

RESIDENCES OF COLLEGE PARK PHASE II

INFORMATION PACKAGE



761 Bay Street, Toronto, Ontario
M5G 2R2

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Introduction**Toronto Standard Condominium Corporation No. 1961 (TSCC 1961)****Management Office Information**

761 Bay Street; 2nd Floor Mngt
Toronto, Ontario
M5G 2R2

Tel: 416-597-6603

Fax: 416-597-2569

Email: tsc1961@rogers.com

Concierge: 416-596-0307

All hydro is smart metered, for information

Call Enercare Hydro 1-866-449-4423

Resident Information Forms

For your convenience and protection, please notify the Property Management Office of any changes regarding your “Resident Information”. Information such as a new license plate number or a new cell phone number must be passed on.

Please insure all occupants are registered with the Management Office.

Parcels

The Concierge will be glad to accept small parcels on your behalf provided that a waiver is pre-signed with the Property Management office. When such authorized deliveries of small parcels and couriered mail are received, a slip will be placed in your mailbox advising of receipt of the delivery. Please complete the Authorization to Receive Parcels and Courier Mail portion enclosed in your Resident Information Form, and submit to property management.

Furniture and Large item Deliveries

Arrangements for large deliveries such as furniture must be made with the Concierge. Please advise Concierge of your scheduled delivery date as soon as possible in order to avoid any conflicts.

The Concierge will reserve the service elevator for you and will direct the delivery company to the moving room/loading dock area.

Elevators

The date and time for moving and deliveries shall be done in advanced by arrangement and reservation with concierge. Moving and deliveries shall be permitted only between the hours of 10:00 am to 4:00pm and 7:00pm to 9:00pm from Monday to Friday and 10:00am to 8:00pm on Saturday. **No moves on Sundays or statutory holidays.**

A refundable security/damage deposit of \$500.00 *money order or certified cheque payable to TSCC 1961* for move - ins and move - outs. Deposit will be returned if no damage is done to the elevator or the common areas. For deliveries personal cheque is acceptable. **Any fees associated will NOT be reimbursed and No cash will be accepted at any times.**

A onetime non- refundable elevator usage fee in the amount of \$150 per suite is required for new moves into the building. This fee includes the use of the service elevator upon the owner(s) or resident(s) moving out. The Fee shall be paid to the corporation by money order or certified cheque along with the damage deposit when making the elevator booking and signing the elevator reservation agreement.

Authorization to Enter Suite

Please be advised that the Concierge is not permitted to open your suite or supervise any third party's attendance in your suite

Vacations and Other Absences

If you intend to leave for an extended period of time, please notify property management, and include the names of people authorized to enter your home in your absence as well as a Contact person who could be called in cases of emergency.

Garbage & Recycling

The Garbage Room

For the consideration of other residents, please discard all household refuse between the hours of 8:00 a.m. and 10:00 p.m. via the garbage chutes, located in the corridors of each floor. If you are renovating, **DO NOT** throw construction debris down the chute; it is your responsibility to dispose of it by other means.

All garbage must be properly bound, packaged, bagged and sealed to prevent any undue odour, mess or damage during its descent down the garbage chute. All garbage must be pushed down the garbage chute and not left on the floor or within the opening of the chute door. Do not put burning or hazardous materials such as cigarettes and ashes, flammable liquids, paint cans or aerosol cans into the chutes due to the potential damage to the garbage chute and the compacter room.

Following is a list of items that must not be put down the chute. They are either hazardous materials, or may block the chute, resulting in damage and costly repairs.

Items that **DO NOT** go down the Chute

- All recyclable items
- Bulk items i.e. bundles of paper, coat
- hangers, cartons, kitty litter
- Glass
- Loose Paper
- Paint
- Aerosol and paint cans
- Flammables/Combustibles

NOTE: Large items that do not fit down the chute (e.g., mattress, chairs, shelves, etc.) must be brought down to the P1 level holding room. Please contact the Concierge for access. Please note there is limited space in the holding room, residents are limited to one to two items for disposal.

