



RESIDENT INFORMATION FORM

****IT IS THE OWNER'S RESPONSIBILITY TO PROVIDE THE CORPORATION ALL OWNER/TENANT INFORMATION PRIOR TO BOOKING THE ELEVATOR****

SUITE NO: _____

In order to receive an enterphone code, please fill out an Enterphone Request Form.

REGISTERED OWNER INFORMATION:

☐ ONSITE Owner or ☐ OFFSITE Owner

First Name: _____ Last Name: _____
Numbers: (H): _____ (B): _____ (C): _____
Email: _____

First Name: _____ Last Name: _____
Numbers: (H): _____ (B): _____ (C): _____
Email: _____

Registered Owner's Offsite Address of Service:

TENANT INFORMATION:

First Name: _____ Last Name: _____
Numbers: (H): _____ (B): _____ (C): _____
Email: _____

First Name: _____ Last Name: _____
Numbers: (H): _____ (B): _____ (C): _____
Email: _____

GARAGE REMOTE NO.: (1) FC# _____ TR# _____ (2) FC# _____ TR# _____

FOB/SWIPE CARD NO.: (1) _____ (2) _____ (3) _____

PARKING AND LOCKER INFORMATION:

Vehicle Make: _____ Colour: _____ Locker Number: _____
Vehicle Make: _____ Colour: _____ Lic. No. _____ Parking Spot: _____
Lic. No. _____ Parking Spot: _____

PET INFORMATION: Type: _____ Weight: _____
Type: _____ Weight: _____

Does anyone in your unit require handicap assistance now or in an emergency? Yes or No
If yes please specify: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Number: _____

Notices that are required to be given to the owner may be sent by fax, electronic mail or other method of electronic communication: YES or NO

Primary Resident Signature: _____ Date: _____



ENTERPHONE REQUEST FORM

All visitors must use the enter phone system to gain access to the building. In order to assist your visitor(s) prompt access to the building and not be delayed at the Security Desk, please ensure that your guests or visitors are contacting you through the enterphone system.

The Security Desk will only admit and announce to the resident (by phone) for permission to allow access to your visitor **ONLY** for visitors who require a parking pass. All others must use the enterphone system. If you are not home access will be refused unless the individual is listed on the Authorization to Enter Form.

To have your name added onto the system, please fill out the following and submit to the **Management Office**.

- Please be advised that it is optional to have your name displayed, and must be your last name followed by your first initial or name with a maximum of 15 characters (including spaces).
- Either a land line or cell phone numbers will work, however **ONLY LOCAL AREA CODES** can be used. **NO LONG DISTANCE** area codes are permitted.
- If you wish to not have a name appear on the enterphone, you **MUST** supply us with a phone number so that we can assign an enterphone code to you.

Examples:

JOHN SMITH:

S	M	I	T	H		J									
---	---	---	---	---	--	---	--	--	--	--	--	--	--	--	--

or

S	M	I	T	H		J	O	H	N						
---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--

JOHN SMITH & ROSE BLACK:

S	M	I	T	H		J		R							
---	---	---	---	---	--	---	--	---	--	--	--	--	--	--	--

or

S	M	I	T	H		B	L	A	C	K					
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--

***DUE TO THE LIMITED AMOUNT OF SPACE ON THE SYSTEM, WE CAN ONLY ADD
ONE (1) NAME LINE PER SUITE***

PLEASE FILL IN THE FOLLOWING:

Suite: _____ Name: _____

Phone Number: _____

(OPTIONAL): Name to appear on Enterphone. *The system only allows 15 characters (including spaces) to be entered.*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Management Use Only

Enterphone Code Assigned: _____

Set up by: _____

Date Completed: _____



AUTHORIZATION WAIVER TO RECEIVE PARCELS, REGISTERED MAIL, COURIER MAIL

The following waiver **MUST** be signed by **ALL** individual occupant(s) residing in the unit.

As a service to residents of TSCC No. 2206, the Concierge Desk will accept delivery of small parcels, registered mail, and courier mail. You will appreciate that this is a service only and while all efforts will be made to hold such items in safekeeping, we cannot be held responsible for them. Unfortunately, security staff cannot accept cash under any circumstances, either for service or as incoming/outgoing mail. Perishable goods such as, but not limited to fruit, flowers, food stuffs and balloons will be accepted however neither Concierge staff, Management or the Corporation bear any responsibility for the timely receipt of same. Due to its limited secured storage area the Corporation reserves the right to refuse to accept mail.

Parcels/envelopes weighing more than 20 lbs or larger than 15" x 20" x 25" will not be accepted.

I/we, occupants of Suite _____, _____, hereby indemnify and save harmless TSCC No. 2206, its staff, employees, directors, management, agents and the security contractor, from any loss, costs, damage, injury or liability which I/we may suffer by reason of the signing for and/or accepting of incoming and outgoing deliveries such as but not limited to registered mail, non-registered mail, couriers, and parcels regardless of contents but especially those containing cash, keys or valuable items on behalf of the residents of the above noted suite at the TSCC No. 2206 Concierge Desk.

Accepted mail will only be held for a period of seven (7) days from the date of receipt, which will then be returned to sender.

Please remember to notify Security if you are away over-night or longer from the building so that these items will not be accepted on your behalf during that time.

ALL OCCUPANTS OF THE SUITE MUST SIGN THIS WAIVER TO UTILIZE THIS SERVICE.

I/We the undersigned acknowledge that I have read, understood, and agree to the above stated waiver.

SUITE: _____

OWNER(S)

TENANT(S)

Please print name clearly

Signature

Please print name clearly

Signature

Please print name clearly

Signature

DATED at Toronto, Ontario this _____ day of _____, 20_____.

Updated: August 1, 2014



FOB/GARAGE REMOTE REQUEST FORM

All residents of _____ must use a Fob and/or Garage Remote to gain access to the building.
Security will not admit residents to the building garage or into the building.

For security control purposes, access fobs / garage remotes can only be issued by the Management Office and activated by the Head of Security Tuesday to Saturday, 3pm to 11pm. Please leave the access fob / garage remote at the Security Desk and it will be checked, registered and activated on the next business day.

