

YORK CONDOMINIUM CORPORATION No. 323

RESIDENTS' GUIDE

**50 Quebec Avenue
Toronto, Ontario
M6P 4B4**

AUGUST 1996

EMERGENCY

FIRE

POLICE

AMBULANCE

Dial 911

When you make contact, try to remain calm and be prepared to state clearly:

- Your name
- Address
- Unit number
- Telephone number
- The nature of the emergency

Management Office:

Dial 763 - 6919

If no one answers, follow the recorded instructions to contact the Property Management Company.

Note:

If your request, suggestion or telephone call does not involve an emergency, please contact the Management Office during business hours. After hours you may leave a recorded message. Leave your name and number along with your message.

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INTRODUCTION

The Residents' Guide is intended to inform you how our community at YCC 323 functions, and to advise you how to make the best use of its facilities. It is an informal supplement to the **Declaration, By-laws and Consolidated Rules and Regulations** of YCC 323, and the **Condominium Act of Ontario** (1980). This Guide does not in any way supersede or replace these documents.

The decision to live in a Condominium compels every owner and tenant to agree to abide by the legal requirement of these documents, and it is the responsibility of your Board of Directors to enforce compliance with them. However, achieving the quiet enjoyment of a pleasant living atmosphere for all residents cannot depend on legislation and rules. It can only be achieved by all of us sharing a common concern for the welfare of all of our neighbours. The success of our community is entirely dependent on our willingness to offer such consideration for each other.

The Board of Directors is dedicated to assisting you to make your home comfortable and secure, while maintaining standards of excellence within the building that generate pride, enjoyment and long-term protection of our financial investment within it.

OUR CONDOMINIUM - A BRIEF HISTORY

The Corporation's postal address is 50 Quebec Avenue, Toronto, Ontario, M6P 4B4. Our legal identifier is YCC 323. The YCC stands for YORK CONDOMINIUM CORPORATION. In this Guide and in other condominium documents, our Condominium Corporation is referred to as YCC 323, or alternatively as the Condominium or the Corporation. The first homeowners took possession in August, 1976.

YCC 323 includes 195 apartments and 9 renovated houses along the East side of Gothic Avenue, counting from the South. This perhaps strange arrangement has a history. The developers had originally intended to construct a more extensive complex than the one we now have. The City refused the necessary planning permission. The developers, as a consequence, included the houses they could no longer demolish in the two condominiums for which they did receive planning permission. This was the so-called Quebec-Gothic affair, quite a battle in city politics during the mid-1970's.

The second condominium, YCC 435, is our neighbour to the North. It consists of 100 Quebec, 80 Quebec and 29 houses along the East side of Gothic Avenue.

YCC 323 and YCC 435 jointly own the lands bounded by Quebec and Gothic Avenues along with a small parcel south of Gothic near the tennis courts. The other lands South of Gothic, that is the parkette, the tennis courts and the parking lot below the tennis courts, are held jointly by YCC 323 and YCC 435 on a 99-year lease from the Municipality of Metropolitan Toronto.

1. Air Conditioning and Heating Units

There are two HVAC modules in each Unit (**HVAC** stands for **H**eat, **V**entilation, **A**ir **C**onditioning). Heated or cooled water, depending on the season, is under constant circulation in a set of coils within the HVAC module. An associated fan circulates the room air across the coils. The water that is circulated is heated by two gas-fired boilers; cooling of the water is provided by an electrically driven refrigeration compressor/water tower combination. The temperature of the water circulating in the heat-exchanger coils is controlled automatically by sensors and controllers. The boilers and compressor are located in the Boiler Room on the roof of the building.

The room thermostats associated with the HVAC units control the operation of their circulation fans, providing heating or cooling of your Unit. Set the thermostats for the temperature you find comfortable and the fans will automatically turn on and off, thus maintaining the set temperature. This can only happen, of course, if doors and windows are closed. The units cannot hope to cope with the great outdoors. If you find it more comfortable to leave doors or windows open, you should adjust your thermostats so that they deactivate the fans. This will not only reduce wear on the fan motors but will also substantially reduce wasteful energy consumption. Please remember: nearly 40% of our total expenses are generated by natural gas and electricity consumption in the building.

