



77 Lombard

MTCC 1354



Welcome to Our Building



We are delighted that you selected our building to make your home.

This package has been developed to help you understand some of our by-laws and other operating considerations that hopefully will make it easy for you to be part of our community.

Introduction

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About 77 Lombard (MTCC 1354)

MTCC 1354 consists of 82 units, a guest suite, a party room and a patio with a BBQ. It is home to a diverse mix of people and is carefully maintained to ensure both the property and owners/residents needs are met. Our mission statement is:

MTCC 1354 (77 Lombard) will be recognized as one of the best condo properties in the downtown core of Toronto by select owners and residents who take pride in the exceptional quality of the building, who are satisfied with the cost-effective management of the property and are part of an engaged community.

Quick Reference

Property Management:

Maple Ridge Community Management manages the building for us. The office number is 905-454-5813. Elaine Lee is our manager. She can be reached at 905-454-5813 or via - email, elee@mrcm.ca 75 Rosedale Ave W Unit 10 Brampton, ON L6X 4H4

Building Emergencies:

If you have an after hours emergency, you can call 905-454-5813 for immediate attention.

Police Station 51:

If you need to call the police about security concerns you can call 416 808 - 5100.

Maintenance:

Building Supervisor is Javier and he is on-site seven days a week between 8:00 am and 2:00 pm.

Concierge:

Sunny is our concierge and he is on site from 2 pm to 11:00 pm Monday to Thursday. Friday and Saturday – 7:00 pm to 3:00 am. Sunday – 3:00 pm to 11:00 pm.

Visitor Parking:

Four regular spots and one handicapped spot are available. Visitors can only park there overnight for three consecutive days. Visitors must register with the Concierge.

Guest Suite:

It is available for \$80 per night and if you stay more than three nights the cost is \$75 per night - seven nights max. Book through Maple Ridge 905-454-5813

Non Smoking:

The common areas of the building are smoke free. Please respect that and if you smoke in your own unit please do not throw your butts off the balconies. We want to ensure there is no fire hazard.

Recycling & Trash Chutes:

A recycling room is provided at the back of the building for paper and bottles. Discarded furniture and items should not be placed there. Garbage chutes are for daily trash only not large items.

BBQ & Patio:

We have a communal BBQ on the patio off the 2nd floor. Please use it as much as you need. All we ask is that you clean it when you are finished.

Security Cameras:

Security cameras are located in the lobby and various locations in the building to protect owners and residents. Traffic is recorded. Any concerns should be reported.

Noise & Neighbour Courtesy:

We ask that you respect your neighbours by keeping the noise level in your unit and in common areas down to a reasonable level after hours.

Common Areas

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Garbage

Household waste (non-recyclable items) must be bagged and placed in the garbage chute on your floor or taken to the garbage room of the drive way.

Recyclable items and items too large to fit in the chute should be taken to garbage room and appropriately disposed. (Townhouse owners – please access the chute in the drive way entrance near the bike rack.) ***Please do not leave any items in the garbage chute rooms. Ensure you push it down. It can be a health and fire hazard.***

Please arrange with the Building Supervisor (Javier) in advance to schedule pick-up of oversize items (beds, furniture, carpets and renovation debris etc) which are unable to be placed into the skips.

Guest Suite

Invite your family and friends to take advantage of the guest suite available on the second floor. Only owners and tenants can sponsor a visitor.

At just \$80 per night, it is an inexpensive, comfortable alternative to a hotel room and includes bed linen, housekeeping, and cable TV. Towels and toiletries are not included.

If your guests are staying longer, a stay of seven consecutive nights (max. allowed) entitles your guests to a \$75 rate for the last four nights. Guest parking is available for those who renting the suite for the duration of their stay.

To check availability and book the guest suite, please contact Property Management. A security deposit cheque of \$250 is required. This cheque will be returned to you if the guest suite is returned undamaged.

Please note that the sponsoring owner or resident is responsible for cleaning the bed sheets and linens.

Patio & BBQ

Access is at the end of the corridor on the 2nd floor. You will need your locker key to get out onto the patio. All owners and residents are encouraged to use the patio and no bookings are required.