- There is a maximum of 3 access fobs permitted per unit and 1 garage remote permitted per parking spot.
- Owners are to provide registration for their vehicle
- Tenants are to provide a copy of a lease agreement
- Only residents residing in the unit may have use of an access fob and/or garage remote.
- Offsite owners must access via the Security Desk only.

SUITE: _____ ☐ OWNER(S) ☐ TENANT(S)*
**Tenants are to have the owner/agent give the Management Office authorization before Fob / Garage Remote(s) may be purchased.*

Name: _____ Phone Number: _____

Number of access fobs currently owned: _____ Garage remotes: _____

Parking Spot #: _____ Vehicle License Plate: _____

Please check which item you are requesting: *Cheques are to be made payable to TSCC 2206*

☐ Access Fob (cost: \$75.00) ☐ Garage Remote (cost: \$75.00) ☐ Locker Key (cost: \$10.00)

Please indicate reason for this request: ☐ Change Mail Box Lock & 2 Keys (cost: \$25.00)

☐ Additional Fobs ☐ Additional Locker Key ☐ Mail Box Lock Change

☐ Not Working

☐ Lost

☐ Other – please explain: _____

Security / Management Office Use Only

Number of ACCESS FOBS registered: _____

(1): _____

(2): _____

(3): _____

(4): _____

Number of GARAGE REMOTES registered: _____

(1): _____

(2): _____

S/O Initial: _____ Date: _____

Set up by: _____

Date Completed: _____



POLICY GUIDELINES

COMMON AREA KEYS, KEY FOBS AND GARAGE REMOTE TRANSMITTER

1. In addition to the two (2) access fobs and locker room key provided to each registered owner (proof of occupancy is required), an additional two (2) access fobs and/or 2 locker room key to a two-bedroom unit and an additional one (1) access fob and/or 1 locker room key to a one-bedroom unit or bachelor unit (at a cost of \$75.00) each is available. Therefore maximum permitted access fobs and/or locker room key to a **two-bedroom unit of four (4)**, to a **one-bedroom unit is three (3)** and to a **bachelor unit is two (2)**. No extra access fobs will be issued.
2. One garage remote transmitter per parking unit has been issued to all suites. **No additional garage transmitters will be issued per parking unit.**
3. Access fobs and the garage transmitter are registered to each resident by name and may not be used by any person other than the resident to whom the access fob or garage transmitter is registered. On moving from a residential unit, the resident vacating the premises shall surrender all the locker room keys, access fobs and garage transmitters turned over to them at the time of purchase or leasing. Access fobs and garage transmitters not surrendered will be deleted from the system. The cost for replacement of the access fobs and garage transmitters to the maximum numbers permitted will be the responsibility of the new resident and/or owner.
4. Residents shall report all lost access fobs and/or garage transmitters immediately to the Concierge Desk so that, for the safety and security of the building, the lost items can be deleted from the system.
5. Anyone losing an access fob or garage transmitter may obtain a replacement fob or transmitter by reporting the loss to Security or the Management Office, property identifying themselves and paying a replacement fee of \$75.00 per fob and \$75.00 per transmitter. Tenants must contact their landlord first for replacement fobs or transmitters, who will then instruct the Management Office to release the fob(s) and/or transmitter. **No additional fobs or garage transmitters will be released to a tenant without direction from the owner.**
6. Damaged fobs or transmitter may be replaced without charge on presentation of the damaged fob or transmitter to the Management Office during the first year of use. Owners should first replace the battery in the garage remote if the transmitter fails to release the garage doors. Misused fobs and transmitters are excluded.
7. No duplication of common element keys shall be permitted except with the authorization of the Property Manager and the names of persons authorized to have keys shall be provided to the Property Manager at all times. No visitor may use or have access to the common elements and facilities unless accompanied by an adult Resident.
8. Under no circumstances shall building access or amenity area keys/fobs/ garage remotes be made available to anyone other than a resident of the building.
9. The Corporation shall have the authority to restrict the number of building access keys and/or fobs from time to time.
10. Fobs, locker room keys and garage remotes are not transferable to any other resident of the building and are restricted to the suite for which they were originally purchased.



INFORMATION FOR NEW RESIDENTS

We welcome you as a new resident to M5V Condominiums.

Whether owner or tenant, M5V is your home, your community, and each of us must treat it as though the property were our individual responsibility - in fact, it is your money that pays for upkeep and repairs.

It is imperative for your security that you complete a registration form supplying pertinent information to the Property Management office. It is also important that this information be kept current. You can obtain the form from us; our office is located on the third floor or you may obtain one from the Concierge Desk.

Please rest assured that all Resident information is held in the strictest confidence and is locked in the Property Management files.

You will find the following information most helpful and we suggest that you keep it handy for reference.

PROPERTY MANAGEMENT OFFICE

Brookfield Condominium Services LTD. has been employed by the Board of Directors to carry out building operation instructions as well as the supervision of the mechanical supervisor, cleaning and security personnel. If you experience any problems with the property or personnel, please contact Property Management.

The office is located on the 3rd floor, Amenity floor next to the fitness entrance.

The office hours at this time are:

Monday through Friday	- 9:00 a.m. to 5:00 p.m.
Weekends and Holidays	- we are closed

ACCESS CONTROL

KEY CARDS

A personal encoded key access card should have been provided to you. The access card allows you to gain entry to the community through all common doors.

If a card is lost or stolen you must report it **immediately** to the Front Desk concierge so we can cancel it out of the access system to avoid illegal entry into your community by non-residents.

A policy was established by the Board of Directors pertaining to the distribution of the access fobs. Prior to distribution residents requesting a fob(s) must meet the guidelines of the policy.

Note: The fobs are purchased and are non-refundable. The cost for each unrestricted fob is \$75.00.

GARAGE REMOTE

This can also function as an access fob. They are non-refundable and cost \$75.00.

The remote control allows you to gain entry to the garage via the garage ramp. This doorway is electronically monitored and users simply points towards the reader which is located at the top centre wall of the ramp.

