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**TELEPHONE DIRECTORY**

EMERGENCY/ POLICY

FIRE/ POLICE EMERGENCY 911

AMBULANCE EMERGENCY Call concierge for an ambulance 911

METRO TORONTO POLICE Non emergency line (416) 808 2222

ADMINISTRATION

MANAGEMENT OFFICE Tel: (416) 364 4823

MANAGEMENT OFFICE Fax: (416) 364 9058

HOSPITALS

MOUNT SINAI HOSPITAL (416) 506 4200

WOMEN’S COLLEGE HOSPITAL (416) 966 7111

TORONTO GENERAL HOSPITAL (416) 340 3111

TORONTO WESTERN HOSPITAL (416) 603 2581

HOSPITAL FOR SICK CHILDREN (416) 813 1500

CITY OF TORONTO SERVICES

MUNICIPAL OFFICE (416) 392 7001

REALTY TAX DEPARTEMENT & WATER BILLINGS (416) 392 7115

SERVICE

BELL CANADA (416) 310 2355

ROGERS CABLE SERVICE (416) 447 3377

ENBRIDGE ELECTRIC 1 (866) 449 4423

TRANSIT

TTC (416) 393 4636

**CONDOMINIUM LIVING CONCEPT**

The word “Condominium “refers to a type of home ownership, whereby an individual acquires ownership of the interior of a unit, together with an undivided interest in the common elements of a Condominium Corporation. Condominiums are regulated under an act of Provincial Legislature, Each Corporation has a Declaration, By – laws and Rules and Regulations, which govern the use of the Units and the Common Elements.

This joint ownership also means sharing of costs. The cost of necessary service repairs and improvements is borne by all owners in accordance with their respective share of the Common Elements, as defined in the Declaration. For this purpose the Board of Directors of the condominium establish an annual budget with each owner being responsible to pay, on the first day of the month, one twelfth of the annual Common Expense Fee for their unit as stipulated in the Budget. If fees are not paid promptly, legal steps may be taken to secure the Corporation’s interests and all costs, or charges resulting may also be charged to the owners in arrears.

Each Corporation has a Declaration, By – laws and Rules, which govern the use of the Units and the Common Elements. Every owner must comply with these documents and require all members of his family, residents, guest, visitors, tenants, invitees and licensees to his unit to comply with these documents and the Condominium Act.

Your Board of Directors is concerned that all owners and residents have a clear understanding of what is involved in Condominium ownership and lifestyle. In particular, it is very important that you clearly understand the Rules and Regulations that govern your mutual home. When you buy a condominium you are buying your own home with one major difference – all owner shares the Common Elements and consequently they must all pay for the maintenance and repair of these elements. However, the owner may not repair or modify the common elements except where obliged to do so by the Declaration. Common elements include the property, garage, lobby, swimming pool, recreation centre, etc. The balconies and patios are defined as common elements with exclusive use for the adjoining residential unit and are subject to the Rules and Regulations governing their use.

**The Declaration** is the document pursuant to which the Condominium Corporation is created. IT is the “Constitution” for the Governance of the Condominium. It defines the ownership of the property which is individually owned (the unit), and the property which is shared and jointly owned (the common elements).

**The By – Laws** are regulations for the Condominium Corporation to govern its own meetings and affairs. By – laws are passed by the Board of Directors of the Condominium Corporation and become effective following confirmation by owners who own not less than 51% of the units. The By – laws must be registered at the Land Registry Office.

**The Board of Directors of the Condominium Corporation** develops rules. They must be reasonable and consistent with the Condominium Act, Declaration and the By – Laws. New rules become effective thirty days after notice has been given to each owner (unless the Board is in receipt of a requisition in writing, made by owners who together owns at least 15% of the units, requesting a meeting of owners to consider the changes). The rules and regulations have been developed to:

* Promote the safety, security and welfare of all owners, residents and guest
* Provide an atmosphere of quite enjoyment for all residents and guests
* Provide for the protection of all property

**Enforcement** of the By – Laws and Rules is an obligation placed on the Board by the Condominium Act. However, the obligation to report infractions is the responsibility of all residents. Infractions should be reported in writing to Property Management or to a Board Member to ensure the appropriate action is taken. Any and all losses, costs or damages incurred by the Corporation by reason of a breach of any provision in the Declaration, By – Laws and/or Rules of the Corporation in force, from time to time, by any owner/tenant must be paid for by such owner and may be recovered by the Corporation against that owner, in the same manner as Common Expenses.

**Lines of Communication** are important to determine the nature of your problem and/or concern and to communicate this in the appropriate manner:

* Call Property Management for any administration matter relating to the building and for any other matter regarding the condominium and/or interpretation of responsibility (i.e. maintenance fee inquiries, maintenance, insurance claims, condominium living and concerns regarding any on site contractors).
* Write to the Board of Directors for any items not receiving a suitable response, or if you wish the Board to consider changes and/or improvements to your particular unit or to the condominium itself.

**Administration and Property Management**

Pursuant to the terms of the Declaration and By – Laws of the Corporation, a Board of Directors is elected at the Annual General Meeting of the Corporation.

A management agreement has been entered into with a property management firm under the direction of the Board of Directors to look after the day-to-day operations and maintenance of the building and other business affairs of the Condominium Corporation.

The Board of Directors meets regularly to discuss matters relevant to the operation of the condominium and to establish policies to guide management. Official Minutes of meetings are maintained.