All About Recycling

- The building has a recycling program and all are required to participate. In the long term your participation in recycling will lower garbage collection costs and ensure that landfills last longer and benefit everyone.
- The recycling bins are located in the Recycling Room on the ground floor. Items to be recycled should be placed in the proper recycling bin. The following items may be recycled:
- Recyclable Items:
- Glass bottles and jars (washed)
- Metal canned food or drinks (washed, place loose lids inside)
- Plastic bottles & jugs (no. 1 & 2; please remove caps, flatten if possible)
- Aluminium foil and containers (pie plates, baking pans, take-out food)
- Boxes, and juice cartons (flatten to save space)
- Drink boxes (remove straws and flatten)
- Newspapers, magazines, and catalogues, telephone books, books
- Egg cartons, paper rolls and paper bags
- Cereal boxes, detergent boxes etc. boxes
- Household paper (junk mail, envelopes, writing and computer paper)
- Gift wrap, cards (no ribbons or bows)

Items That MAY NOT Be Recycled:

GLASS: drinking glasses, dishes, cups, crystal, window glass, light bulbs, mirrors, pottery, glass pots and pans.

PLASTIC: Dish pails, toys, caulking tubes, foam cups and dishes, margarine, yogurt tubs, and motor oil jugs, containers not labelled 1 & 2.

METAL: Coat hangers, pots and batteries, chip bags.

FIBRE: Tissues, wax paper, foil gift wrap and boxes with plastic windows (remove windows to recycle).

Please do not leave any plastic bags in the recycling bins. Please adhere to the depository instructions. One contaminated item will result in rejection of the complete bin.

If you should encounter anyone damaging the garbage chute and/or not disposing garbage or recyclable items in the proper areas, please notify Property Management.

Access

Residents' Access to the building

Entry to the building's main entrance is gained by using your access key tags. The access device works by simply placing it in close proximity to the card reader mounted adjacent to the controlled door.

Magnetic Door Locks

There are a number of electromagnetic locks (commonly called mag locks) installed on various doors throughout the ground floor and the underground garage of the building.

It is important to note that there is a short time delay on these locks therefore if you pass through such a door and attempt to return through them immediately after you may have to wait a few seconds for the lock to reset before it will release again.

Residents' Access to the Parking Garage

To ENTER the parking garage, you must drive to the bottom of the Bay Street ramp adjacent to the site, on the south side and you will then proceed to the condominiums internal garage overhead door and use your RF transmitter to open the overhead door. Once the overhead door has opened, you may proceed into the condominium garage. Just inside the condominium garage overhead door, you will then use your RF transmitter again to open the entry barrier gate and proceed to your assigned parking space.

To EXIT the parking garage, the garage door and gate arm will open automatically as you approach to exit. You will need to use your transponder for the gate on the ramp in the commercial garage.

Residents 'Access to the Subway

Residents can gain access to the College subway station underground by following the corridor north of the elevator lobby of College Park I at the P1 level of the parking garage, and continuing through the 777 Bay Street retail area.

Residents must use their access keytag exit and re-enter the building through this door, by placing it in close proximity to the card reader, and turning the door handle.

Access/ Fobs

All residents must use their fob to gain entry to the building every time. All keys and access devices must be registered to the person using the fob and should be activated for the new resident upon the registering with the management office.

Owners/residents may be permitted to purchase a limited number of additional access devices from the property management office. Resident(s) must be registered with management office to purchase garage transmitter and/or door access fob. Any misuse or possible breach of security of fob will be deactivated without notice.

Visitors

The Concierge will announce all guests prior to granting access to the property. All visitors asked to regardless of whether they have been granted access by the homeowner through the Visitor Entry System.

Visitor Entry System

The visitor entry system located at the main lobby entrance at the Ground Floor is wired directly into the telephone system. This allows visitors to quickly and conveniently announce their arrival.

The visitor entry panel has an electronic display. Simply use the # and * keys to scroll up and down the directory to find the name and 3-digit resident code number. Using the keypad, the visitor should enter the 3-digit resident code and the unit will automatically dial the resident phone number.