The remote is also used to operate the garage door that separates Visitor Parking from Residential Parking

Proceed slowly down, ensure your vehicle lights are on and note that mirrors have been provided for you in areas of the garage where it is difficult to see oncoming traffic.

Note: If a remote is lost or stolen, you must report it immediately to the concierge desk so that we can cancel it out of the access system to avoid illegal entry into your community by non-residents.

A policy was established by the Board of Directors pertaining to the distribution of the garage door remote. Prior to distribution, residents requesting a remote must meet the guidelines of the policy. This policy does not permit rental of parking to persons outside the community. A fob should not be sold from resident to resident.

AIR CONDITIONING UNITS/HEATING

Your major source of heating and cooling is the built-in heat pump unit unit(s). A building master unit provides heated water to the heat pump unit during the cold months. During the warm months the heat is turned off and chilled water is provided. You control how much heated air you wish in winter or cooled air in summer via the thermostat on your vertical heat pump unit(s).

Each suite has at least one "vertical heat pump unit" and it is the responsibility of the resident/owner to maintain this unit(s). Management will provide maintenance once in the spring and once in the fall. Failure to service the unit(s) (and monitor for water during the summer) may cause extensive damage to your suite and to your neighbours below. Damages are your responsibility. If you have any questions or concerns about this unit please contact the Management office.

Filters for these units can be purchased if needed complete a work order with the front desk concierge and leave a check for the appropriate filter and cost made out to TSCC2206.

AIRPHONES (INTERCOMS)

This is a two-way communication intercom that has been installed in the common areas where, in most cases, closed circuit cameras have been installed. This allows anyone to communicate with the concierge desk at any time. Airphones (intercoms) are located in the following areas:

- Parking and building main and rear entrances.
- All parking levels of parking area
- Fitness centre and Sauna
- Party Room

- Elevator Cab 1 – Connect to elevator company emergency line
- Elevator Cab 2 – Connect to elevator company emergency line
- Elevator Cab 3 – Connect to elevator company emergency line

If you require emergency assistance or wish to communicate with concierge, use this system.

APPLIANCES

The management office has information available for most of the original appliances. This information contains operating care and maintenance instructions and is available to you upon request.

Please remember if there is a problem with your appliance that this is your responsibility to have it repaired.

DRYER VENTS

Don't forget to clean both vent traps. On the original machine it has the lint trap inside the front of the dryer drum, its plastic and should pull out, and the other trap is in the ceiling, which is above the dryer; it has a Plexiglas cover. You should open this cover, it has a screen attached pull it out and remove the lint.

WASHERS

It is recommended that the washer shut off valves be turned off, when the machine is not in use.

BOARD OF DIRECTORS

There are five members on the Board of Directors, President, Vice-President, Secretary, Treasurer and Director at Large. A list of the Board members may be obtained from the Management office.

BICYCLES

There are bicycle racks located on the Parking Level 1 and the fourth floor. Bicycle storage spots are assigned on a first come basis. **Kindly note, storage of bicycles on the balconies or terraces of the building are not permitted.**

Bike racks can also be installed in the individual parking spaces. Management will from time to time offer a program where residents wishing to purchase a bike rack for their parking stall can do so by entering into a Section 98 agreement with the corporation. Details are available at the management office.

Finally, egress/ ingress with a bicycle is only allowed through the back door and garage ramp door.

BY-LAWS / RULES (FOR NEW OWNERS)

Your legal counsel should have provided you with the Corporation Declaration, which outlines the current rules and regulations of your building, under Schedule A of By-Law No. 1. Attached as well, you will find a complete set of House Rules for the building and the recreation facilities instituted by the Board of Directors. Please contact the office if you have not received a copy. The Board may institute new rules from time to time and you will be informed in writing.

Tenants should be given a copy of these rules and regulations by their landlords.

COMMUNICATION

Newsletters and bulletins are issued periodically. Please check the bulletin boards (which are located in the mailroom area on the cork board or, on each floor in the elevator lobby area and concierge desk) for updates. Suggestions, concerns or other correspondence for the Property Manager may be left at the office or with concierge.

ENTER PHONE

The ENTER PHONE system is hooked directly into a standard telephone. You will hear a double ring. Your guest has entered your buzzer code. Answer the telephone, and if you wish the caller to enter, push telephone button number 9. If you are having problems with the buzzer you may contact the concierge desk for further assistance, at 416-979-0004.

FIRE SAFETY

There is a smoke detector. We recommend that you place additional smoke detectors in each bedroom.

Please refer to the Fire safety plan attached for further instruction. All fire protective equipment is tested annually. Building fire system and announcements are tested monthly.

In order to ensure your safety during an emergency situation, we are asking for your cooperation in filling out the information sheet for those in your unit who would require special assistance during an evacuation.

All information received will be kept strictly confidential and will enable us to be of assistance in the event of any emergency. Please return the completed form to the office as soon as possible.

IF YOU DISCOVER FIRE

1. Leave the fire area
2. Close all doors behind you
3. Activate the Fire Alarm, by using pull stations
4. Use exit stairwells and leave the building immediately
5. Telephone the City of Toronto Fire Services from a safe place by dialling 911 (never assume this has been done). Know the correct address and location of the fire in the building.
6. Do not use elevators
7. Do not return until it is declared safe to do so by a Fire Dept. Official.

IF YOU HEAR THE FIRE ALARM

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

5. Listen for instruction of information which may be given by authorized personnel over the voice communication systems, if readily available.
6. If instructions indicate or situation warrants that an evacuation is necessary, closed door behind you and leave by the nearest exit. If you encounter smoke in the corridor, or stairwell, consider taking an alternate exit or return to your suite.

