize Management and/or Staff of YCC 510 to release the key I have provided to the Security Staff at the Concierge desk to any of the persons listed above for the purpose of entering my suite. I understand and agree that Management, the Corporation and its Staff shall not be liable for any claims concerning or arising out of any such entry, and I hereby waive any such claim. Further, I will inform the Security Staff at the appropriate Concierge desk of any changes in writing, fully understanding the Staff of YCC 510 are under no obligation for any verbal changes I may have made.

Resident's signature for authorization: \_\_\_\_\_

Date of resident's signature: \_\_\_\_\_

**Resident Mail**

Please check which items you authorize the Security Staff to accept on your behalf:

Parcels (under 25 Kilos)  Courier Deliveries  Perishables (flowers)

**Authorization to Accept Waiver:** I understand and agree that Management, the Corporation and its Staff shall not be liable for any claims concerning or arising out of any article(s) accepted by Security Staff is lost or missing, and I hereby waive any such claim. Further I understand Security Staff can refuse items due to their weight, size, perceived danger or illegal handling.

Resident's signature for authorization: \_\_\_\_\_

Date of resident's signature: \_\_\_\_\_

**Emergency Contact Information**

Name \_\_\_\_\_ Phone #: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Name \_\_\_\_\_ Phone #: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Do you wish to have your name on the list of residents who require personal assistance in an emergency?  YES  NO (If yes, please fill out the Resident Emergency & Disability Assistance Form)

If yes, please give reason: Mobility/Hearing/Sight/Other: \_\_\_\_\_

PLEASE KEEP US INFORMED OF ANY CHANGES IN WRITING. ALL INFORMATION IS KEPT CONFIDENTIAL. THANK YOU FOR YOUR ASSISTANCE AND CO-OPERATION.

Resident's signature \_\_\_\_\_ Date \_\_\_\_\_



# HarbourSide

York Condominium Corporation Number 510  
55/65 Harbour Square, Toronto, Ontario M5J 2L1  
Tel: (416) 362-1174 Fax: (416) 362-5948

## SERVICE ELEVATOR RESERVATION AGREEMENT

OFFICE  
COPY

Delivery

Move In

Move Out

Suite No.: \_\_\_\_\_ Resident: \_\_\_\_\_  
(Print first and last name)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Extended Use By Contractor  Owner Giving Service Fee & Deposit.  Contractor Use  Inspections

Suite No: \_\_\_\_\_ Owner: \_\_\_\_\_  
(Print first and last name)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_

The reservation request is for \_\_\_\_\_ Harbour Square for the use of the service elevator for the purpose of:

Current Date: \_\_\_\_\_ Reserved Date: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_

Concierge Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note: Only the designated service elevator may be used.**

I understand and agree to the following conditions:

### General:

- 1) Movers, delivery persons or contractors will move their vehicles from the Loading Dock – if an emergency vehicle and/or garbage truck arrives.

### Deliveries

- 1) Deliveries service elevator usage time should **not exceed 1 hour** and the **contents** of a delivery **should not exceed more than one set of furniture** (e.g. dining room set, living room set, etc.) **or one room of new wall-to-wall carpet** (which involves the old carpet going out).
- 2) The contents of a delivery exceeding more than one set of furniture or a delivery that uses the service elevator for over 1 hour – will be considered a 'move'. In these situations the reserving of the service elevator will follow the procedures for *Rules – Service Elevator Usage for Move In/Out*.
- 3) I agree that use of the service elevator for deliveries will only be reserved Monday through Saturday (holidays excepted) between 9:30 a.m. to 12:30 p.m., or 1:00 p.m. to 4:00 p.m.
- 4) YCC 510 staff will not accompany delivery person(s) to the suite and allow them access. **Note:** Many delivery persons **will not** enter an empty suite. See the Concierge for the current list of these companies/stores.
- 5) For delivery companies that have a policy that prohibits them from entering a suite (e.g., Sears, the Bay, etc.) – then the resident or a personal representative must be at the suite to receive the delivery.
- 6) If the delivery involves the delivery person(s) entering the suite – then the resident will provide a suite key at the Concierge Desk and provide written authorization (either by using the suite authorization card or signed fax).