To Answer the Entry Panel

To open the main entrance door, answer your touch-tone telephone, speak with and confirm the identity of the caller, then press the number **9** button on your touch-tone phone, if you wish to allow them entry.

If you do not wish to allow the visitor to enter, simply hang up. This will terminate the call without allowing entry.

When you are on the telephone and a visitor is trying to call, you will not be alerted and your visitor will get a busy signal. To avoid this, you must activate call waiting on your phone service.

This also applies when the Concierge calls you to announce a visitor. Again, without call waiting on your phone, the Concierge will get a busy signal.

If you have the call waiting feature, you will be alerted that a guest is in the lobby when you hear the call waiting beep. If you wish to permit the visitor's entry into the building, press the telephone hang-up button to open the door, and then press the telephone hang-up button again to connect to your outside call.

Tips When Expecting Guests/ Visitors

When expecting visitors or taxis, informing the Concierge in advance will expedite their access to the property.

Access to Your Suite

All suite entry doors have a key lock system. You must use your suite key to gain access. Your building access device will not allow access to your suite. The concierge is not permitted to provide access to residents or their visitors.

Lockers

Access to locker rooms is provided by a common area key, which is turned over to you at occupancy. Within each room, there are several other lockers belonging to other owners.

Resident Parking

Please lock your vehicle at all times and avoid leaving valuables inside. When entering or leaving the premises, please operate your vehicle safely and drive at a speed of no more than 10 km/hr and adhere to all posted signs.

Repairs, washing, oil changes and storage of non-functional vehicles or other items is not allowed in the parking areas, either underground or outside. Parking spaces are for vehicles only and are not to be used for storage of ANY articles. Items left in the garage will be discarded.

No resident's parking space can be sold, conveyed, or leased/rented to anyone who is not a resident, tenant or full time occupant of a dwelling unit at The Residences of College Park.

Please advise Property Management if you rent your parking space to other residents, or if you have changed your license plate, in order to avoid being towed.

Visitor Parking**THERE ARE NO VISITOR PARKING SPACES**

IN THE UNDERGROUND OF THE RESIDENCES OF COLLEGE PARK. However, visitors may park their cars in garage, which is adjacent to the Residences of College Park and accessed from the same Bay Street ramp as resident parking. All posted fees, rules and regulations of the parking garage will apply. The garage is managed by Standard Parking of Canada visitors must pay the posted parking fee.

Lockers

Please ensure that articles are stored inside the locker. Do not store items on top, in front or beside the lockers.

We encourage you to ensure that all items within the locker room are kept elevated from the floor, and that the items are placed under a plastic cover as the Condominium Corporation is not responsible for any items which are damaged, lost or stolen.

Do not store gasoline, propane or any other combustible material in your lockers.

In Suite Security**Alarm Panels**

The Condoplex monitoring suite alarm panel has been selected to protect your suite. The alarm panel monitors intrusion to your suite through the suite entry door, operable windows and motion sensors (where applicable). The alarm panel is located near the Suite entry door. The keypad can be programmed with unique codes to identify the user. Please refer to your Condoplex user manual.

Activating the Alarm System

You can "Arm" your security System by entering your personal code number. The keypad will beep and allow you time to exit your suite. Once the panel has stopped beeping the unit is "Armed". When you return to your suite you must deactivate or "Disarm" your panel.

Deactivating the Alarm System

If you "Armed" your suite prior to leaving you must disarm your suite upon your return. To disarm the security system, simply re-enter your 4 digit code number. If the alarm panel was "Armed", you will hear the panel beep when you open the door. The beeping sound is to remind you to "Disarm" your panel. If you do not "Disarm" the Concierge will receive a computer-generated Signal. The signal identifies your suite and the type of alarm that has been generated. The Concierge will Contact the number on file of the resident. If the concierge is unable to contact the resident, he/she will investigate the unit. Please report all false alarms by calling the Concierge immediately.

Garage Security**Remote Intercom Stations**

The two-way communication intercoms that have been installed throughout the parking garage and common areas of the building also allow you to communicate with the Concierge desk. Simply press the "Call" button to activate the intercom station. If you need assistance or you experience a problem with your access device, please contact Concierge for assistance.