A BBQ is provided for residents use. Please learn how to turn on and off the gas. It has an electric starter so no matches are required. The BBQ is large enough to handle two separate cook outs. All we ask is that you clean the grills once you are done so the next user doesn't have to clean up after you. Brushes are provided.

Exercise Room

The exercise room is located on the 2nd floor. It is also accessible with your locker key. The room has exercise equipment and free weights and mats. We ask that you try to keep the room as neat as possible when you are done. As a courtesy to others, please wipe up your sweat. Please report any faulty equipment to Maple Ridge.

Day Parking in Visitors

Our By-Laws prohibit "day parking" to non-residents. Guests of owners and tenants may park there for up to three days.

Visitor parking is not for owners and tenants except for emergencies or unloading.

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Sub-let Parking

For security reasons, parking spaces may only be sub-let to other residents of 77 Lombard.

If you have sub-let your parking space, please provide Property Management the sub-lessor's name, apartment and phone number.

Service Elevator

If you're moving, or bringing building materials into 77 Lombard, please book the Service Elevator and/or Loading Bay, located off the drive way.

Advance bookings for the Service Elevator and/or Loading Bay may be made through Property Management for a fixed time period. A booking form and \$250 refundable security deposit cheque is required. It is essential that owners moving out complete their forwarding address on the booking form.

Your security deposit cheque will be returned if there is no damage to the Elevator and/or Loading Bay after your booking and you have not exceeded your allotted time period.

During your allotted time period, the Service Elevator will be padded and placed on 'Service', by the Building Supervisor, providing your exclusive use of the Elevator.

Please arrange with the Building Supervisor in advance to schedule pick-up of oversize items (beds, furniture, carpets etc) which you do not wish to take with you.

Notice Board

Our notice board is located in the alcove where the mail boxes are found. We often post notices in the elevator or on the board. Owners and residents are encouraged to use the board if they are renting parking spaces to people who reside here or selling furniture. We discourage use of the board for promoting personal business products and services.

No Smoking

City of Toronto By-law does not permit smoking in the building, except in your own unit. And please do not throw any butts off your balconies.

Corridor Fresh Air

A rooftop fresh air unit provides fresh air to the corridors and lobbies. Please note that corridors are not heated or cooled. We simply pump in the air from outside to keep the hallways fresh. You may notice that there is a small gap under your suite door. This gap serves as a source of fresh air to your suite. This gap also helps to control condensation in your unit.

In the event of a fire, the corridor fresh air units are automatically shut down by the building fire alarm system to minimize smoke migration.

To maintain a healthy in-suite atmosphere and to help avoid condensation, please do not block the gap below your door as it will eliminate the necessary flow of fresh air.

Exterior Window Cleaning & Garage Power Washing

This is scheduled in the Spring and Fall. Owners & residents will be notified in advance.

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Bicycle Storage

There is limited space for bicycle storage. There is a rack in the drive way and on P1 or you can make arrangements with Maple Ridge to install a bicycle rack on the wall in your parking spot at a fee of \$90. We suggest that all bicycles in the garage be tagged with the owner's identification.

Repairs & Maintenance of Common Elements

The Building Supervisor and Property Management try hard to ensure any items that need to be repaired in the common areas are done as promptly as possible.

If you become aware of a general repair or maintenance issue for the common elements (hallways, lighting, security, etc.) please contact Property Management.

Owners are responsible for maintenance issues in their units; however plumbing and electrical issues should be communicated to Property Management as they may also affect the common elements.

In the event of an emergency, please contact the Property Management.

Hallways

In accordance with the Ontario Fire Code, doormats, strollers, buggies and boot trays or any other items are not permitted in the hallways at any time.

Security

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Security & Access to the Building

Each unit is allotted two security key fobs as part of their unit. Two other can be purchased at a cost of \$25 each. These are for the exclusive use of owners. Lost key fobs must be reported immediately to Maple Ridge.

Please do not open the door via the entry phone system for anyone you don't know.

For your security, cameras are placed in each lobby and in the parking garage. A continuous loop of these cameras is available on your TV: Rogers Cable Digital Channel 998 or Channel 59.