Filters

The air circulated by your HVAC unit is confined to your Unit and it is not shared with adjacent Units. The fan draws air from your room(s) into the heat exchanger coil through the lower grille and discharges it through the upper grille. A filter is located in the lower grille to catch dust. The filter should be replaced twice a year. The first filter change, in the Spring, is performed by the Condominium Staff who, at that time, also check the mechanical condition of the HVAC unit. The second filter change, in the Fall, is performed by you. The Management Office will advise you when the changes are due, and will provide the filters. Corner Units (01, 02, 07 and 08) have one additional small filter, located behind a low grille in the kitchen area; it should be replaced on the same occasions.

The HVAC system is set for heating from October to May, and for cooling for the rest of the year. As two days are required to shut down the boilers and start up the air conditioning, we cannot switch back and forth to accommodate unpredictable weather changes in the Spring and Fall. The Board sets the dates for the change-over and expects Mother Nature to co-operate.

In Winter, the air in your Unit can become very dry. You may find this uncomfortable; very dry air can also damage furniture, books, house plants. You may wish to use a humidifier to increase humidity. Too much humidity, however, can also become a problem: if the inside of the windows fog up or become coated with ice, turn down the humidifier.

2. Annual General Meeting

The Annual General Meeting of the Corporation is usually held in December. It is an important meeting: the Corporation's audited Financial Statement is presented and homeowners have an opportunity to ask questions and to discuss the affairs of the Corporation. New Directors are elected to the Board at these meetings. It has also been our custom for many years to hold our annual wine and cheese party in conjunction with the Annual Meeting.

3. Architectural Changes

Altering the arrangement of the interior walls of your Unit cannot be done without the permission of the Board.

4. Balconies

Balconies are a very attractive feature of our building. We can all become gardeners if we wish: using window boxes, tubs and plant pots. There are examples of rose gardens at YCC 323 and even tomato patches; try growing some herbs for the kitchen.

Balconies are *part of the common elements of the Corporation*. However, the balconies attached to each Unit are reserved for the exclusive use of the residents of that Unit. Because balconies are common elements, you may not make any changes to them without

the prior permission of the Board. This also means you may not paint the balconies without permission. A standard paint colour has been selected, and if you decide to paint, you should purchase the paint from the Management Office. You may not use the balconies to store goods.

You may furnish your balconies with summer or patio chairs and tables.

You may carpet your balconies. If you attach the carpet with glue, however, the Corporation is not responsible for any damages and may require you to remove it to perform necessary repairs.

Never drop or throw anything from the balconies. Any object, such as a glass or cup, falling from the height of several floors, could inflict serious injury if it hit someone below.

Lit cigarettes or cigarette ashes pose a serious hazard and should never be dropped from balconies; they are easily blown by wind or draft onto lower balconies. Many homeowners have experienced damage to carpets and furniture; more serious fires could also start. Dust shaken from rugs, mops, dusters, etc., imposes similar abuse onto lower balconies: please avoid the practice. Washing and sweeping of balcony floors and railings and watering of plants must be done in a manner that prevents spillage onto lower floors or staining of the external wall of the building.

If you are listening to radio, television, or playing a musical instrument on your balcony or inside your Unit with your windows or doors open, please be considerate of your neighbours by keeping the volume at a level which will not bother them.

Barbecuing on the balconies is not allowed since it is a fire hazard and smoke and fumes from a barbecue can cause great discomfort to your neighbours, above and below. Under some wind conditions even their whole Unit can be filled with smoke.

Birds on balconies, especially pigeons, are a serious nuisance and also create a potential health hazard. They should be discouraged.

Feeding of wildlife, in general, should be avoided on condominium property.

5. Board of Directors

The Board of Directors of YCC 323 has five members. The directors are elected by the homeowners at the Annual General Meeting. The directors meet regularly to manage the affairs of the Condominium. The Minutes of the Meetings are posted on the Notice Board, on the wall adjacent to the Management Office.

The *Declaration* and *By-laws* of YCC 323 describe in detail the responsibilities of the Board of Directors.

6. Bicycles

You are requested not to store bicycles on balconies or in Units. Transporting bicycles on the elevators is not allowed; it can lead to damaging of elevator walls and may also inconvenience passengers.

There are three Bicycle Storage Rooms on the P1 level, within the Parking Garage. Residents are assigned specific locations for storage by the Management Office. Primary access to the Bicycle Storage Rooms is through the main Garage Entrance, or the side door adjacent to it.

You are urged to lock your bicycle securely. It is also recommended that you register your bicycles with the police.

