

CONDOMINIUM LIVING HANDBOOK

York Condominium Corporation 323

50 Quebec Avenue

Toronto



April, 2014

Table of Contents

INTRODUCTION.....	3
EMERGENCIES.....	3
MOVING PROCEDURES.....	4
ELEVATORS.....	4
DELIVERIES.....	4
RENOVATIONS.....	4
GARBAGE DISPOSAL.....	5
BALCONIES.....	5
ANTENNAS OR SIMILAR STRUCTURES.....	6
BICYCLES.....	6
NOISE.....	6
VISITOR PARKING.....	6
PARKING SPACE USAGE.....	7
MOTOR VEHICLES.....	7
MOTOR VEHICLE RESTRICTIONS.....	7
PETS.....	8
SMOKING.....	8
TENANCIES/RENTALS.....	8
SIGNAGE.....	9
WINDOW COVERINGS.....	9

INTRODUCTION

Successful community living is not legislated; it comes about through creating an enjoyable and pleasant atmosphere where residents respect one another's property and privacy, sharing common facilities.

Condominium living requires every owner, tenant and visitor to abide by some rules and regulations. These conditions are governed by the Condominium Act, the Declaration, and Rules and Regulations, all of which are legally enacted and enforced by the elected members of your Board of Directors.

The Board of Directors is dedicated to helping you make your home as comfortable, secure and economical as possible, consistent with maintaining a high standard of living for all residents.

It is the responsibility of every owner and resident to contribute to achieving these objectives.

Important Contact Information

Management Office 416-763-6919

Building Emergency 416-888-3276

Non-emergency Police 416-808-2222

EMERGENCIES

To reach **Fire | Police | Ambulance** emergency responders:

- dial 9-1-1
- state type of emergency - fire, police, or ambulance
- give your name, street address and apartment number

The following information sheets are available in printed form in the Meeting Room, or by referring to the Health & Safety Committee section of the website www.ycc323.com:

- Fire Safety Tips, compiled in conjunction with Toronto Fire Services
- Safety & Security Tips, compiled in conjunction with Toronto Police Services
- 72-Hour Self-Sufficiency, a checklist to help you prepare to take care of yourself and family for a minimum of 72 hours in case of a wide-spread emergency.

MOVING PROCEDURES

The Property Manager is to be informed when you are moving in or out of the building. The service elevator must be booked 24 hours prior to the move, with a \$250 damage Deposit. All common element fobs/keys (to games room, exercise room, sauna, tennis court, garage door, etc.) are to be returned to the Property Manager before you leave. Hours for moving are:

Monday to Friday: 8:00 a.m. to noon, or noon to 4:00 p.m.

Saturday: 8:00 a.m. to noon

Moves are not permitted on Sundays or Statutory Holidays.

Rules and Regulations Article IV (1 - 6)

ELEVATORS

Elevators must not be overloaded, and elevator doors should not be pried open or kept open by any device that will prevent them from closing.

Smoking is not permitted within the elevators.

Acceptable attire, including footwear and swimwear cover-ups, is to be worn in the elevators when going to and returning from the pool.

Rules and Regulations Article III (2e)

DELIVERIES

The delivery and transportation of any furniture, appliances, large boxes, mechanical parts or equipment must take place through the P1 Level SW entrance door.

When purchasing furniture or appliances, you are to arrange for the supplier to dispose of the replaced items and the packaging.

The Property Manager is to be contacted to reserve the elevator for deliveries.

The front entrance to the building at 50 Quebec is for personal entry and exit only.

Rules and Regulations Article III (2)

RENOVATIONS

A copy of your renovation plans must be provided to the Property Manager. Plans must be approved by the Board of Directors before starting any renovations.

You must ensure that "construction garbage" from renovations (which includes discarded appliances) is disposed of by the contractor, or other parties carrying out the renovations.

"Construction garbage" must not be disposed of through the condominium's garbage disposal system, or discarded in the recycling room or adjacent corporation property.

Renovation times are 8:00 a.m. to 6:00 p.m. Monday to Saturday inclusive.

Refer to Article II regarding renovations, installations and improvements to units. If you are planning any changes to exclusive use common elements, see Condominium Act: Section 98.

Rules and Regulations Articles I (16, 17) & II (1, 2 (a)-(f)), Articles II and III Revisions 2007

GARBAGE DISPOSAL

Read and follow the instructions that give directions for recycling. They are posted in each disposal room on every floor. Items not listed on the posters are to be well packed and can then be deposited down the chute.

The garbage disposal chute is to be used ONLY between 8:00 a.m. and 10:00 p.m. Over-sized items such as large boxes and cartons must be placed in the Garbage Disposal Room adjacent to the garage entrance on P1.

Rules and Regulations Article I (16 a & b)

BALCONIES

Balconies are not part of an owner's suite, but are common elements to which the owner has exclusive use.

Approval from the Board of Directors is required to renovate or decorate any part of the balconies. The Property Manager is to be advised of any proposed renovations before starting the work.

Balconies cannot be used for storage, cooking or barbequing.

Owners are not permitted to enclose any portion of a balcony or patio area nor hang or dry clothing.

Owners may leave seasonal furniture or plants on a balcony.