Fire Safety

This section outlines procedures and responsibilities for Residents and Building Personnel in a "Fire Emergency." For your own protection, please take a few minutes to read the following procedures. Remember that every fire is different. You must act quickly when you hear the alarm or discover a fire. You must always protect yourself from smoke. Most people die from smoke inhalation, not fire.

To avoid fire hazards you are advised of the following:

Do not permit anything to be done in your home which could create a risk of fire.

- Do not bring anything in your home which will in any way create a risk of fire.
- For safety reasons, only artificial, non-combustible Christmas trees are permitted.
- Do not store propane, gasoline or any other combustible material in your locker or on your balcony.
- Please avoid careless smoking and always use ashtrays for butts and ashes. Never smoke in bed.
- Do not put burning materials, such as cigarettes and ashes into garbage chutes.
- Do not dispose of flammable liquids or aerosol cans in the garbage chutes.
- Never force cartons, Coat hangers, or bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices such as deep fat frying using too much heat, leaving stoves unattended and wearing loosely hanging sleeves.
- Do not use the oven for drying garments.
- Do not use fuses in your stove of higher amperage than specified.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded Outlets or lamp wire for permanent wiring.

The safe and orderly evacuation of all personnel in the building is of vital importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire but from any other physical emergency.

In general, occupants are advised to:

- Know where the alarm pull stations, staircases and exits are located.
- Call 911, and ask for the Fire Department immediately whenever you need emergency assistance.
- Know the correct building address and suite number.
- Not to disable a smoke alarm so as to make it inoperable.
- Not to tamper, disconnect or cover the en-suite audible device or heat detector.
- Know the audible signals and the procedures established to implement safe evacuation of the building.
- Notify property management if special assistance is required in the event of an emergency.
- Report any fire hazard to supervisory staff.
- Do not throw cigarette butts and/or matches from the balcony or windows; this violates both Fire Code and local by-law. As well as a fire hazards to the neighbours below you.

If there is a fire in your suite:

- Tell everyone in your suite to leave.
- Close all doors behind you.
- Activate the fire alarm on your floor and yell "FIRE".
- Leave the building using your nearest stairway. **DO NOT USE ANY OF THE ELEVATORS.**
- Telephone 911, and ask for the Toronto Fire Department. Never assume that this has been done. Give the correct address and location of the fire.
- Do not return until it is declared safe to do so by a fire official.

If you hear the building fire alarm:

- Before opening the door, feel the knob and handle for heat. If not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
- If you find no or smoke in the corridor, close the door behind you and leave by the nearest exit stairwell.
- Do not use the elevators.
- If you encounter smoke in the corridor or stairwell, consider taking an alternative exit where it may be clear, or return to your suite.

Once Inside the Stairway:

- If you encounter smoke on your way down the stairs, do not continue down.
- Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to your suite (if possible) or enter an available floor area and bang on suite doors until you are able to take shelter.
- Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
- Remember, stay low to ground if you are in a smoke filled environment. The air is cleaner near floor level.

If you cannot leave your suite:

- Close the door.
- Leave door unlocked for possible entry of fighters.
- Call 911 and ask for the Fire Department. Tell them where you are, and signal to fighters by waving a sheet from a window or balcony.
- Seal all cracks and vents where smoke may get in by using wet towels or sheets or tape.
- Crouch low to the floor if smoke comes into the room.
- Move to the balcony or most protected room and partially open a window for air (close window if smoke comes in). Wait to be rescued. Remain calm. Do not attempt to escape through a window or balcony. Listen for instructions or information which may be given by authorized personnel or over a loudspeaker.

Fire Detection System**Smoke Detector**

Each suite has at least one smoke detector located on the ceiling. The smoke detector is activated by the presence of smoke such as burning toast etc. The alarm will only be heard within your suite and can be de-activated by clearing the air around the detector. The smoke detectors do not require a battery, as they are hardwired to the breaker panel.