Moves/Extended Use by Contractors

- 1) I agree to follow all rules as listed on either the *Rules – Service Elevator Usage for Moves* form or *Rules – Service Elevator Usage for Contractors* form.
- 2) I agree to pay in advance, upon signing this agreement, a **refundable damage deposit of \$ 375.00 – by cash or certified cheque**. This amount will be refunded upon completion of the move/approved renovations – less the cost of any damages to the common elements. **Interac & Credit Card service is available.**
- 3) I agree to pay in advance, upon signing this agreement, a **non-refundable service fee of \$ 50.00 for a “half day” move and \$100.00 for a “full day” move (over four hours) – by cash or certified cheque.**
- 4) Both the above payments to be made no latter than two business days prior to the reserved date.
- 5) I agree that I will be held liable for any damage that may occur in the common elements, as a result of the movers/contractor's work and I agree to pay the cost of such damage to the extent not covered by the security deposit.
- 6) I agree that the service elevator may only be used after booking the date with the Concierge and receiving Management Office approval. This approval is given when the Management Office receives the service fee and damage deposit.
- 7) I agree that the service elevator for moves/contractor use, will only be reserved Monday through Friday (holidays excepted) between 9:30 a.m. to 12:30 p.m., or 1:00 p.m. to 4:00 p.m.
- 8) Movers (when finished) and/or Contractors (each day) must remove any packing cases, cardboard boxes, construction debris, etc., from the common elements – including the loading dock.
- 9) **I AGREE THAT IF DURING THE ELEVATOR RENOVATIONS PERIOD THE ONE REMAINING PASSENGER ELEVATOR BECOMES INOPERABLE – I WILL ALLOW THE SERVICE ELEVATOR TO BE RETURNED TO PASSENGER USAGE, UNTIL THE OTHER ELEVATOR IS REPAIRED.**

**Please note Trucks over 40 feet long are not permitted due to space limitations.**

I HEREBY ACKNOWLEDGE that I have read this agreement as presented above, and I thereby accept all of the conditions contained therein:

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Y.C.C. No. 510 \_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Service Fee Received** Date/Time: \_\_\_\_\_

Cash \$ \_\_\_\_\_ Certified Cheque \$ \_\_\_\_\_ Debit \$ \_\_\_\_\_ Total Received \$ \_\_\_\_\_

Received by: \_\_\_\_\_  
Printed name Signature

**Damage Deposit Received** Date/Time: \_\_\_\_\_

Cash \$ \_\_\_\_\_ Certified Cheque \$ \_\_\_\_\_ Debit \$ \_\_\_\_\_ Total Received \$ \_\_\_\_\_

Received by: \_\_\_\_\_  
Printed name Signature

Area Inspected: \_\_\_\_\_  
Before – Date/Time After – Date/Time

Damage Costs: \_\_\_\_\_ Amount of Refund: \_\_\_\_\_

**PLEASE NOTE: IF THE CASH/CERTIFIED CHEQUE IS NOT PICKED UP WITHIN FIVE (5) WORKING DAYS – A CHEQUE WILL BE MAILED IN FOURTEEN (14) WORKING DAYS.**

**REFUND ACKNOWLEDGEMENT**

I, \_\_\_\_\_ hereby acknowledge receiving the balance of my cash/certified cheque damage deposit, in the amount of \$ \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_. Signature



# Harbourside

York Condominium Corporation Number 510  
55/65 Harbour Square, Toronto, Ontario M5J 2L1  
Tel: (416) 362-1174 • Fax: (416) 362-5948

July 18, 2014

All Unit Owners & Residents  
York Condominium Corporation No. 510  
55 & 65 Harbour Square  
Toronto, ON

Dear Residents and Owners,

**RE: NOTICE OF AMENDED RULES AND REGULATIONS**  
**PURSUANT TO SECTION 58 OF THE CONDOMINIUM ACT**

This year, your Board decided to review our official Rules, which were not consolidated into a single clear and comprehensive document and had not been updated in many years. Instead of issuing a few new rules to fill in gaps, removing some obsolete rules and rewriting others in clearer language, it was decided to repeal the existing Rules and re-issue a complete new set of Rules for all residents.