ONCE INSIDE THE STAIRWAY

- If you encounter smoke on your way down the stairs do not continue
- Leave the stairway on the next closets available floor areas and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
- Remember, stay low to the ground if you are in a smoke filled environment. The air is cleaner near the floor level.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and

1. Close the door
2. Unlock door for possible entry of fire fighters.
3. Dial 911 and tell the City of Toronto Fire Services where you are, and then signal to fire fighters by waving a sheet from a window.
4. Seal all cracks to the floor where smoke may get in using a wet towels or sheets or masking tape.
5. Crouch low to the floor if smoke comes into the room
6. Move to the most protected room and partially open a window for air (close window if smoke comes in)
7. Wait to be rescued. Remain calm, Do not jump
8. Listen for instruction or information which may be given by authorization personnel over voice communication systems

IN GENERAL: OCCUPANTS ARE ADVISED TO:

1. Know where the alarm pulls station and exits are located
2. Call the Toronto Fire Department Service immediately whenever you need emergency assistance.
3. Know the correct building address
4. Know the building alarm signal and the procedures established to implement safe evacuation of the building
5. **No person shall intentionally disable a smoke alarm so as to make it inoperable**
6. **Do not tamper, disconnect or cover the in suite audible device or heat detector.**
7. Notify property management if special assistance is required in the event of an emergency
8. Report any fire hazards to supervisory staff.

Your suite has a fire sprinkler systems, This system is an integral part of the fire safety features of the building. Occupants are advised to:

- Do not paint the sprinkler heads
- Never hang anything from the sprinkler heads
- Do not block the sprinkler heads

BBQ's & RULES

Some suites have a natural gas hook up and may have a BBQ on their balcony. Propane BBQs are not permitted. Residents may opt for an electrical BBQ should they choose.

GARBAGE /RECYCLING

Recycling bins are available on the ground floor in the loading bay located at the back of the building.

Please use the garbage/ recycle chute between the hours of 8am to 11pm

Please **do not throw large cardboard boxes down the chute**, it jams the chute and results in additional costs to the corporation. Instead large cardboard items and large items should be brought down to the loading bay.

Procedures on how to operate the garbage/ recycle/ organic chute

1. Check whether the re "IN USE" light is on. It must be off before you go to the next step.
2. Choose garbage, recycle or organic and then wait for 3 seconds.
3. Open chute door when it is released, place your refuse in the chute and close the door.

Do not leave refuse on the floor of the garbage room.

Recyclable items include glass, metal cans, plastic and small cardboard boxes (broken down)

HOUSE RULES

If you have not received a copy of the Building and Recreation House Rules, please see the Management office. You are responsible for ensuring that your family and guests abide by the regulations at all times.

HUMIDITY & CONDENSATION AND AIR SUPPLY

The corridor fresh air units continually supply fresh air into the corridors. Not only does the supply of fresh air into 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 fresh air units in the corridors are immediately turned off, so smoke does not enter the unit. There are also exhaust fans in the kitchen and energy recovery units in the bathrooms. The bathroom units should be set to the green level.

INSURANCE COVERAGE

While the building maintains insurance it does not cover any betterment or improvements in the suite. Please ensure you have adequate insurance through your provider.

LOCKERS

Ensure that all articles stored in locker rooms are **inside** the space that you have purchased / leased. Remember that you have purchased / leased the locker space itself and not the area above or outside the enclosure. Leaving things on top and or in front of a unit can also be a fire hazard.

MAINTENANCE FEES (OWNERS)

Owners will be responsible for submitting their "**Electronic Funds Transfer (PAFT) Form**" or post dated cheques, up to and including the final month of the Corporations fiscal year which is November. The Electronic Funds transfer (PAFT) is an automatic withdrawal service provided which will withdraw the funds from your account automatically.

Please contact the office for your PAFT Form or if you have any other questions pertaining to the above.

MOVING IN/OUT/DELIVERIES

MOVE IN/OUT

You must book the service elevator at least two weeks in advance for any moving or deliveries through the Front Desk concierge unless authorized by property management and or head concierge. An elevator form must be filled out and a deposit cheque of \$500.00 must be submitted, this cheque will not be deposited unless damage occurs and is reported on the moving inspection form. A deposit fee, payable to the Corporation TSCC 2206, is applicable to booking the elevator and must be received prior to the booked date to confirm and guarantee the time of the booking.

Moving is restricted to the following time slots from Monday - Saturday

M-F = 11am-3pm and 5pm-8pm hours. Saturdays = 11am-8pm. Sunday and holidays = No bookings at all

Elevator bookings are not to pass 4 hour time slots. Elevator bookings can be less than 4 hours but never more.

Absolutely no moves are allowed on holidays.

PRE AND POST INSPECTIONS

Before the move, the elevator is checked by the Concierge and an inspection form is filled out in the presence of the resident then the elevator pads are put in place. After the move the elevator is again inspected for damages, if there are none then the cheque is returned to the resident upon a signature.

CARDBOARD DISPOSAL

All cardboard boxes should be removed from the site by the moving/delivery people.

DELIVERIES

The concierge staff will accept deliveries etc. on your behalf. In order to benefit from this service you will be required to fill in a "waiver form" which authorized security to accept parcels for persons named on the form.

To retrieve a delivery, you will be notified of a delivery by a note left on your mailbox and or email if your information is up to date and correct with concierge. Prior to picking up your delivery you will be required to provide identification (Photo ID. preferred) confirming who you are this is for security purposes and to ensure you receive your delivery.

PARKING

Residents are only allowed to park in their own parking stalls.

NO PARKING IS ALLOWED IN THE VISITORS PARKING AT ANY TIME unless a valid visitor who registered with concierge.

Please inform your guests or contractors that all vehicles parking in the fire route will be tagged and or towed.

You may register for your guests or your guest can register with the concierge in the lobby. As per the rules and regulations you may obtain up to a 3 day parking pass. Note: Extended parking permits for guests staying longer than 3 days can be obtained only from the Management office or at the end of the 3 day mark the pass can be updated with concierge and extended.

PETS

Pet owners must not allow their pets to walk anywhere in the building or on the grounds unleashed. Pets are **NOT** allowed to relieve themselves on the patio and or terrace or the back exterior grounds and or perimeter grounds, owners must pick up after their pets.

See house rules for more detailed regulations.