Maintenance: Check at least once a month to ensure the smoke detector is functioning properly. To do this, simply depress the test button on the smoke detector until it sounds. Should it not sound within a second or two, notify the Property Management Office immediately.

The Property management office schedules an annual in-suite inspection to check the fire safety equipment in your suite.

Heat Detector: Each suite is equipped with a heat detector. This additional safety feature detects intense heat build up in the home and activates the fire alarm in the building. The heat detector is hard wired to the building alarm panel and if intense heat is detected within the suite, the Concierge will be notified.

Speakers: Each suite is equipped with fire alarm speakers. The building fire alarm will be heard in each suite through the speaker. When this alarm sounds, follow evacuation procedures.

Note: Speakers **must not** be disconnected. The suite owner will be held responsible for the reconnection of fire alarm speakers within your Suite.

Silencer Button

When the building's fire alarm is activated, the alarm is transmitted through the speakers inside your suite. To silence the alarm, press the silencer button and the speakers inside your suite will be silenced for a maximum of 10 minutes.

Fire Equipment

Fire Control and Confinement

In the event a small fire cannot be extinguished with the use of a portable extinguisher or the smoke presents a hazard, the door to the area should be closed to confine and contain the fire. Leave the area, ensure the Fire Department has been notified and wait for the Fire Department.

NOTE: Suite smoke alarms do not activate the fire alarm system however, under severe heat conditions the heat detectors will send a signal to the main Fire panel. We suggest you take appropriate action to sound an alarm. In case of fire, proceed immediately to the closest pull station. Once the pull station has been activated the nature and location of the alarm is automatically indicated on a fire alarm/annunciator panel, located in the main entrance foyer.

Fire hose cabinets and extinguishers

Fire hose cabinets are strategically located on all floors, equipped with hose and a nozzle. Each cabinet is also equipped with a fire extinguisher. Additional fire extinguishers may be found in mechanical areas.

Standby power - Emergency Generator

The building is provided with emergency Stand-by power in the event of electrical power loss. A diesel generator is designed to operate one elevator for firemen's use only, designated lighting in corridors and lobby, exit signs, stairwell lighting, and other emergency equipment.

Elevator operation during a fire

All elevators will be brought to the ground floor lobby level automatically. Elevators will stop on the second floor if a fire alarm is activated on the ground floor. One elevator will remain operational for use by the fire department.

Evacuation Procedures

Property Management and the Concierge will have a list of handicapped residents or any resident requiring assistance to evacuate the building, as supplied by residents on the Owner information Form. This list enables Fire Fighters to attend to handicapped or people with special needs without delay in the event of an emergency.

If there are any handicapped residents or residents with special needs within your home requiring assistance in case of an emergency, please notify the property management office before-hand.

Home Fire Safety Tips

- Make it a habit to unplug all counter appliances when not in use.
- Store cigarette lighters and matches out of the reach of children.
- Practice home fire drills
- Test your smoke detector monthly to make sure it is functioning properly

Emergency Service Requests

A true emergency exists when you are physically unable to occupy your home. They are most often as a result of one of the following:

- Total Loss of Heat
- Total Loss of Water
- Total Loss of Electrical Power
- Fire or Flood

In the event of an emergency, whether it be water, electrical or heating, we recommend you do the following:

Identify the problem

Call the property management emergency number.

Property Management: 416-597-6603

Concierge: 416-596-0307

Breaker Panel

There is an independent breaker panel that is located inside each suite. The panel provides power to your suite and several circuit breakers. Each breaker provides power to a specific area, or item within the suite. The breakers are labelled; so that you will be able to quickly determine which area and/or appliance each one applies to.

If you overload one of the electrical outlets, the breaker will trip. To restore power just follow the simple procedure below.

1. Locate the breaker that has tripped on the breaker panel. A tripped breaker will be set in the middle position.
2. Unplug everything that was plugged into the outlet(s) serviced by that particular breaker.
3. First turn the breaker to the OFF position, and then turn it back ON. This will reset it and power should be restored to the outlets(s).

Ground Fault Circuit Interrupter (G.F.C.I.)