Rules and Regulations Article II (3 - 8)

ANTENNAS OR SIMILAR STRUCTURES

Television antennas, dishes, aerials, towers or similar structures shall not be erected or fastened to any unit, or any portion of the common elements.

Rules and Regulations Article I (2)

BICYCLES

Bicycles are to be stored in the designated bicycle rooms in the garage on P1 and P2. The Property Manager will provide you with a fob and a designated place in one of the bicycle storage rooms, subject to available space.

Bicycles are not permitted in the elevators, the units or exclusive-use common elements such as the balconies.

Rules and Regulations Article III (2 d (ii))

NOISE

Please be considerate of your neighbours. Owners and their guests should not create or permit the creation of, or continuation of, any noise or nuisance that disturbs the comfort and quiet enjoyment of their neighbours' homes.

A loud noise caused by an instrument or device (television, radio, stereo, musical instrument, etc.) that disturbs other owners is not permitted.

Before starting renovations, please let your neighbours know there will be work going on in your unit, and if possible, the timeline for the renovations.

10:00 p.m. to 8:00 a.m. is considered a quiet time for all residents.

Rules and Regulations Article I (13 & 14)

VISITOR PARKING

Fourteen (14) parking spaces are available for visitors with two designated spaces for "DISABLED VISITOR PARKING".

Guests of residents require a "Parking Authorization" permit from the Property Manager for up to 3 nights or extended overnight parking for a maximum of 14 nights.

Unauthorized vehicles will be issued Parking Enforcement Tickets, and vehicles may be removed at the discretion of the condominium corporation and at the owner's expense.

"VISITOR PARKING" is for visitors ONLY, not residents.

Residents may park their vehicle in a Visitor Parking space for up to 30 minutes if other spaces will remain available. Penalties will apply if a resident parks in a Visitor Parking space for more than 30 minutes, ranging from a warning notice on the first occasion, through fines of \$50 and \$100, and on the fourth occasion the vehicle will be towed at the owner's expense.

Rules and Regulations Article VII (17 - 20), Amended October 9, 2013

PARKING SPACE USAGE

Owners/lessees may use the parking space allocated to that owner's unit only for parking a private passenger motor vehicle and/or a motorcycle.

Do not store or leave any objects in the parking space. Objects of any kind suspended from the ceiling or walls of the parking garage may pose safety concerns and interfere with a neighbouring parking space.

Owners may only park a second vehicle if a parking space is available for lease from another owner. Spaces may only be rented to residents of the Condominium.

Rules and Regulations Article VII (7, 9, 10 & 21)

MOTOR VEHICLES

All motor vehicles must be registered with the Property Manager. Headlights must be turned on when driving in the garage. Please make use of the mirrors provided in the garage to ensure safety.

Car washing is not permitted in the garage or driveway area.

Only minor emergency repairs may be made to any motor vehicle parked or left standing in any part of the garage or common elements.

Rules and Regulations Article VII (2 - 7)

MOTOR VEHICLE RESTRICTIONS

Do not park or permit to be parked any motor vehicle that may pose a security or safety risk.

A security or safety risk or damage may be caused by a vehicle's length of unattended stay or by its physical condition or appearance; for example, an oil leak may cause damage to the property and garage floor.

The Property Manager will notify the owner, allowing 72 hours to either remove or attend to the vehicle. If there is no response, the vehicle will be removed at the owner's expense.

Rules and Regulations Article VII (13)

PETS

Dogs are not allowed anywhere upon or within the property, including the units, the common elements and the exclusive-use common elements with the exception of working or service dogs as provided for under the Ontario disability legislation.

Owners may have no more than two pets.

Pets must always be under the personal supervision and control of their owners.

Owners are responsible for any damage or additional maintenance to the common elements caused by their pets.

Rules and Regulations Article VI

SMOKING

Smoking is not permitted in any of the common element areas in the building including entrances, lobby, hallways, stairways, recreational rooms and elevators.

Dispose of any "butts" or other residues from smoking in appropriate receptacles on your balcony. Disposing of these materials over the balcony is unacceptable and endangers residents and property. Many fires are attributed to careless discarding of debris from smoking.

Rules and Regulations Article III (2 (h))

TENANCIES/RENTALS

All units are to be used or rented as single-family residences. Units cannot be partitioned or divided for use as multiple-family residences; that is, rented rooms within a suite.

Units cannot be occupied under a lease or licence agreement for transient or hotel purposes.

Prior to tenant (rental) occupancy, unit owners must provide a Summary of Lease or Renewal to the condominium corporation; otherwise, the tenant shall be deemed to be a trespasser.

Rules and Regulations Article V (1 – 3)

SIGNAGE

Any owner may display notices or advertisements on the notice boards in accordance with the guidelines for use that have been posted.

No sign, advertisement or notice shall be inscribed, painted, affixed or placed on any part of the inside or outside of the building or common elements without the prior consent of the Board of Directors.

Rules and Regulations Article I (1)

WINDOW COVERINGS

The installation of reflective or insulating materials or coverings in or on any exterior window or door must have the written approval of the Board of Directors in advance of the installation.

Rules and Regulations Article II (1)