7. Budget

The financial year runs from May 1st to April 30th. The Board prepares a new budget annually. It is presented to homeowners at an informal communication meeting, normally held in April.

8. Building Maintenance

The Corporation employs a cleaning staff in the high-rise in the building, and groundsmen pick up litter from the garden. But please

make your contribution to keep the building and garden clean. Do not drop cigarettes, cans or any other litter on the property.

Christmas tree disposal is facilitated by special timely instruction from the Management Office; please follow it.

9. By-laws

See attached copy.

10. Common Expenses (Monthly Maintenance Fees)

Common Expenses are monthly fees paid by homeowners to cover the cost of running the Corporation and to provide funding for the Reserve Fund. The Board presents the audited accounts at the Annual General Meeting.

Common expenses for the whole year are payable on the 1st of May. Owners are permitted to pay by twelve (12) post-dated cheques if all cheques are submitted at one time. The Board can, and will, take legal action against homeowners who fall into arrears.

11. Consolidated Rules and Regulations

See attached copy.

12. Declaration

See attached copy.

13. Emergencies

Emergencies do occur from time to time. Being prepared to deal with them is a responsibility we must all accept. Please adopt a proactive attitude: anticipate and be prepared. When an emergency arises, it is then too late to try to figure out what to do. Listed below are recommended procedures to deal with the most important emergencies that may arise.

Fire

Read and follow the attached copy of the **Fire Safety Plan**. Your life may depend on it. It was developed with the assistance of the Fire Department and has their approval. It is essential that you make yourself familiar with its contents.

Burst Pipes and Hoses

Learn the location of valves in your plumbing system. If a problem occurs, shut off the water supply by turning off the main valves (located in the kitchen and the bathrooms, under the sinks, inside the cupboards). If a serious flood occurs within your Unit, inform the Management Office or Staff immediately. If not dealt with promptly, the water may cause flooding in Units located below or adjacent to yours. Hire a plumber to effect the necessary repairs. Flexible hose connections to dishwashers and laundry machines should be inspected regularly; they should be routinely replaced every 5 years.

If you are going away for an extended period, it is good practice to shut off the main valves (hot and cold water) that supply the flexible hose connections to your washing machines. This will prevent a hose failure and eliminate the possibility of a major flood during your absence.

Locked Out

Since Management must always be able to enter your Unit in case of an emergency, you are required to leave a (set of) spare key(s) to your Unit at the Management Office. These keys are carefully safeguarded and controlled by the Office and will only be used by Management in the event of an emergency or in the course of carrying out their legal responsibilities as defined by the Condominium Act. This key is available to you upon contacting a member of our staff. (Please note, however, that the key is **ONLY** released to you, the registered resident of the unit; no-one else is allowed access, even if a claim is made that you have authorised the request). You may also provide a spare key to a friendly neighbour. If you cannot locate the

key necessary to enter your Unit, your only alternative is to seek the services of a locksmith.

Personal Records and Next-of-Kin Information

The Management Office is required by law to maintain a record of all owners and tenants, including such information as name, Unit number, home and business telephone numbers, car licence. You are required to provide such information at the time you move in and to advise the Management Office of any changes in the information when they occur.

Vandalism or Suspected Illegal Entry

Every resident has a role to play in preventing vandalism or illegal entry into the high-rise building or townhouses. Be alert. If you are suspicious, call the police and advise the Superintendent.

If you live in the high-rise building, try to prevent strangers from following you into the building; do not be motivated by a mistaken notion of courtesy. If people you do not recognise attempt to enter with you, please advise them politely, but firmly, to use the entry phone system and contact the person they wish to see. Think of your neighbours in the building: it may be their Unit that suffers the consequence of an illegal entry.

Please avoid using the motorised door openers, unless it is absolutely necessary: These are designed to assist disabled people, or people carrying heavy parcels. In casual use, the door stays open far too long after you have passed through it, giving an interloper plenty of time to enter.

Sudden Illness

Call an ambulance (911). Advise the Superintendent, or a neighbour, to hold an elevator at the ground floor: let the Ambulance Attendants into the building and lead them directly into the elevator upon their arrival.

Stuck in Elevator

Push the emergency alarm button in the elevator and wait calmly until assistance arrives. Do not panic, there is no danger, only inconvenience.