One bathroom will have the outlet while the other bathroom outlet is wired back to the G.F.C.I. The G.F.C.I. is designed to protect against accidental electrical shock. In the event of an electrical short, the G.F.C.I. will stop the flow of electrical current through the circuit within fractions of a second. The interruption in electrical current helps to prevent further injury.

The RESET button should always be pushed in.

Switched Outlet

One switch works in conjunction with a portion of an electrical outlet in the living room and bedrooms. Plug your table lamp into the switched portion of the outlet, turn the lamp to the "ON" position and leave it on. The lamp may be turned on using the switch. The other portion of this electrical outlet will operate as a normal outlet.

Water Shut-Off Valve

There are various water shut-off valve locations in your suite:

Kitchen

Under the kitchen sink there are 3 exposed shut-off valves. Each one turns off a different water source: the hot water to the kitchen sink and dishwasher, and the cold water to the kitchen sink. To turn off the water supply to any of these valves, turn the valves clockwise.

Laundry Room

The laundry room is equipped with shut-off valves to turn off the water to the clothes washer. It is recommended that the water be turned off when the washer is not in use.

Bathrooms

Two shut-off valves are located either under the bathroom Vanities behind access doors, or behind the toilet or in some cases, inside the second bedroom closet. Please check your suite once you move in to locate your shut-off valves.

In case of a plumbing emergency, every member of the household should know the location of these valves.

Thermostats, Fan Coil Unit (F. C. U.)

A fan coil unit is a centrally controlled heating and cooling appliance that is seasonally controlled. Each suite in the building is supplied with fan coil units sized specifically for their suite. Each fan coil unit has a thermostat mounted above it with a control for fan volume and temperature. Set the thermostat on either heat or cool depending on the season. Note: the entire system will be turned over to either heat in the winter months or cool in the summer months by the Property Management. Set the desired temperature for the suite and select the fan speed - low, medium high. When switched to the on position the air will be cooled to the set temperature, and the fan circulates the air.

Operation of Fan Coil Units / Thermostat

1. On the front of the unit there is a combination heat/cool thermostat. Turn the switch to select heating or cooling. Turn the "Speed" switch to low. The fan will blow warm or cool air depending on the season, until the room temperature is at the thermostat set point. When this point is reached, the fan will shut off.
2. It is recommended that the fan motor be operated on the low speed setting. Slower moving air will pick up more heat or cooling from the supply coil in the unit and maintain a more even temperature throughout the suite for a longer period of time with fewer on/off Cycles and less fan noise.

Fan Coil Maintenance

Filter check: Replace the filter in your home on a regular basis. If you use your air conditioning or heat on a regular basis, you should replace the filter every month. If you only use your system a day or two a week, you should replace it at least every 3 months.

A clogged filter resulting from lack of maintenance restricts the flow of air and consequently the efficiency of the fan coil unit.

The Property Management office schedules a semi-annual inspection and filter change for the high-rise, covered by the condo fees. All repairs, extra maintenance and filters are at the cost of the owners.

Condensation

Condensation and moisture on windows are among the most common complaints from homeowners. Stained ceilings, water streaming from windows, mould on walls and window sills are indications of excessive vapour in the air.

Fortunately, the homeowner can control most condensation problems. The key to controlling excess condensation lies in understanding today's building standards and how relative humidity impacts on airtight homes.

The first step in solving condensation problems in your home is a willingness to reduce humidity levels. While some humidity is recognized as necessary for comfort and health, any increase in moisture levels must be monitored to alleviate excess condensation.

Windows have a limited heat loss resistance and are often the coolest component of the home's enclosure. Therefore, windows are usually the area where condensation is most visible. As condensation occurs on the inside Window Surfaces, it may be a warning signal to reduce the humidity level in your home.