The revised Rules were approved by the Board of Directors of YCC 510 at a meeting held on June 24, 2014. These rules, as well as being attached to this letter, will be posted on our website [www.harboursidecondos.ca](http://www.harboursidecondos.ca), and will be included in the updated Harbourside Handbook.

This letter shall therefore, serve as Notice of the Rules. The Condominium Act (Section 58 of the Condominium Act, S.O. 1998, c.19 and S.O. 2000, c. 26) provides that the Board(s) may make Rules respecting the use and enjoyment of common elements or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of units

The Act also provides that unless a meeting of Owners is requisitioned by at least 15% of the Owners, the Rules become effective and enforceable in the same manner as the Declaration and By-Laws upon the expiration of thirty (30) days after the mailing of this Notice. The Act also provides that the Owners may, after the Rules become effective, amend Rules at a meeting of Owners called for that purpose.

The Rules are intended to provide the basis for making Harbourside a pleasant, safe and enjoyable community in which we can all take pride. We ask that you familiarize yourself with them.

Please keep these Rules in a convenient location and ensure that you, the members of your family and your guests comply with them. Should you have any questions or concerns, please contact the property management office at 416-362-1174.

Yours very truly,  
YORK CONDOMINIUM CORPORATION NO. 510

Donald Cooper  
President







**York Condominium Corporation No. 510**  
**Harbourside Rules**  
**August, 2014**

**Preamble**

Rules respecting the use of the common elements and units are made by the Board of Directors pursuant to the Condominium Act. Rules may only be passed where they promote the safety, security and welfare of the unit owners and residents and the property, or where they prevent the unreasonable interference with the use and enjoyment of the common elements and other units. Failure to act in accordance with the Rules may result in penalties or sanctions as determined by the Board and in accordance with the Condominium Act.

The rules that follow over ride, supersede and repeal any previous rules enacted by the Corporation.

**General**

1. The following rules and regulations shall be observed by all the owners and residents of YCC510, and the term "resident" shall include "owner" wherever the context requires. Residents shall be responsible for the conduct of their guests.
2. Wherever a rule refers to a period of time, a form, an agreement, or other document, the Board shall have the authority to amend such time, form, agreement, or other document from time to time in its discretion, acting reasonably.
3. The Board shall have the authority, acting reasonably, to determine for any recreation facility the minimum authorized age, the maximum occupancy, the maximum number of guests, the frequency with which guests can attend and the times of usage both generally and for specific groups and activities. "Recreation facility" shall, without limiting the general meaning, also include the Lounge, the Tiffany Room and the East and West Terraces.
4. Each unit (other than parking units) shall be occupied as a single family dwelling and used only as a private residence and for no other purpose.
5. The building access key, which at YCC510 is a fob, is the property of YCC510. There is a refundable deposit for each fob. Each resident 10 years of age or older is entitled to one fob. Fobs not returned to the office by any person moving from the building, fobs inactive for more than 6 months, or fobs still in the possession of non-resident owners will be deactivated.