14. Energy Conservation

Natural gas, electric power and water consumption account for 40% of our total expenses. As is true of all consumable resources of limited supply, rates we must pay for these commodities will continue to rise in the future. The only remedy available to us, as residents and homeowners, against rising costs, is to conserve.

Turn down the heat/air conditioning if you are leaving your Unit for an extended period of time. A few more hints:

- Do not leave windows or doors open if the air conditioning/heating system is active in your Unit (i.e. the HVAC module fan is running). This practice results in a waste of energy (gas and/or electricity). Under such circumstances please adjust your thermostats (both of them) so that the fans stop running.
- Use your dishwasher only when it is fully loaded.
- Turn off lights if you do not need them.
- Use lowest bulb wattage required.
- Fluorescent and quartz-halogen tubes/bulbs consume substantially less energy than conventional bulbs for equal illumination.
- Do not run water taps unnecessarily. If taps begin to drip, replace the washers or have them repaired by a qualified plumber.

15. Entry Phones

The entry phone system permits your callers to contact you via your regular telephone. You may admit them by dialling (6). If you are engaged in normal conversation on the phone when the entry phone system rings, dial (3) to put your call on hold and identify the caller; then dial (6) to admit your caller; in two or three seconds your original call will return automatically.

Please do not let anyone into the building whom you are unable to identify or do not know.

16. Exercise Room

It is located on P1 level, at the south end of the building. Access requires a special key, (deposit required) which may be obtained from the Management Office.

YCC 323 cannot be held responsible for any injuries sustained while using the facility. Use care and caution.

Please acquaint yourself with the applicable rules of conduct regarding the use of the Exercise Room, listed in the **Consolidated Rules and Regulations** document.

Treat the equipment with care; report any deficiencies you may observe to the Management Office.

17. Fans

There are two extractor fans in your Unit.

The kitchen extractor fan is located behind a cover plate in the ceiling of one of the cupboards above the clothes dryer. It serves two purposes: it vents cooking odours and it also extracts the clothes dryer exhaust. Use it whenever you are cooking, as well as when you are drying clothes. Failure to do so while cooking will acquaint your neighbours of your menu-in-preparation due to air migration into the hallway. Failure to use it while the dryer is operating will cause condensation to develop within the dryer outlet hose and the ducting; this may result in mildew build-up and corrosion. There is also a secondary lint filter behind the air intake grille, above the clothes dryer: this should be cleaned regularly. (Failure to do so will cause the dryer to work ineffectively).

The second extractor fan is located behind a grille in the ceiling of one of the bathrooms. (Some units have a fan in each bathroom). Bathrooms generate a lot of humidity, with many adverse consequences such as mildew, rot, corrosion. Bathrooms also lack a

direct supply of fresh air, since they are completely isolated from direct access to outside. The fan should always be turned on while using the bathroom.

Although you are encouraged to use the extractor fans when necessary, as described above, please do not use them for inordinate lengths of time, and particularly ensure that they are not left operating overnight or when you are away from home. It is your responsibility to maintain the two extractor fans in good repair, and to replace them when necessary.

18. Fire

A List of Residents who have physical disabilities, and who may require assistance in an emergency, has been compiled and is available to the Fire Marshall as soon as the fire crew arrives on the scene in an emergency. Please cooperate when the Corporation asks from time to time for information to update this list.

19. Games Room

It is located at ground level, south of the main lobby. Access requires a special key, (deposit required) which may be obtained from the Management Office.

YCC 323 cannot be held responsible for any injuries sustained while using the facility. Use care and caution.

Please acquaint yourself with the applicable rules of conduct for use of the Games Room, listed in the **Consolidated Rules and Regulations** document.

Treat the equipment with care; report any deficiencies you may observe to the Management Office.

20. Garage

With the exception of one or two of the townhouses, each Unit has one allocated parking space in the underground garage. Owners may rent their parking space, but only to another resident of the

building. The parking space is intended for storage of motor vehicles; residents may not store miscellaneous articles in their parking spots.

Entry into the Garage is facilitated by a key-operated automatic door system. A remote control device may also be used, available for \$25 (refundable) in the Management Office. You should always activate the automatic system, even if you find the door open; do not rely on the automatic time delay to keep the door open for you after someone else had activated the door prior to your arrival.

The use of headlights and observance of the speed limit of **5 kph** in the Garage is mandatory. You may become the cause, or the victim, of serious accident or injury if safety procedures are not rigorously followed.