POSTAL ADDRESS/CODE

Your mailing address is:

**375 King Street West M5V condominiums
Toronto, Ontario M5V 1K5**

RECREATION FACILITIES

M5V offers the following facilities for your enjoyment:

-Fitness centre	-amenity level	-accessible by your key card/fob
-Yoga studio	-amenity level	-Open access and by fob to floor
-East and West terrace and BBQ	-amenity level	- accessible by your key card/fob
-Sauna Men/ladies	-amenity level	-accessible by your key card/fob it is not co-ed
-Changing rooms bathroom	-amenity level	-accessible by your key card/fob it is not co-ed
-Party room, pool table	-amenity level	-accessible by your key card/fob

SECURITY

Protect your home from intruders. Ensure that all entrance doors, garage doors and exit doors close behind you. As well don't allow strangers to follow you in (piggy back in)

CONCEIRGE DESK

The concierge on duty is simply "at your service," the associates are contracted to perform the following:

- greet visitors/residents as they come through the lobby door
- accept deliveries and disbursement of same
- provide wake up calls if needed
- Bellmen duties with bellmen cart
- monitor camera locations, when there is a concern
- ensure all camera locations are being recorded
- ensure the community regulations are being followed
- provide escort service to and from the garage/lockers
- investigate problems/concerns and follow up
- ensure building is secured (locks, doors etc . . .)
- Reporting all issues and complaints in detailed reports.
- monitor pedestrian traffic
- Any and all concierge duties
- Fire and floor response and monitoring and all other emergency situations.
- Fire panel operation.
- assist with security issues and to contact appropriate emergency vehicles,
i.e. police, ambulances, when a situation requires appropriate assistance

Please remember the concierge is employed to ensure the rules, regulation and policies for the community is followed. Any questions or misunderstandings must be addressed with the management office.

PEDESTRIAN TRAFFIC

Each person must use the enter phone system or an access fob.

Persons following someone in will be confronted. However, we need your help by bringing this to the concierge's attention.

Visitors will also be turned away if you are not at home.

SHUT OFFS

In case of a plumbing emergency every member of the household should know the location of the shut off valves in your suite.

WATER SHUT OFF VALVE

There is one or two main shut off valves in your unit. This valve may be in back of your laundry or under your sink (a bathroom and/or kitchen) or in the main closet behind an access hatch, please contact the office and or concierge if you cannot locate the shut off valve(s). It is very important to know where these valves are, you will be responsible to shut down the water in an emergency situation. The Concierge team has training on these situations as well as fire and can assist you.

ELECTRICAL PANEL

Each unit has its own circuit breaker panel.

The breakers should be individually marked as to what area it covers.

GAS SHUT OFF

Those suites equipped with natural gas appliances have a shut off located under the kitchen cabinets. Residents must first remove the metal baseboard which "clicks" into place and then use the shut off valve located at the back of the unit. If you notice the smell of gas in your suite and are not sure of the source, contact the front desk immediately.

SOLICITING

No business solicitation or canvassing is permitted within the site. Please contact the desk concierge should you be bothered or find a circular in your door.

STORAGE

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.

SUITE ACCESS

The Building Superintendent, Management or Concierge cannot provide access for:

1. Tradesmen doing work on behalf of residents in their suites must be let in and out by the residents. For reasons of security and liability, the superintendent cannot open or close doors of suites for tradesmen unless authorized by the tenant and or owner.
2. The superintendent, management or concierge cannot give access to residents of their suites. The Corporation will only access suites in an emergency situation (police, fire, ambulance) and to carry out the business of the Corporation.

WHO TO CALL

PROPERTY MANAGEMENT OFFICE - anytime during office hours for questions, problems, clarifications, etc.

CONCIERGE IN THE FRONT LOBBY - for minor enquiries, emergencies, assistance etc. Complete work orders to forward to management. (small issues), and report any major building and or security concerns

SUPERINTENDENT - the Superintendent can answer questions, however, is not responsible for any repairs inside the suite. If you have any inquiries during the regular business hours you may reach the superintendent via the management office. For emergencies on weekends and after hours contact the lobby concierge and they will contact the manager for you.

YOUR OWN REPAIR PERSONS/CONTRACTORS - for anything in-suite that is not part of the common areas or connected to a building system. If unclear, contact the Management office.

Property Management Office -416-979-0009
propertymanagement@m5vcondominiums.com

Security Desk - 416-979-0004

VACATION

If you plan to be away for any period of time, for security purposes, please advise the office.

VISITORS

When guests, delivery persons, taxis, etc. arrive they can contact you either through the ENTER PHONE located in the front lobby or by the concierge desk. If you do not answer, they will not be admitted into the building.

If you have answered the call from the concierge desk and given permission to admit a guest, the guest will be directed to park in the visitors parking (if any spaces are available) in the underground garage.

WINDOWS

In accordance with the Ontario Building Code, all the windows in your unit will open only four inches.

If you are missing the safety latch you must obtain your own latch from a window repair/supplier.

We hope that you enjoy living at M5V condominiums.

**ON BEHALF OF THE BOARD OF DIRECTORS &
Brookfield Condominium Services Ltd.**

Glenn Duerinskx
Property Manager

TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2206 - M5V CONDOMINIUMS
c/o Property Management Office, Suite 313, 375 King Street West, Toronto, Ontario, M5V 1K5
Telephone: 416-979-0009 Fax: 416-979-2943
Email: propertymanagement@m5vcondominiums.com



June 10th, 2014

Gym Usage Guidelines

- Children under the age of 12 years are strictly prohibited
- Children between the ages of 12 & 16 must be accompanied by an adult and supervised at all times
- Residents and Guests are required to wear proper attire within the gym. Any form of clothing that is considered street clothing (in the ordinary sense) is not considered proper attire (e.g. cut off shorts).
- Gym shoes are required when using the gym
- Equipment must be cleaned after each use
- No pets are allowed in the gym
- No food, glass bottles or smoking is permitted
- Equipment is to be placed back in its proper storage area
- No equipment is to be removed from the gym for any reason
- Each Resident must accompany his or her Guest(s) in the gym at all times
- Use of the gym is restricted to registered residents and their guests
- Inappropriate behaviour of any sort, including yelling, running or rowdiness and other general forms of misconduct are not permitted within the gym
- All Residents and Guests shall use the Recreation Facilities at their own risk.