Each year, an Annual General Meeting of all Unit Owners is held and at that time official corporate business is conducted; the Auditors’ Financial Report is presented to the owners; new Directors are elected; and any other business, which may be properly brought before the meeting, is discussed. The Board outlines upcoming projects, discusses the new budget and provides information. All residents may attend the meeting, but only unit owners whose accounts are in good standing may vote and be elected to the Board.

**Common Expenses**

All Common Expense fees are payable to the Corporation and are due on the first day of the month. Payment is requested by either post-dated cheques or pre-authorized payments for a period of one year, dated the first day of the current year, up to and including the first day of the subsequent year.

**RULES AND REGULATIONS**

The Rules and Regulations form an important part of the documentation of any Condominium Corporation. The Rules are structured to provide for the safety and security of residents and the building, as well as to promote harmonious living for all residents.

Once a Condominium Corporation is registered, the Board of Directors may, from time to time, make changes to the Rules to deal with specific issues which arise, or to insure the safety, security and welfare of the residents and the property. New or revised Rules must be approved by the Board of Directors and, generally, are also reviewed by the Corporation’s lawyer to make certain they fall within the duties of the Corporation and that they may be enforced. Once approved, the Board must deliver a copy of the revised rules to each owner. If, after 30 days, there has been no requisition for a special meeting to discuss the Rules, the new Rules automatically become effective.

If owners disagree with some or all of the revisions, owners, who together own 15% of the units, may requisition a special meeting to discuss the matter.

If you have a suggestion for a rule or a revision to an existing rule, it is recommended that you put your suggestion in writing and deliver it to the Board of Directors.

It is the responsibility of the Board of Directors and the Property Manager, as their agent, to enforce all Rules. In the event that a problem occurs with an owner, their tenant or a guest of the suite, the following steps may be taken:

1. The Property Manager will contact the Resident. If the resident is a tenant, the Owner of the suite will also be contacted.
2. In the event that the problem is not resolved, a letter with a final warning will be sent to the resident and the Owner in a tenant situation.
3. Should the problem continue to be unresolved, the Property Manager will seek the consent of the board of Directors to place the matter in the hands of the Corporation’s lawyer. All costs of enforcement of Rules will be borne by the Owner of the offending unit.

If you are aware of violations of the Rules by other residents, please make any complain to the Management Office in writing. We would ask that you give as much detail of date, time, place and resident’s names or suite numbers as you may have available to you. It is extremely important that infractions be reported as soon as possible and in written form.

The Rules for part of the documentation received when you purchased your suite. We encourage all residents to become familiar with the Rules and to communicate these Rules to your tenant and guests.

**AMENITIES**

It is hoped that all residents will use and enjoy the amenities available at Pure Spirit. The recreation facilities, the grounds and driveways are part of the Common Elements that are governed by the Board of Directors.

The amenities include:

**5th Floor Amenities**

* Media room
* Multi-Purpose Room
* Three Guest Suites

**6th Floor and Roof Terrace Amenities**

* Lounge and Party Room complete with kitchen and fireplace
* Walkout to pool are and terrace
* Meeting room
* Billiard and table tennis room
* Exercise Room with fitness equipment
* Yoga room
* Male and female change rooms each with Locker and Dry Sauna
* Outdoor swimming Pool and Whirlpool on terrace
* Gas BBQ

**RECERATION RULES**

The following is a condensed version of the Rules governing the Recreation Facilities. Residents are encouraged to become familiar with the complete set of rules found in their Condominium Documents.

**Exercise Room**

Proper attire and footwear is required in this room. For safety reasons, no person under the age of 16 is allowed in this facility. Equipment should be treated with care and respect and used in accordance with the instructions. Neither the Board of Directors nor the Management Company will assume any responsibility for injuries that may occur. All users must wipe down the machinery or equipment after use.

***Food and beverages are not permitted in this facility.***

**Saunas**

No person under the age of 16 may use the sauna, unless accompanied by an adult. No food, beverages or glass containers are allowed in the sauna. Proper swimming attire must be worn within the sauna.

**Multi – Purpose Room**

Bookings for the use of this room for private functions may be made through the Management Office by formal application at least two weeks prior to the function. A cheque security damage deposit in the amount of $200 is required with each application, unless specified differently by Property Management. It is the responsibility of the residents to completely clean the room of all function debris. Following a satisfactory damage assessment by Concierge, the deposit will be returned.

**Swimming Pool and Whirlpool**

Hours: The Swimming Pool is open from 6: 00 a.m. to 12: 00 a.m. daily (except when closed for routine cleaning and maintenance). Use of the swimming pool shall be restricted to adults from 6: 00 a.m. to 9: 00 a.m. daily (except when closed for routine cleaning and maintenance).

Person under the age of 16 must be accompanied by an adult at all times and must not be left unattended in the swimming pool areas.

Children under the age of 12 are not permitted to use the whirlpool.

* A clean shower must be taken before entering or re – entering the swimming pool;
* No bath oil, shampoo or soap is permitted in the swimming pool;
* No person shall pollute the swimming pool in any way;
* All persons with hair shoulder – length or longer must wear a bathing cap;
* No food or drink is permitted in the swimming pool areas;
* Scuba tanks, floats, water toys, balls etc. are not permitted in the swimming pool areas;
* There shall be no boisterous play, running or pushing in the swimming pool or swimming pools areas;
* Diving is not allowed – **the pool is shallow;**
* Furniture shall not be taken to or from the swimming pool areas.

**POLICIES**