No major mechanical repair, or any repair that constitutes a fire hazard (such as changing oil or painting), or any repair that creates a noise or disturbance, nuisance or litter is permitted.

When notified by Management, the owners of vehicles leaking oil or other substance will be responsible to clean it up. In the event they fail to do so promptly, a special assessment may be imposed on them for the cost of clean-up performed on their behalf by the Corporation.

Propane or natural gas powered vehicles are not allowed to be parked in the Garage due to the potential fire hazard.

If you need the services of a tow truck, be sure to specify that you require one which is suitable to access a low-clearance underground garage location.

The garage is cleaned three times a year. The Management Office provides advance notice to residents on those occasions, requesting the removal of cars.

21. Garbage

Each floor of the high-rise building at 50 Quebec Ave. contains a Garbage Disposal Room, which has an access door to the central waste disposal chute. At the base of the chute, a motorised Compactor

machine compresses the garbage, reducing its volume, and transfers it into wheeled containers, which are emptied twice weekly by the City's Garbage Disposal Service.

The Waste Disposal Rooms on each floor are supplied with "blue" recycle boxes, to collect recyclable waste: one for news-print and paper, and another for metal/plastic/glass containers. Please read the posted instructions and assist the recycling program by following the prescribed recommendations.

Objects which are very dense or are awkward in configuration, such as telephone books or wire coat hangers, which by their nature may damage the Compactor, should be tied neatly and left in the Disposal Room.

All bulky or heavy items should be taken to the Central Garbage Disposal Room, located on P1 level, adjacent to the Parking Garage exit door. The item(s) may be deposited into the metal containers or left, neatly arranged, on the floor.

Please deposit all waste into the recycle boxes in a neat manner, in the interest of good hygiene, good housekeeping and out of consideration for staff and your immediate neighbours, who are also using the same facility. Containers, especially ones that have contained food, should be rinsed prior to being placed into the recycle box.

The use of the Waste Disposal Room, and particularly the waste disposal chute, is limited to the hours of 8:00 a.m. to 10:00 p.m. This restriction is imposed in recognition of the noise the activity generates and in consideration of our neighbours who reside in Units adjacent to the Disposal Rooms. Please offer them the courtesy of observing the designated operating hours.

22. Gardens

The portion of garden area immediately surrounding 50 Quebec Ave. is owned by YCC 323. The Corporation employs a landscaping contractor to maintain it during both the Summer and Winter seasons.

The other portion of the garden area located between YCC 323 and YCC 435 is owned jointly by the two Corporations; the remainder of the adjacent grounds are leased jointly by the Corporations from the City of Toronto. These areas are also maintained by a landscaping contractor, at shared expense by the two Corporations.

23. Guest Parking

Your guests may use the Visitor Parking Area, immediately in front of the entrance to 50 Quebec Ave.

The Management Office will issue a **Visitor Parking Permit**, if you request it, for your guests who wish to park cars up to three (3) nights. Extended overnight parking permits must be authorised by the Property Manager, and are limited to a maximum of fourteen (14) days. The permit should be clearly displayed on the dashboard; otherwise the vehicle may be either ticketed or towed away for illegal parking.

Parking space in front of the building at 50 Quebec Ave. is very limited, and therefore residents are not permitted to park there for more than 30 minutes, to facilitate unloading groceries, etc., or to load/discharge passengers.

24. Insurance

The Corporation is properly and fully insured on its own behalf and on behalf of the Unit owners against all risks of damage to the Units and common elements.

With respect to Master Coverage pertaining to individual Units, the Corporation's Policy of insurance does not cover betterments or improvements that had been made to the Unit by the owner, such as wall coverings, upgraded broadloom, upgraded kitchen cabinets, book shelves, fixtures, etc. These should be covered under your own separate policy of insurance.

You are well advised to carry your own separate insurance for your household contents, and for liability or injuries to third parties within your own Unit. Your insurance policy should also include a

contingent building endorsement, commonly referred to as special assessment insurance, to cover any inadequate or limited coverage under the Corporation's Master Coverage policy of insurance.

The Corporation carries third party liability insurance with respect to the building and grounds, as well as errors and omissions insurance for those owners who volunteer to act as directors and officers on the Board.

We recommend that you update your own insurance coverage on an annual basis with particular regard to scheduled personal property such as jewellery, furs and cameras and coverage for any damage to your automobile located in the underground parking garage.