RULES

1. GENERAL
2. QUIET ENJOYMENT
3. PETS -
4. SECURITY
5. SAFETY
6. COMMON ELEMENTS
7. RESIDENTIAL UNITS
8. GARBAGE DISPOSAL
9. TENANCY OCCUPANCY
10. ELEVATORS AND MOVING
11. PARKING
12. BICYCLES/STORAGE UNITS
13. BALCONY/TERRACE AND EXCLUSIVE USE AREAS
14. OWNER'S CONTRACTORS, TRADE OR SERVICE PERSONNEL

RULES

The following Rules made pursuant to the *Condominium Act* (the "Act") shall be observed by all owners (collectively, the "Owners") and any other person(s) occupying the Unit with the Owner's approval, including, without limitation, members of the Owner's family, his tenants, guests, invitees, servants, agents and contractors.

1. GENERAL

- (a) Use of the common elements and units shall be subject to the Rules which the Board may make to promote the safety, security or welfare of the owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units;
- (b) Rules as deemed necessary and altered from time to time by the Corporation shall be binding on all unit owners and occupants, their families, guests, visitors, servants or agents; and
- (c) Any losses, costs or damages incurred by the Condominium Corporation by reason of a breach of any Rules in force from time to time by any Owner, or his family, guests, servants, agents or occupants of his Unit, shall be borne and/or paid for by such Owner and may be recovered by the Condominium Corporation against such Owner in the same manner as Common Expenses.

2. QUIET ENJOYMENT

- (a) Owners and their families, guests, visitors, servants and agents shall not create nor permit the creation or continuation of any noise or nuisance which, in the opinion of the Board or the Manager, may or does disturb the comfort or quiet enjoyment of the Units or Common Elements by other Owners or their respective families, guests, visitors, servants and persons having business with them;
- (b) No noise or odours shall be permitted to be transmitted from one Unit to another. If the Board determines that any noise or odours is being transmitted to another Unit and that such noise or odours is an annoyance or a nuisance or disruptive, then the Owner of such Unit shall at his expense take such steps as shall be necessary to abate such noise or odours to the satisfaction of the Board. If the Owner of such Unit fails to abate the noise or odours, the Board shall take such steps as it deems necessary to abate the noise or odours and the Owner shall be liable to the Corporation for all expenses hereby incurred in abating the noise or odours;
- (c) No auction sales, private showing or public events shall be allowed in the any unit or the common elements;

- (d) Firecrackers or other fireworks are not permitted in any unit or on the common elements; and
- (e) Any repairs to the units or common elements shall be made only during reasonable hours.

3. **PETS**

- (a) No animal, which is deemed by the Board or the property manager, in their absolute discretion, to be a nuisance shall be kept by any Owner in any Unit. Such Owner shall, within two (2) weeks of receipt of a written notice from the Board requesting the removal of such animal, permanently remove such animal from the Property. Notwithstanding the generality of the foregoing, no pet deemed by the Board, in their sole and absolute discretion, to be a danger or nuisance to the residents of the Corporation is permitted to be on or about the Common Elements; and
- (b) Each pet owner must ensure that any defecation by such pet must be cleaned up immediately by the pet owner, so that the Common Elements are neat and clean at all times. Should a pet owner fail to clean up after his pet as aforesaid, the pet shall be deemed to be a nuisance, and the owner of said pet shall, within two (2) weeks of receipt of written notice from the Board or the Manager requesting removal of such pet, permanently remove such pet from the property.

4. **SECURITY**

- (a) No duplication of keys shall be permitted except with the authorization of the Board, and the names of persons authorized to have keys shall be furnished to the Board at all times;
- (b) Under no circumstances shall building access or common element keys be made available to anyone other than an owner or occupant;
- (c) No visitor may use or have access to the common elements and facilities unless accompanied by an owner or occupant;
- (d) Building access doors shall not be left unlocked or wedged open for any reason;
- (e) Service elevator availability shall be allocated by the manager in accordance with the elevators and moving rules. Loading facilities shall only be used with prior permission and as scheduled by the manager; and
- (f) No owner or occupant shall place or cause to be placed on the access doors to any unit, additional or alternate locks, without the prior written approval of the Board. All door locks and keys must be compatible with the lock systems on the property and a copy of each new key must be delivered to the manager.

5. **SAFETY**

- (a) No storage of any hazardous or offensive goods, provisions or materials shall be kept in any of the Units or Common Elements;
- (b) No propane or natural gas tank shall be kept in the units or exclusive use common elements;
- (c) Owners and occupants shall not overload existing electrical circuits;
- (d) Water shall not be left running unless in actual use;
- (e) Nothing shall be thrown out of the windows or the doors of the units;
- (f) No barbecues may be used indoors;
- (g) No owner or occupant shall do, or permit anything to be done in his unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on any buildings, or on property kept therein, or obstruct or interfere with the rights of other owners, or in any way injure or annoy them, or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Corporation or any owner or conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law;
- (h) Smoking is prohibited in all common areas except as may be designated as a smoking area by the Board; and
- (i) No roller blades, roller skates, or skateboards shall be permitted to be used in the Common Elements.

6. **COMMON ELEMENTS**

- (a) No one shall harm, mutilate, destroy, alter or litter the common elements or any of the landscaping work on the property, if any;
- (b) No sign, advertisement or notice shall be inscribed, painted, affixed or placed on any part of the inside or outside of the Residential Units or common elements, whatsoever;
- (c) No awning, foil paper or shades shall be erected over, on or outside of the windows, balconies or terraces without the prior written consent of the Board;
- (d) No equipment shall be removed from the common elements by, or on behalf of, any owner or occupant of a unit;

- (e) No outside painting shall be done to the exterior of the units, railings, doors, windows, or any other part of the common elements;
- (f) The passageways and walkways which are part of the common elements shall not be obstructed by any of the owners or occupants or used by them for any purpose other than for ingress and egress to and from a unit or some other part of the common elements;
- (g) Any physical damage to the common elements caused by an owner or occupant, his family, guests, visitors, servants, agents or contractors shall be repaired by arrangement and under the direction of the Board at the cost and expense of such owner or occupant;
- (h) No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, door or any part of the common elements over which the Owner has exclusive use; and
- (i) No building or structure or tent shall be erected, placed, located, kept or maintained on the common elements and no trailer, either with or without living, sleeping or eating accommodations shall be placed, located, kept or maintained on the common elements.