In the event of an emergency, the building is on a "master-key" system, which provides immediate access to all homes by authorized personnel.

Should entrance to your home be required for any purpose, such as an annual fire and natural gas inspection, advance notice will be provided.

Access to the garage itself is controlled through by a transponder system. The transponder should be mounted to the windshield of your automobile, behind the rearview mirror.

Transponders will be assigned one per parking space owned. Additional transponders are not available. Should a replacement transponder be required, a fee of \$35 will be levied and the old transponder will be deactivated.

To open any door using a key fob, simply wave the fob in front of the panel with the red light illuminated. Access is granted when the light turns green.

Management will deactivate key fobs that are thought to be assigned to individuals who do not reside in, or have business in the building.

Please don't allow strangers to enter the building after you. Politely ask who they are and who they are seeing. Report any suspicious activity to the Concierge, Building Supervisor, Maple Ridge or the police.

Access Code

If your name has not been added to the lobby intercom in the first 7 days of your residence please call the Property Management.

When a visitor dials your access code, your telephone line will give a distinctive (short, rapid) ring. Simply dial 9 to let your visitor into the building.

Many owners only use cell phones - the system can still be accessed by plugging in a phone into the jack. You do not have to pay for a land line. If you change service provider, you may need to contact your provider to connect the intercom function for your phone.

Unit Keys

Each unit owner should have door keys, recycling room key (also provides access to fitness room) locker keys, fobs and a garage transponder (if you own a parking spot).

As mentioned above the building is on a "master-key" system and our building Declaration does not allow for any changes to locks or alternative locks to be added.

For security and emergency reasons, we must have copies of your keys. Your unit will not be access for any other purpose.

In Your Unit

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Condominium Documents

Upon purchase, each new owner should have received a package of Condominium Documents for MTCC 1354 from your real estate agent or lawyer. Our By-Laws are included in your Status Package when you purchased the unit. Try to be familiar with them.

Communication to the Board

Owner and resident correspondence should be put in writing and given to the concierge.

Payment of Condo Fees

This can be done by post-dated cheques or by pre-authorized payments through Maple Ridge Community Management. These should be done by the first of the month.

Electrical Breaker Panel

Your suite contains a breaker panel that controls the power supply to your suite. The panel is comprised of several circuit breakers. Each circuit breaker controls the power supply to a specific room or appliance in your suite.

In the event of an electrical overload, the affected circuit breaker will 'trip.' Unlike a fuse, you do not have to replace a circuit breaker if it overloads. Follow these steps to reset a tripped circuit breaker:

- identify the room or appliance that receives power from the affected circuit
- unplug all appliances and turn off the lights on that circuit
- turn the circuit breaker to the "off" position then back to the "on" position
- one by one turn the lights and appliances individually

If the circuit breaker trips again, it is likely that the appliance you plugged in is faulty or the light bulb may not be right wattage and should be replaced. If you cannot detect the problem then it must be inspected by a certified electrician.

Renovations and Repairs

Any renovations other than cosmetic to your unit must be approved by the Board in accordance with our Declaration article 4.2 (c) and must be made in writing before the renovations start.

There is a new form available from Sunny or Maple Ridge. Property Management can provide guidance and information on issues that you may not have considered prior to commencing these renovations and / or repairs.

Certain utilities (water, gas etc) are deemed as common elements and Property Management will assess whether your renovations and/or repairs will affect these elements.

Major renovations (anything other than cosmetic, i.e. painting) must be approved by the Board and may require a building permit at the owners cost. Debris must be disposed of by the unit owner.

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Heat Pump & Dryer Vents

We will access your unit once per year to change the heat pump filter, and every second year we clean the dryer filter. You will be notified on these occasions. Please make sure any furniture or items are moved so we can access the appropriate areas. There is a small cost to owners for this service.

Garborators

Garborators are not permitted in the building.

Water Shut Off

Please find out where your water shut off keys are so you can immediately turn off the water in case of over flows. You will be held responsible for water damage to other units. This should be part of your insurance coverage.