25. Joint Board (High Park Green Recreation)

YCC 323 shares the grounds, the swimming pool and tennis courts with YCC 435. The Joint Board, composed of at least two members of the Board of Directors of each Corporation, is responsible for managing and funding these joint facilities. YCC 323 contributes 36.5% and YCC 435 contributes 63.5% of total funding required to cover operating expenses.

26. Keys

Residents are provided, at the time they move into the building, with one set of keys, which allows access to the Main Entrance door, the Garage door, the Mail box and the Locker Room. This set is provided free of charge. The Corporation cannot assume responsibility for lost keys: a replacement will be issued, but a replacement cost of \$5 will be imposed for each key replaced. (Note: The Mail Box key is unique; there are only 2 keys available with each lock cylinder. If you lose both keys, you will have to pay the full replacement cost of the lock cylinder.)

A second set of special keys, which provide access to the Games Room, the Sauna, the Exercise Room and one of the Bicycle Rooms is issued upon request by a Resident. A deposit of \$25 is required to obtain this set of keys, the deposit being refundable upon the return of the set.

The Tennis Court key is also a special issue, and it requires a separate refundable deposit of \$25.

Replacement for any lost special keys incurs a charge of \$10.

27. Location

YCC 323 is fortunate to have an excellent geographical location in the city. We are across the street from the Subway. There is easy access to expressways via Parkside Drive. The airport is a 20-minute drive away. We are just steps from Bloor West Village, one of the most attractive shopping areas in Toronto. High Park, across Bloor Street, affords the illusion of having the countryside next door to us.

28. Locker Rooms

The Locker Rooms are located at Ground, P1 and P2 levels of the building at 50 Quebec Ave. All rooms contain several lockers. One locker is assigned for each Unit. You need to supply your own padlock to secure the locker door.

Please use good common sense in what you store in your locker. Do not store toxic chemicals or flammable goods. You may not interfere with or obstruct the overhead fire-protection sprinkler system or store goods on top of your locker.

29. Management

The Corporation is managed by a Board of Directors elected by the owners. YCC 323 employs a part-time Property Manager, on a contractual basis, to manage the day-to-day affairs of the Corporation. The Property Manager is on site on the days and at the hours posted on the Notice Board and is available to you for consultation. The Manager may be contacted in an emergency, with assistance from our staff.

The Management Office is located in the Northeast corner of the main lobby of 50 Quebec Ave. Hours of operation are posted on the door.

30. Meeting Room

The facility is located at the Northeast corner of the building, at ground level. It is furnished with chairs and tables and contains a complete kitchen. There are two washrooms situated nearby.

Any resident may use the facility for social events by contacting the Management Office and making a reservation. The Corporation charges a user fee (\$50) to cover the cost of cleaning and requires a refundable damage deposit (\$100) as well.

Because the ease with which noise is transmitted through the walls and floors of our building, residents using the Meeting Room are not permitted to play loud musical instruments or amplified music at the events they hold.

We all appreciate that the use of the facility, particularly in the evenings, makes extra demands on staff and management personnel. The Corporation, therefore, reserves the right to refuse use of the Meeting Room on certain days, such as Christmas Day.

31. Moving: In or Out

Detailed instructions are included in the **Consolidated Rules and Regulations** document regarding moving procedures and elevator reservation. Please read it carefully: you must follow the prescribed procedures to obtain an elevator reservation and to set a moving date. You should make the reservation well in advance of the day on which you wish to move.

A refundable damage deposit of \$200 must be paid at the time the reservation is made. Please consult the Elevator Reservation Form for specific pertinent details.

Moving vans should be parked at the Garage entrance, but without blocking the driveway. The P1 Level entry door, at the same location, provides access into the building.

Moves are not permitted on Saturday afternoons, Sundays or on public holidays. The available hours are confined to the period of 8:00 a.m. to 12:00 noon and 12:00 noon to 4:00 p.m.

Your set of instructions to the moving company staff should include description of the financial liability you incur for any damages they may cause to the building or equipment, and that they are also responsible for a complete clean-up and removal of any garbage following a move. Empty packing crates, boxes and large cartons must be folded flat and stacked neatly inside the Garbage Storage Room, located just inside the Parking Garage, on the left hand side.