7. **RESIDENTIAL UNITS**

- (a) The toilets, sinks, showers, bath tubs and other parts of the plumbing system shall be used only for purposes for which they were constructed and no sweepings, garbage, rubbish, rags, ashes, or other substances shall be thrown therein. The cost of repairing damage resulting from misuse or from unusual or unreasonable use shall be borne by the owner who, or whose, tenant, family, guest, visitor, servant, agent or contractor shall cause it;
- (b) No owner or occupant shall make any major plumbing, electrical, mechanical, structural or television cable alteration in or to his unit without the prior consent of the Board;
- (c) No garborators shall be installed in any Residential Unit without the prior written consent of the Board, which consent may be arbitrarily withheld;
- (d) No Owner shall overload existing electrical circuits in his Unit, and shall not alter in any way the amperage of the existing circuit breakers in his Unit;
- (e) Units shall be used only for such purposes as provided for in the Corporation's Declaration and as hereinafter provided. No immoral, improper, offensive or unlawful use shall be made of any unit. All municipal and other zoning ordinances,

laws, rules and regulation of all government regulatory agencies shall be strictly observed;

- (f) No Owner shall permit an infestation of pests, insects, vermin or rodents to exist at any time in his Unit or adjacent Common Elements. Each Owner shall immediately report to the Manager all incidents of pests, insects, vermin or rodents and all Owners shall fully co-operate with the Manager to provide access to each Unit for the purpose of conducting a spraying program to eliminate any incident of pests, insects, vermin or rodents within the buildings; and
- (g) All shades or other window coverings shall be white or off white on the outside and all draperies shall be lined in white or off white to present a uniform appearance to the exterior of the building.

8. **GARBAGE DISPOSAL**

- (a) Loose garbage is not to be deposited in the garbage chute. All garbage must first be properly bound, packaged or bagged to prevent mess, odours and disintegration during its fall down the garbage chute or in the disposal rooms;
- (b) Newspapers and magazines must be securely bound prior to being deposited in the refuse sorting garbage chute;
- (c) Bottles shall be securely bound prior to being deposited in the refuse sorting garbage chute;
- (d) Cartons and large objects which might block the garbage chute shall be stored in such area designated by the Board. The manager or such designated person must be called to arrange for the immediate disposal of such items. Such items shall not be left outside the unit, in the garbage chute area or on any exclusive use common elements;
- (e) No garbage other than those items listed in paragraphs (b), (c) and (d) above is to be left on the floor of the disposal rooms;
- (f) No burning cigarettes, cigars, ashes or other potential fire hazards shall be thrown down the garbage chute; and
- (g) No garbage shall be placed in the garbage chute between the hours of 10:00 p.m. and 8:00 a.m.

9. **TENANCY OCCUPATION**

- (a) No unit shall be occupied under a lease unless, prior to the tenant being permitted to occupy the unit, the owner shall have delivered to the Corporation a completed Tenant Information Form in accordance with Schedule 1 attached hereto, a duly executed Tenant's Undertaking and Acknowledgment in accordance with Schedule 2 attached hereto and an executed copy of the Application/Offer to Lease and the Lease itself;
- (b) In the event that the owner fails to provide the foregoing documentation in compliance with paragraph (a) above prior to the commencement date of the tenancy, and fails to comply with Section 83 of the Act, any person or persons intending to reside in the owner's unit shall be deemed a trespasser by the Corporation until and unless such person or persons and the owner comply with the within rules and with the Act;
- (c) Within seven (7) days of ceasing to rent his unit (or within seven (7) days of being advised that his tenant has vacated or abandoned the unit, as the case may be), the owner shall notify the Corporation in writing that the unit is no longer rented;
- (d) The foregoing documentation shall be supplied promptly and without charge to and upon request for same by the Corporation;
- (e) No owner shall allow his tenant to sublet his unit to another tenant;
- (f) All owners shall be responsible for any damage or additional maintenance to the common elements caused by their tenants and will be assessed and charged therefor;
- (g) During the period of occupancy by the tenant, the owner shall have no right of use of any part of the common elements; and
- (h) The owner shall supply to the Board, his current address and telephone number during the period of occupancy by the tenant.

10. **ELEVATORS AND MOVING**

- (a) Furniture and equipment shall be moved into or out of the building only by the elevator designated for such purpose (the "service elevator") by the Board. The service elevator shall be used for the delivery of any goods, services or home furnishings where the pads to protect the elevators should be installed as determined by the manager or its staff in their sole discretion. The time and date for moving or delivery shall be fixed in advance by arrangement and reservation with the manager. The reservation shall be for a period not exceeding six (6) hours. An elevator

- (h) Upon moving from suite, the owner or occupant vacating the premises shall surrender all common element keys and any garage access devices in his possession to the manager or its staff. The Corporation shall have the right to withhold any security deposit in its possession until same have been surrendered;
- (i) Purchasers or tenants acquiring a unit shall register with the manager or its staff prior to the move in date at which time arrangements will be made for delivery of the common element keys and any garage access devices;
- (j) Bicycles and carts shall not be taken on any elevator;
- (k) Smoking is prohibited in all elevators; and
- (l) Rules 9 (a) to (e) inclusive relating to the reservation of the elevator and security deposit shall not apply during the initial move-in period prior to registration. Owners who have purchased their unit from the declarant shall not be required to provide a security deposit pursuant to Rule 9 (c) for their initial move-in only.