Clothes Dryer

Every clothes dryer is fitted with an internal lint filter. All manufacturers recommend that these filters be cleaned regularly (typically after every load). A clean lint filter ensures the optimal performance of your dryer. A dirty filter can pose a fire hazard.

Climate Control

Your suite's temperature is regulated by a heat pump specific to your unit. Please ensure you know where it is in your unit. You can control the heat or air conditioning in your own unit.

There is an air filter located in the access panel. The filter should be replaced once every three months for maximum efficiency. Replacement filters are available from any hardware store at a nominal cost.

The building heating and cooling system is switched from heating to cooling each Spring and from cooling to heating each Fall as the weather requires it. When these switchovers occur a notice will be posted in the lobby and suite owners should follow the process below to ensure their thermostats continue to work properly.

Range Hoods & Exhaust Fans

The grease filter underneath your range hood should be cleaned regularly to prevent possible blockages. We suggest that filters be washed with mild detergent every six months for maximum efficiency.

Moving In or Out, Deliveries

This must be done with the cooperation of the Building Supervisor. A security deposit of \$250 payable to MTCC 1354 is required to move in or out of the building and for suite renovation work, and is refundable after inspection of the common elements and elevator, providing no damage has been incurred.

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Fire Protection & Carbon Monoxide Detector

Each unit is equipped with smoke detectors and fire alarms including speaker systems. These are inspected annually and access to your unit is mandatory. To tamper with these items is in violation of the Ontario Fire Code.

We have sprinkler systems in all common area i.e., hallways, lobby and garage.

Functioning Carbon Monoxide detectors are mandatory in each unit under the City of Toronto By-Laws and are to be installed at the expense of the unit owner.

There are red fire alarms on each floor. Please ensure you know where they are in case of emergency.

Insurance

In accordance with the declaration by-laws, and regulations The Condominium Corporation's insurance policy covers only standard suite specifications. Owners are liable for any damages caused to common elements and/or other units and therefore are advised to have their own insurance to cover personal contents, suite upgrades and MTCC 1354's insurance deductible.

If you are unsure about your coverage, please check with your insurance company or speak to Maple Ridge Community Management.

Unit Owners BBQ's

Our By-Laws prohibit BBQ's by owners on their own balconies. Please use the common one on the patio floor.

Storage of Goods in Your Parking Spot

Storage of any large or small items in your parking spot is not permitted. We have arranged for storage bins which can be purchased for \$150.00 and they should be used. Items outside the bins will be removed with proper warning.

Your Parking Spot

Owner parking spots are for one motor vehicle only. Motorcycles or other vehicles cannot be stored there with your main vehicle. You can put a bicycle there with a proper bike rack.

Owners with extra items will be asked to remove them. We are offering bins for some storage.

AGM & Your Team

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Annual General Meeting

The AGM is generally held in May or June. The meeting is chaired by the five members of Board of Directors (elected by the owners). You will receive a notice of the AGM at least 15 days in advance and owners may vote by proxy for any change in Board members if they are unable to attend.

A review of the year is presented and the budget overview will be presented. In addition any major decisions for the coming year will be discussed. We also like to make this a social event so you can meet your neighbours. Owners and residents are encouraged to attend.

From time to time the Board may call for an owners meeting to discuss major decisions facing the building and eliciting feedback from owners before the final decisions are made.

Board Minutes

As an owner you are entitled to review the minutes of any Board meeting. If you want to review them please contact Maple Ridge to obtain a copy and a small copying charge will apply.

Your Board of Directors

Daniel Patel	Unit 715
David Halasi	Unit 315
Eileen Smith	Unit 913
Rob Kazakoff	LPH 8
Stephen Tinling	Unit PH 6

Concierge

Sunny
Concierge Desk - 416 504-7673

Building Supervisor

Javier
Concierge Desk - 416 504-7673

Property Management

Maple Ridge Community Management
75 Rosedale Ave. W Unit 10 Brampton, ON L6X 4H4
Office: 905-454-5813
Elaine Lee: 905-454-5813 ext. 283
email – elee@mrcm.ca

Building Emergencies

905-454-5813