32. Noise

All large buildings contain hundreds of feet of piping, fans, motors, pumps and other operating equipment. All of these generate some noise. We cannot expect absolute quiet all the time. Noises from plumbing and from clothes dryers (running with an "unbalanced" load) appear to be the ones most frequently causing complaints. Every effort is made to maintain the plumbing and machinery to be as quiet as is possible, but if you are experiencing a particular problem, please report it to the Management Office.

If you are about to do some major renovations in your Unit that are likely to generate excessive noise, please inform your neighbours (above, below and sides) ahead of time and ask their forbearance.

We, as individual residents, collectively hold the key to the quiet enjoyment of our private homes. It consists mainly of being aware of our activities as potential sources of excessive noise and applying care, consideration and common sense to preserve serenity for ourselves and others.

33. Notice Boards

There are three Notice Boards in the building. The one located outside the Management Office is reserved for official Corporation notices and communications from the Board of Directors. You will find the Minutes of Board Meetings posted here as well.

Residents may post notices on the other Notice Boards, located on the P1 and P2 levels, near the elevators.

The three elevators are equipped with display frames. They are used to convey important "need-to-know" Corporate information quickly to residents of the building.

34. Office

Refer to Item 29.

35. Parking

Each Unit is assigned one parking spot in the Garage (Item 22). The parking spot is intended for use for motor vehicles. You are not permitted to use it to store miscellaneous goods.

36. Pets

Dogs are not permitted in the high-rise building at all, but townhouse residents may keep them as pets. Other pets may be kept, provided that they do not become a nuisance to residents and are under the control of the owners whenever they are in the common elements of the Condominium.

37. Postal Code and Post Office

The code for 50 Quebec Ave. is **M6P 4B4**. The Mail Room in YCC 323 is a receiving post office only.

There is a Post Office located in the Pharmacy on the corner of Quebec and Bloor.

38. Property Management

Refer to Item 29.

39. Reserve Budget, Reserve Fund

The Condominium Act requires all condominiums to establish a Reserve Fund for covering expenses of major repairs, or for replacements of major building and equipment components. The Reserve Fund budgeting is an aspect of financial planning; its purpose is to set aside and accumulate the necessary funds on an incremental basis to enable the Corporation to pay for large and predictable future expenses as they come due. The annual Auditor's Report provides an accounting of the Fund.

40. Rules and Regulations

Refer to Item 11.

41. Safety

We are all concerned about safety. Safety has many aspects and permeates all of our activities. Safety begins and ends with us as individuals: how we plan, behave, think and react. Safety is not equipment, procedures, rules or regulations. Safety is a state of mind. Life is full of dangers, yet we do mostly manage to survive. We do this by knowing the limitations of circumstance; we are aware of the inherent dangers; we weigh the risk factors we can accept, and, yes, the consequences we pay if we err.

Make sure you are familiar with the procedures (as posted on each floor near the elevator) that you need to follow in an emergency.

Adhering to rules of conduct is also an important aspect of safety. There is a very good reason, for example, why the Garage speed limit is restricted to 5 kph and use of headlights is mandatory: an unlit vehicle proceeding at an excessive rate of speed is a disaster in the making.

Safety is also being aware of your environment and surroundings. Be careful in isolated areas; keep an eye on strangers, and certainly do not let them into our building.

If you have any particular concerns regarding safety, please discuss them with the Property Manager.

42. Saunas

There are two saunas, one for males and one for females, located on P1 level. They contain showers, washrooms, a changing room and some lockers.

Access requires a special key, which may be obtained from the Management Office.

YCC 323 cannot be held responsible for any injuries sustained while using the facility. Use care and caution.

Please acquaint yourself with the specific applicable rules regarding the use of the Saunas, contained in the **Consolidated Rules and Regulations** document.

Treat the equipment with care; report any deficiencies you may observe to the Management Office.

43. Security

You are the best guardian of your own security. Lock your car, keep your apartment door locked. Introduce yourself to other residents on the floor. Become a member of the community. Do not admit people whom you do not know into the building. Inform them politely to call their hosts on the entry phone to gain entry. Contact staff or police if you have cause for concern.

44. Storage

Refer to Item 28.

45. Structural Alterations

These are not permitted. See also Item 3.

46. Superintendent and Staff

YCC 323 employs a Superintendent and an Assistant Superintendent who reside in the high-rise building. One of the Superintendents is on call for emergencies at all times. The Corporation also employs a full-time Cleaner. The Superintendents perform some specific and some general duties to ensure that the common elements of our Corporation are properly maintained and kept clean and tidy.