6. No sign, advertisement or notice shall be inscribed, painted or affixed on any part of the inside or outside of the buildings whatsoever except in or on the commercially-leased portions.
7. No resident shall do or permit anything to be done in his/her unit or bring or keep anything in the unit that will in any way create a risk of fire or cause an increase in the rate of any fire insurance paid for by YCC 510.
8. No resident shall obstruct or interfere with the rights of other residents, or in any way injure or annoy them.
9. No awnings, shades, antennas or satellite dishes shall be erected on the outside of any window or on any balcony or patio of the building without the prior written approval of the Board.
10. Nothing shall be placed on the outside of window sills or balcony railings.
11. Window draperies, blinds or other coverings must be white or off-white in colour.
12. Nothing shall be thrown out of the windows, doors, or balconies of the building. No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, floor or balcony.
13. Only seasonal furniture is allowed on balconies. Balconies may not be used for hanging or drying of clothes, or for storage, including bicycle storage. Barbecues are not permitted on balconies or on any common element (except for those provided by the corporation on the West Terrace).
14. No carpets may be glued down on balconies. Carpets laid loose must be rolled up for the winter. Tiles may only be installed on balconies with prior written approval of YCC510.
15. The feeding of birds or other wildlife on balconies, window sills, and on common elements is strictly prohibited.
16. No combustible, dangerous or noxious goods, provisions or materials shall be kept by a resident except reasonable supplies for units with fireplaces and cleaning fluids in small quantities.
17. The sidewalks, entry passageways, hallways and stairways used in common by the residents shall not be obstructed or used for any purpose other than for entry to or exit from units.
18. Large household furniture and effects shall not be taken into or removed from any unit except at such times and in such manner as approved by YCC510.





19. The use of roller skates, skateboards or in-line skates is prohibited anywhere within the building, parking garage, perimeter roadways and driveways, and east and west terraces.
20. Bicycles must enter and exit the building via the loading docks and are not permitted to pass through the main lobbies. No bicycle may be parked on the common elements except in designated bicycle parking or storage areas. Bicycles using these areas must be registered with the Management Office.
21. No door-to-door canvassing is permitted on condominium property, except for accredited candidate representatives during times of a municipal, provincial or federal election.
22. No "Open House" sales of property are permitted within the Corporation.
23. Non-resident owners who rent their unit transfer their rights to the use of the common elements to their tenant. Non-resident owners therefore are prohibited from using the common elements and recreation facilities of YCC 510.
24. No resident shall permit an infestation of pests, insects, vermin or rodents to exist at any time in his/her unit or adjacent common elements. Each resident shall immediately report to the Manager all incidents of any infestation and all residents shall fully cooperate with the Manager to provide access to each unit for the purpose of conducting a program to eliminate same.
25. Residents must abide by the guidelines posted in the garbage room on each floor for disposal of recyclable (and, where applicable, compostable) materials. Regular garbage must be secured in leak proof bags, tied securely and pushed down the chute. Large items and items that do not fit the posted guidelines must be taken to the containers on the loading dock.
26. Residents and guests cannot make noise or cause any disturbance that constitutes a nuisance to or interference with any other resident. Reasonable construction noise may be permitted within specified hours and pursuant to an approved renovation agreement entered into with YCC510. If the resident fails to eliminate such noise or disturbance, the Board may take such steps as it deems necessary to abate the noise and the resident shall be liable to the Corporation for all expenses thereby incurred.
27. Pursuant to YCC 510's Declaration, Management may enter any unit or any part of the common elements over which any owner has exclusive use, at all reasonable times and upon giving reasonable notice for the purposes of making inspections, repairs, or remedying any condition which might result in damage to the property. Management may also enter in case of an emergency.



28. No animal or pet is allowed in any unit or on the common elements.
29. No person shall smoke on any of the common element areas, including garages, or within 5 meters of doorways.
30. Every owner shall provide the management office with a telephone number and address where they can be reached in case of an emergency and/or the name, address and telephone number of a person authorized to act on their behalf.
31. Any loss, costs or damages incurred by YCC510 by reason of breach by any resident of any Act or law, or of YCC510's Declaration, Bylaws, Rules or regulations, shall be borne by such owner and may be recovered by YCC510 against such resident in the same manner as common expenses or by legal action.