11. **PARKING**

For the purpose of these Rules, "motor vehicle" means a private passenger automobile, station wagon, compact van, or motorcycle as customarily understood. No motor vehicle parked upon any common elements shall exceed a height of 1.85 meters:

- (a) No vehicles, equipment or machinery, other than motor vehicles shall be parked or left on any part of the Common Elements and without limiting the generality of the foregoing, no parking areas shall be used for storage purposes;
- (b) Parking is prohibited in the following areas:
 - (i) fire zones;
 - (ii) traffic lanes;
 - (iii) delivery and garbage areas; and
 - (iv) roadways.
- (c) No servicing or repairs shall be made to any motor vehicle, trailer, boat, snowmobile, or equipment of any kind on the Common Elements without the express written consent of the Manager or the Board. No motor vehicle shall be driven on any part of the Common Elements other than on a driveway or parking space;
- (d) No motor vehicle, trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be parked on any part of the Common Elements, nor in any Unit other than in a designated parking space but which provision shall not apply for the purposes of loading and unloading furniture, or other household effects of the

Owners provided that the length of time where such parking is limited shall be no longer than is reasonably necessary to perform the service;

- (e) A parking permit is required with respect to any motor vehicle parked on any area of the Common Elements designated as a "Guest/Visitor Parking Area" between the hours of 2:00 a.m. and 7:00 a.m. at all times. The permit shall be an official permit authorized and issued by the Board of Directors, the Manager and/or its designated agent. Owners are responsible for obtaining a permit on behalf of their guests/visitors, in advance, from the Board of Directors, the Manager and or its designated agent, during normal business hours. A permit shall not be issued for a period in excess of three (3) days. The permit must be visibly displayed on the left front dashboard;
- (f) All motor vehicles operated by Owners must be registered with the Manager. Each Owner shall provide to the Manager the licence numbers of all motor vehicles driven by residents of that Unit;
- (g) No motor vehicle shall be driven on any part of the Common Elements at a speed in excess of posted speed;
- (h) No person shall place, leave, park or permit to be placed, left or parked upon the Common Elements any motor vehicle which, in the opinion of the Manager or as directed by the Board, may pose a security or safety risk, either caused by its length of unattended stay, its physical condition or appearance or its potential damage to the property. Upon seventy-two (72) hours' written notice from the Manager, the Owner of the motor vehicle shall be required to either remove or attend to the motor vehicle as required and directed by the Manager, in default of which the motor vehicle shall be removed from the property at the expense of the Owner. If a motor vehicle is left standing in a parking space or upon the Common Elements and is unlicensed or unregistered with the Manager, the vehicle may be towed without notice to the owner and at the Owner's expense;
- (i) Motorcycles shall be licensed and equipped with the most recent noise control devices and operated on the roadways and in a manner so as not to disturb the other Owners. Mopeds and bicycles shall be operated only on the road and in such manner as not to obstruct traffic. No mopeds and bicycles are permitted to be operated on sidewalks;
- (j) No unlicensed motor vehicle including mopeds and go-carts shall be driven within the property complex and no person shall operate a motorized vehicle within the complex without proper operating licence;
- (k) No person shall park or use a motor vehicle in contravention of these Rules, otherwise such person shall be liable to be fined or to have his motor vehicle towed from the property in which event neither the Corporation nor its agents shall be liable

whatsoever for any damage, costs or expenses whosoever caused to such motor vehicle or to the Owner thereof;

- (l) Guests and visitors shall park only in areas designated as guest or visitor parking;
- (m) No motor vehicle having a propane or natural gas propulsion system shall be parked in a parking unit or the common elements; and
- (n) No parking units shall be used for any purpose other than to park a motor vehicle that is either a private passenger automobile, station wagon, compact van or motor cycle.

12. **BICYCLE/STORAGE UNITS**

- (a) All stored articles must be placed within individual Bicycle/Storage Unit and no storage is permitted on top of Bicycle/Storage Unit so as to conflict with fire regulations;
- (b) No stores of coal, propane or natural gas tank or any combustible materials or offensive goods, provisions or materials or any food stuffs shall be stored in any Bicycle/Storage Unit; and
- (c) Bicycle/Storage Units shall not be used as workshop areas or for any purpose other than for storage.

13. **BALCONY, TERRACE AND EXCLUSIVE USE AREAS**

- (a) No hanging or drying of clothes is allowed on any balcony, terrace or exclusive use area;
- (b) Balconies, terraces and exclusive use areas shall not be used for the storage of any goods or materials;
- (c) Only seasonal furniture is allowed on balconies, terraces and exclusive use areas. All such items shall be safely secured in order to prevent such items from being blown off the balcony, terrace or exclusive use areas by high winds;
- (d) No owner, occupant or tenant shall do or permit anything to be done on a balcony, terrace or exclusive use area which does or may unreasonably disturb, annoy or interfere with the comfort and/or quiet enjoyment of the units and/or common elements by other owners, occupants or tenants; and
- (e) No awnings or shades shall be erected over or outside of balconies, terraces and exclusive use areas without the prior consent of the Board. The Board shall have the right to prescribe the shape, colour and material of such awnings or shades to be erected.

14. **OWNER'S CONTRACTORS, TRADE OR SERVICE PERSONNEL**

No Contractor, trade or service personnel may or shall enter upon the property to perform any work or services in or about any unit (including an "exclusive use" common element area) that may or will affect the common elements or common building services unless such persons or firms are:

- (a) employed directly by the Condominium Corporation; or
- (b) employed by a unit owner in circumstances where the intended performance of work and/or services in or about a unit has first been approved, in writing, by the Corporation and where the work and/or services are supervised by an approved contractor or service personnel in accordance with the Corporation's written direction; and the owners of the unit has provided to the Corporation a deposit in a reasonable amount to cover the Corporation's initial costs of supervision (to be adjusted upon completion of the work); and where the unit owner has entered into a written undertaking to indemnify the Corporation with respect to any expenses, damages or costs whatsoever incurred by the Corporation arising from the carrying out of the work by the unit owner's contractor, trade or service personnel including any resulting damage to the common elements or to common building services which arises during or following completion of the work. Any such expenses, resulting damages and costs may be collected by the Corporation from the unit owner in the same manner as common expenses.