Please note that the Superintendents may not perform activities relating to your private residence or undertake repairs within your Unit for which you are responsible while they are on duty. You should, however, report any defects in the common elements that serve or bound your Unit to the Management Office.

Please do not make unnecessary demands on the Superintendent on emergency duty in the evenings or weekends. If a genuine emergency exists, call the office and follow the recorded instructions.

47. Swimming Pool

The Swimming Pool is operated under the authority of the Joint Board of YCC 323 and YCC 435. The pool opens in early June and remains open until Labour Day. Some additional week-ends in September may be added, if weather permits it.

Pool operating hours are posted on the Bulletin Boards. The Life Guard is instructed not to admit to the pool deck anyone who cannot provide proof of residence in either YCC 323 or YCC 435 by producing the official identity disk, which is issued to residents by the Management Office, each year, in April. Residents may invite a reasonable number of their guests to the pool.

Please follow the specific instructions listed in the **Joint Rules and Regulations** document pertaining to the use of the Joint Recreational Facilities.

48. Tenants

The great majority of the Units in YCC 323 are occupied by their owners. It is, however, permissible to rent a Unit. The Corporation does not maintain a rental office, nor assist with rentals; owners must make their own leasing arrangements.

Tenants are required to abide by the By-laws, Rules and Regulations of the Corporation. No owner may lease a Unit without first having the Tenant deliver a signed Tenancy Agreement with the Corporation, along with a completed Residents' Information Form.

The Units must be occupied only as a private family residence, as defined by local zoning By-laws.

49. Tennis Courts

The Tennis Courts are operated under the authority of the Joint Board of YCC 323 and YCC 435. The courts open in April and remain open as long as the weather permits.

Please follow the specific instructions contained in the **Joint Rules and Regulations** document pertaining to the use of the Joint Recreational Facilities.

Court Etiquette:

- Play for 60 minutes; give way to newcomers on the hour (North/South court) and half hour (East/West court)
- Dress appropriately
- Avoid boisterous conduct
- Discourage interlopers; ask for the identity disk to be presented if it is not visible
- Access requires a special key, which may be obtained from the Management Office

50. Use of Common Elements

Sunbathing is permitted only on the pool deck or on the grassy area adjacent to the swimming pool.

The lawns, gardens, walkways and parking lot are for the enjoyment and pleasure of all residents. Loud music, noise or boisterous behaviour is not appropriate anywhere on the common elements.

Dogs are not allowed in the high-rise building and must not be exercised on the common elements. Guests are not permitted to bring dogs on the property.

51. Valves

There are three sets of main water shut-off valves (or two in Units with back-to-back bathrooms) for hot and cold water in your Unit.

- Under the sink in the kitchen, behind a metal door; these, when closed, will shut off water to the sink, the dishwasher and the washing machine.
- Under the vanities in both bathrooms, (one set in units with back-to-back bathrooms) also behind a metal door; these, when closed, will shut off water to the toilet cisterns, the bathtubs and the wash basins.

Secondary isolation shut-off valves are located under each toilet cistern on the cold water pipe leading to the cistern, under the sink on the hot water pipe leading to the dishwasher and behind the washing machine where the hot and cold water is coupled to the flexible connecting hoses.

52. Washing Machine Hoses

The washing machine in your Unit is connected to the hot and cold water supply and to the drainage outlet by flexible rubber hoses which allow the washer and dryer to be pulled away from the wall for maintenance, etc. The two hoses connecting the water supply are always under pressure. Hoses are not nearly as reliable as hard piping, they may fail and burst. If either hose bursts, water will flood your Unit. If this occurs when you are not at home, the damage sustained by your Unit, and possibly the ones below you, could be extensive. The flexible hose connections to some dishwashers and all

laundry machines should be inspected regularly; they should be routinely replaced every 5 years, using high pressure (200 psi) rated hoses.

If you are going away for an extended period, it is good practice to shut off the main valves (hot and cold water) that supply the flexible hose connections to your washing machines. This will prevent a hose failure and eliminate the possibility of a major flood during your absence.

53. Window Cleaning

Windows that are not accessible to homeowners from their balconies are cleaned by a Contractor three times a year, as arranged by the Corporation.

54. Wine and Cheese Party

The Board of Directors hosts a wine and cheese party, usually early in December, coinciding with the Annual General Meeting. We hope to see you there.