### **Renovations and Mechanical Systems**

1. Residents who want to do renovations in their suite must obtain the approval of the Board prior to the start of construction. Construction and renovation work is only allowed between the hours of 9 a.m. and 5 p.m. on non-holiday weekdays, except for quiet work such as suite painting.
2. Any resident wishing to install a hard surface floor such as hardwood, tile, ceramic, marble etc. must obtain prior approval in writing from YCC510. Such approval is conditional on the resident complying with the requirements set out in the forms designated for this purpose by the Board, including use of appropriate sound attenuation materials.
3. Every washing machine installed in a unit shall meet the requirements specified by YCC510 and available from the Management Office.
4. Each unit owner must install, maintain and repair an approved smoke detector, and a carbon monoxide detector where required.
5. In order to comply with the Fire Code each unit entrance door must be equipped with a spring hinge to allow for the door to self close.
6. Before a unit entrance door lock may be changed, the Management office must be informed and given a copy of the key for the new suite entrance lock.
7. A resident must get written permission from YCC510 to install a screen on the exterior window frame of the sliding glass door of his/her balcony/terrace and comply by any other reasonable requirements or restrictions set by the Board for such an installation, including entering into a Screen Installation Agreement.
8. No water shall be left running except in actual use.



## **Vehicles and Parking**

1. YCC 510 shall provide one remote control device per parking unit, subject to a refundable deposit, to provide access to the parking garage.
2. No repairs, other than minor emergency repairs, may be made to any motor vehicle parked or left standing in any part of the parking garage or elsewhere on the common elements.
3. No car washing shall be permitted on the common elements, except in the designated car wash area.
4. No resident shall plug in or cause to be plugged in to any common area electrical service.
5. No resident shall install or cause to be installed a garage door or enclosure of any kind in a parking space.
6. Garage parking spaces are not to be used as storage or parking areas for articles other than the resident's single personal motor vehicle.
7. No parking unit shall be rented to other than a resident of the Harbour Square complex (#33, #55/65, #77/99). All parking rentals must be registered in writing with Management and include the renter's contact information and vehicle information.
8. No personal go-carts or other unlicensed motor vehicles shall be ridden on the property and no person shall operate a motorized vehicle within the complex without the proper operating licenses.
9. Without prior Board approval, no resident may park or leave anywhere in the parking garage or on the common elements any motor vehicle that appears to be abandoned, unsafe, dangerous, or inoperable.
10. All residents shall drive safely when in the parking garage and within the Harbour Square complex. This includes obeying any posted "No Parking" signs, not exceeding the speed limit of 10 km per hour, driving in the right direction as indicated by arrows, and showing care and caution to other vehicles and pedestrians.
11. Each resident shall provide YCC510 with the license numbers of all motor vehicles used by residents of that unit.
12. All visitors, contractors, delivery vehicles and moving vans are required to register at a concierge desk. Residents will be contacted by phone before any such vehicle is permitted to enter and remain on the common elements.



13. The visitor parking area is only for occasional visitors to residents. YCC510 reserves the right to prohibit or remove vehicles that are deemed to be in excessive use or abuse of visitor parking privileges.
14. Any vehicle belonging to a resident found parked in the visitors parking area without prior approval may be towed at the owner's expense from this area.
15. Visitors who are staying past 2:00 am on any given day and who have parked in the visitors parking area must obtain and display a permit obtained from a concierge desk.

### **Recreation Facilities**

1. All recreation facilities are available to the residents and guests of YCC510 in compliance with the Condominium Act, the Declaration and the Rules and regulations of YCC510.
2. The term "adult" shall mean an individual who is at least 18 years of age.
3. All recreation facilities are used at the risk of the resident and her/his guest. The Board, YCC 510, its agents and employees are not responsible for accidents, lost or stolen personal property or any other damages, howsoever caused. Persons using recreation facilities are fully liable for any damages that they or their guests cause.
4. Residents are permitted a maximum of two guests per suite who are to be accompanied by the resident. Residents must at all times accompany guests while using the recreation facilities. Guests are not permitted during fitness or aquafit programs offered by the Corporation.
5. Residents and guests shall wear proper cover-ups and footwear when in transit to and from the recreational facilities and while in the recreational facilities.
6. Children under the age of 14 must be accompanied by an adult to use the squash rooms, billiards room and ping pong table.
7. All play periods for the squash, billiards and ping pong facilities are limited to one hour if other residents are waiting.
8. No food or beverages are allowed in any of the fitness centre, pool, sauna, squash, billiards or ping pong areas except for water in non-breakable containers.
9. **Fitness Centre**
  - a. Each person using the gym is responsible for their own safety and well-being and that of their children and/or guests. YCC 510 is not liable for any injury, health risk, or property loss that may result however caused. Consultation with a health professional prior to use is recommended.