Condensation Prevention

Please see the suggestions below to control humidity and condensation:

1. Use your bathroom fan when showering and your kitchen exhaust fan when cooking. This procedure will help remove the moist air from your home.
2. Leave the fan running on the heating/air conditioning unit during extremely cold weather to help the air circulate throughout your suite.
3. Refrain from over watering household plants.
4. Avoid hanging wet clothes inside the home. Ensure the clothes dryer is vented to the exterior and the exhaust fan is operating during the use of the dryer.
5. Free circulation of air is important. Keep drapes open when possible to allow air to circulate freely over the windows. If necessary you may open your windows to reduce localized condensation.

*Remember that it is the homeowner's responsibility to use the ventilation system properly to protect the home from stale air and moisture damage.

Exhaust Fans

Exhaust fans are provided in the kitchen (i.e. range hood fan), bathrooms and laundry room. The fans should be used to remove lingering odours and humidity in the air that can cause condensation.

Kitchen fan - Use your exhaust fan whenever cooking on the stove to avoid cooking odours which may disturb your neighbours, and to lessen grease build-up on kitchen surfaces. The exhaust fan is also a great tool in filtering air to the exterior. For preventative maintenance we suggest that on a periodic basis the filter and fan be removed and cleaned. To minimize the transmission of cooking odours from your suite to the common corridor, always use your kitchen exhaust fan while cooking and for approximately half an hour afterwards.

Corridor Pressurization

You will notice that there is a gap around the suite entry door. This gap is not a deficiency; it serves as a source of fresh air, into your suite. Keep the gap clear of obstructions. Do not install weather stripping around the door as it inhibits this flow of fresh air.

Combined with the supplied suite exhaust fans, the gap around the entry door allows fresh air to enter the suite which helps control the problem of Condensation and keeps your suite free of stale air and lingering cooking odours even with the windows closed. The corridors are pressurized, meaning that fresh air is continually pumped into the Corridors. When the exterior windows are closed, this is the only source of fresh air for each suite.

Not only does the pressurization of the corridors provide a more comfortable living atmosphere, it is also a safety feature in the event of a fire.

If there is a fire in the building, the ventilation fresh air fan serving the corridors is immediately disabled in order to prevent smoke from entering the Suites.

Similarly, the pressurization fans in the stairwells are activated to provide the stairways and exits with fresh air for an easy and safe exit.

Miscellaneous

Dishwasher

Only use dishwasher soap made specifically for dishwashers, as substitutions may result in leakage and excessive bubbles. In order to prolong the life of your dishwasher, you should ensure that plastic items are dishwasher safe and ensure food is rinsed off tableware before placing it in the dishwasher. Failure to rinse dishes will result in food particles blocking the main drain, and unnecessary repairs.

Washer

We recommend that you periodically inspect the washer hoses for signs of wear and tear and possible loose connections. Hoses that break can cause substantial water damage not only to your suite but to suites below. Do not overload the washer. Load the drum evenly or the washer will vibrate excessively. Do not leave your suite unattended while appliances are operating. A potential leak or electrical short may occur, resulting in a flood or fire.

Dryer – Lint Trap

You should clean the lint from the dryer screen inside the machine and also clean the lint trap, which is located either in the wall or the ceiling above the dryer. After each use, if

Insurance

All residents must retain their own insurance to cover contents, personal property and any upgrades made to the unit. **The Corporation's insurance does not cover flooring or any improvements or betterments made by the owner.**

The Corporation's Declaration outlines what is and isn't the Corporation's responsibility to repair, as well what is the responsibility of the unit owner to maintain and fix. Please refer to the Standard Unit By-law or Schedule "C" of your Declaration for details. A simple rule of thumb to follow is that everything within the suite, including lights, fans, faucets, appliances, countertops, etc. is the unit owner's responsibility to maintain and repair.

Windows

In accordance with the Ontario Building Code, all of the windows in your suite will only open four inches. This safety feature helps protect small children and to prevent the possibility of large items falling from the windows.

Cleaning of the interior side of the windows is the homeowner's responsibility. It is the homeowner's responsibility to ensure that the window screen is removed for optimum cleaning.

Noise

The Board has developed a procedure to deal with recurring noise issues. The first time a complaint is lodged, a letter will be sent by Management, the second time, a stronger letter and the third time, a letter sent by the corporation's solicitor. All legal fees incurred will be charged back to the owner.