- b. Individuals under the age of 16 must be accompanied and actively supervised by an adult at all times. Rowdy play is strictly prohibited.
- c. Individuals under the age of 12 are not permitted to use the cardio vascular or weight equipment. The exercise room is solely for the use of residents and occasional adult guests accompanied by a resident.
- d. Personal trainers used by residents must register with YCC 510 using the appropriate forms issued by YCC 510 and abide by all management requirements.
- e. Free weights must not be dropped and residents are asked to maintain appropriate noise levels so as not to unnecessarily disturb neighbouring residents.
- f. In order to protect our weight resistance equipment, each apparatus is to be deflated to as near zero resistance as possible following use.
- g. All equipment used during your workout must be wiped down utilizing the appropriate cleanser and paper towels provided. Non-stationary equipment such as free weights, mats and balls must be returned to their proper places after use.
- h. Equipment must not be reserved, moved, removed or borrowed from this room. Only one piece of equipment may be used at any one time.
- i. Users of audio or video equipment must use earphones or closed captioning so as not to disturb other residents.
- j. Appropriate work out attire, including shirts and gym shoes must be worn at all times.

#### **10. Saunas**

- a. For safety reasons, persons must be 18 years of age or older to use the saunas.
- b. Hair cutting, dyeing and shaving is not permitted in the saunas or change rooms.
- c. Excessive water shall not be poured on the heating elements in the saunas as it will damage the heating unit.
- d. Towels or bathing suits must be used.

#### **11. Swimming Pool**

- a. All children 14 years of age and under must at all times be accompanied in the pool area by an adult.
- b. Early morning swimming is permitted from 4 a.m. to 10 a.m. for adults only.
- c. Diving, horseplay, running and yelling are not permitted. The only objects allowed in the pool are personal flotation devices.
- d. All children using the pool must be toilet trained or wear approved swim diapers.
- e. Swimming attire must be worn.
- f. Swimmers must shower before entering the pool.
- g. Street shoes are not permitted on the pool deck.
- h. All instructors providing swimming lessons for residents must be registered with Management and abide by all requirements determined by the Board.



### **Use of Barbecues and 7<sup>th</sup> Floor Terrace:**

1. Food and beverages taken out on the terrace must be in unbreakable and leakproof containers.
2. Users of audio equipment must use earphones in order not to disturb other residents.
3. No ball playing is permitted on the terraces.
4. In season, the barbecues will be available from 12 noon to 9 p.m. seven days a week.
5. Barbecue operators must 18 years of age or older and must abide by the guidelines for use of the barbecues as posted from time to time.
6. All barbecue users are required to reserve the barbecues with the Lounge Steward, and sign a Liability Release Form prescribed by YCC No. 510.
7. Only one barbecue per suite may be reserved at any given time.
8. Deck furniture and tables may not be reserved.
9. Guests are limited to 6 per suite or more at the discretion of Management. Guests must abide by the rules of the Corporation.
10. The Lounge Steward or Security staff may eject anyone who is intoxicated or behaves in a manner that interferes with the atmosphere and enjoyment of others. The decision will be at the sole discretion of the Lounge Steward or Security staff member.

### **Lounge and Tiffany Room**

1. The Lounge is open to residents and their guests seven days a week between the hours of 9 a.m. to 11 p.m. Bar service is available weekdays from 3:30 p.m. to 11 p.m., and Saturdays and Sundays from 2 p.m. to 11 p.m.
2. Guests may be limited to 2 per resident or more at the discretion of the Lounge Steward.
3. The Lounge and Tiffany Room are non-smoking areas.
4. Residents are not permitted behind the bar. Only persons of drinking age are permitted to use bar stools.
5. Any alcoholic beverages consumed in the Lounge must be purchased pursuant to YCC510's liquor licence.



6. The Lounge Steward is required to ask for proof of age.
7. The Lounge Steward may refuse service and or eject anyone who is intoxicated or behaves in a manner that interferes with the atmosphere and enjoyment of others. The decision will be at the sole discretion of the Lounge Steward.
8. Foul language is not acceptable at anytime
9. Appropriate street clothing and shoes must be worn at all times by residents and guests while in the Lounge and Tiffany Room.
10. Business meetings or events for a commercial purpose are not permitted in the premises.
11. Children
  - a. Children under the age of 16 are not permitted in the Lounge after 8 pm.
  - b. Children under the age of 16 are permitted in the Tiffany Room at all times when the room is not booked, and in the Lounge before 8 p.m. Children under the age of 14 must be accompanied and actively supervised by a parent or authorized adult guardian.
  - c. In all cases, children must behave appropriately or at the sole discretion of the Lounge Steward or anyone else in authority, they will be required to leave the Lounge or the Tiffany Room. For clarity, inappropriate behaviour includes, without limitation, running or jumping, game-playing (other than table games), jostling or horseplay and engaging in any disruptive or disturbing activities.
12. Last call is 11 p.m. The Lounge must be vacated by 11:30 p.m.
13. If residents book the Tiffany room for a private function, they must use the appropriate booking forms and abide by the regulations stated on the form.

### **Boardroom/Library**

1. The Boardroom/Library is open daily for quiet use by residents from the hours of 7 a.m. to 11 p.m., except where reserved for meetings of the Board, Committees, Management Staff and other Board-sanctioned groups.
2. Library materials are available for reasonable borrowing and return by residents.
3. The consumption of food and beverage by residents is prohibited in this room unless approved by the Board.
4. The Boardroom/Library cannot be used by the residents for business purposes.



## **Hobby Room**

1. The hobby room is open for the use of residents seven days a week from 10 a.m. to 10 p.m.
2. Hammering, drilling or any other activity which creates noise is only permitted between the hours of 10 a.m. to 5 p.m. on weekdays, and noon to 4 p.m. on Saturday and Sunday.
3. Any resident or guest under the age of 16 must be accompanied and supervised by an adult.

## **Harbour Square Shuttle Bus Rules**

1. Your building entry fob must be shown to board the buses.
2. Guests must be accompanied by a resident or have a guest pass obtained from the concierge desk.
3. Non-scheduled stops are not allowed.
4. All parcels, carts, etc. must be carried on to the bus by the individual residents via the front door. Carry on items must be stowed by the passenger and not block the aisles.
5. Children must be restrained from running around the bus and/or standing on the seats.
6. Consumption of food and drink is not allowed.
7. Appropriate street clothing and shoes must be worn.

## **Tenancy and Occupation of Units**

1. No unit shall be used for any transient use, including, but without limiting the general meaning, any of the following:
  - a. hotel or boarding or lodging house use
  - b. a time-share arrangement of any sort or as a place for business visitors
  - c. the lease, rental or occupancy of any unit for less than 6 consecutive months.
2. If any lease, rental or occupancy of a unit is terminated or otherwise ends prior to the last day of the 6 consecutive month period referred to in Rule 1, then such unit shall not be further leased, rented or occupied by anyone other than the owner or the owner's immediate family until the expiry of such 6 consecutive month period. The Board may, but is not obligated to, permit a further lease, rental or occupancy of a unit where the facts, as determined by the Board in its discretion, acting reasonably,





indicate no intention on the part of the owner to lease (or to have leased) the unit on a short-term or transient basis.

3. Within thirty (30) days of entering into a lease or a renewal thereof, and in any event prior to the commencement of the tenancy, the Owner shall deliver to:
  - a. the tenant, copies of the Declaration, By-laws and Rules of YCC 510;
  - b. YCC 510, the name of the tenant,
  - c. YCC 510, the Owner's address for service of notices; and
  - d. YCC 510, a copy of the lease or a summary pursuant to the Condominium Act.
4. Prior to anyone moving into a unit, each Owner shall complete the Owner's Undertaking and Information Sheet (available from the management office) and shall ensure that any tenant and/or resident of the Owner's unit complete the Tenant's/Resident's Undertaking and Information Sheet, and both must be subsequently revised when required.