If you are subject to loud noise late at night, please report it to the concierge desk. Security will investigate and if the noise is found to be a disturbance, document the incident in a report.

Pets

No animal, livestock or fowl of any kind other than general household, domestic pets defined as being one of the following:

- one (1) dog not exceeding thirty **(30) pounds** (*For Townhouse only - 1 dog without any weight limit*)
- two (2) cats
- not more than two (2) canaries, budgies or other small caged birds
- an aquarium of goldfish or tropical fish
- one (1) small caged animal usually considered to be a pet shall be kept or allowed in any Unit.
- dog and cats must be held by leash at all time while on the common elements
- Please refer to Article IV, sub-section 4.2 Paragraph (c) of the Declaration /Condo Documents for pet restrictions. Article III; sub-section 3.9 of the Declaration /Condo Documents for pet restrictions.

Amenities & Common Area

Common Areas

Listed below are a few items, which we would like you to pay particular attention to:

- Residents are not permitted to install or affix anything to the common elements including any decoration, doorbell, doorknocker or religious symbol.
- Residents are not permitted to obstruct the common element hallway with mats, shoes, boot trays, carts or strollers. The common element hallway must remain clear at all times in case of an emergency.
- No animal, livestock or fowl other than pets are permitted in or outside the unit or in the common elements. All dogs and cats must be kept under personal supervision and controlled and held by a leash at all times.
- Pets are not allowed to relieve themselves inside the common areas inside the building or on bushes and shrubs. Owners must pick up after their pets. Any damage to the buildings or grounds is the responsibility of the unit owner/tenant.
- For safety reasons, only artificial, non-combustible Christmas trees are permitted.
- Residents or guest are not permitted to smoke or eat the common element areas.
- Loud music, boisterous parties in overcrowded units, and obnoxious conduct or unwillingness to restrict such behaviour will result in action being taken by the management and on site staff to obtain compliance.

Amenities

Only residents of The Residences of College Park will be allowed to use the amenities/facilities. Please be advised that proper attire must be worn at all times in these areas.

Bookings for the multi-purpose room can be arranged through the Concierge.

Party/Billiards Room

The party and billiards room may be reserved for private use or a private function. For details with regards to rental fees, security deposits, and general rules, please the concierge. Reservation must be made with the Concierge.

Balconies & Terraces

Outlined below are some regulations to be followed in the building:

- Barbecues are not permitted on the balcony or terrace area.
- Planters must not be installed on, or hung from the outer side of the balcony railing.
- Do not shake carpets, area rugs, brooms etc. over the balcony.
- Do not sweep dirt or water off your balcony; use a mop and pail.
- Bird feeders are not permitted.
- Do not throw any items off the balcony, particularly cigarette butts, bottle caps or garbage.
- Do not hang articles of any type over your balcony ie. rugs, clothing.
- Do not allow pets to relieve themselves on the balcony/terrace.

RECREATION CENTRE HOURS & FEES

Amenity Room	Booking	Deposit (refundable)	Fees (non-refundable)	Hours open
Billiard Tables	Concierge	\$500	N/A	6:00 am – 2:00am
Computer	Concierge	N/A	N/A	6:00 am – 2:00am
Fitness/aerobic	N/A	N/A	N/A	Monday – Friday 5:00 am – 11:00am 12 Noon – 2:00am Saturday, Sunday & Statutory Holidays 5:00 am - 8:00am 9:00am – 2:00am
Meeting Room	Concierge	\$500	N/A	6:00 am – 2:00am
Party Room	Concierge	\$500	Room Fee \$150	6:00 am – 1:00am No music after midnight
Ping Pong	Concierge	\$500	N/A	6:00 am – 2:00am
Pool/Whirlpool	N/A	N/A	N/A	5:00 am – Noon 2:00 pm -1:00am
Theatre	Concierge	\$500	N/A	6:00 am-2:00 am
Virtual Golf	Concierge	\$500	N/A	6:00 am-2:00 am
Lounge	N/A	N/A	N/A	6:00 am-2:00 am