



Rules & Regulations

YRCC 616 - OBSERVATORY II

York Region Condominium Corporation No. 616
33 Weldrick Road East, Richmond Hill, Ontario L4C 8W4
Management Office – 905 737 7450
Management Office Fax – 905 737 7451
Office email: yrc616office@gmail.com
Board email: yrc616board@gmail.com
Corporation Website: www.33weldrickroadeast.com

1) **INTRODUCTION**

These Rules and Regulations govern the use of the common elements and suites in order to promote the safety, security and welfare of the owners, residents, their guests, their property and the assets and property of the Corporation.

They are intended to ensure that all residents can enjoy harmonious living in a safe, well maintained environment without unreasonable interference with residents' use and enjoyment of their suites and the common elements.

Questions regarding these Rules and Regulations must be made in writing to the Management Office and/or the Board of Directors.

The Condominium Corporation is governed by:

- a) **The Condominium Act** - Condominium Act, 1998 and all successor legislation.
- b) **The Declaration** - the Declaration contains information regarding the purpose for which the property is to be used, a list of the common elements, and other information. Owners should have received a copy from their lawyer when they purchased their unit. If required, copies are available from the Management Office.
- c) **Corporation By-Laws** – were approved by Owners in 2012:
 - i) By-Law #3 – Standard Unit;
 - ii) By-Law #4 – Insurance Deductible;
 - iii) By-Law #5 – Mediation & Arbitration;
 - iv) By-Law #6 – General Operating (including Director Code of Ethics).

By-Laws 1 and 2 were repealed in 2012 when By-Law 6 was approved.

d) **Rules and Regulations** –

- i) It is important that you read and familiarize yourself with these Rules and Regulations.
- ii) As allowed by the Condominium Act, the Board of Directors (the "Board") may make rules promoting the safety, security and welfare of all residents, and may amend the rules from time to time as necessary.
- iii) The Board has responsibility for the resolution of disputes and infractions which must be reported in writing to the Management Office.

2) **CORPORATION WEBSITE** –

- a) The Corporation website, **www.33weldrickroadeast.com** contains general information, the Declaration, By-Laws, Rules & Regulations and downloadable forms that you may require from time to time.

3) **THIS IS A TOTALLY NON-SMOKING BUILDING**

- a) In addition to the Town of Richmond Hill smoking ban in any interior common area of a condominium corporation, including all underground parking areas, **there shall be no smoking in any unit or on, within or upon any exterior common elements of the Corporation, including exclusive use balconies and/or patios.**
- b) Residents who smoke in their units at the time of the passing of these Rules may register in the "Unit Smoking Register" in the Management Office within 30 days of this rule becoming effective, and **only those individuals who have so registered may continue to smoke in their units.**
- c) New residents, owners and tenants, and their guests, are not permitted to smoke anywhere on Corporation property.

4) **MANAGEMENT & SUPERINTENDENT**

- a) The Management Office is beside the Main Lobby.
- b) Management Office hours are posted on the Office door.
- c) **The office telephone number is 905-737-7450.** The office fax number is 905-737-7451. After hour, non-emergency messages may be left on the office voice mail.
- d) **The Superintendent or Relief Superintendent cell phone number is 416-648-8735.**
- e) The Superintendent (Relief Superintendent) hours are:

Monday – Friday:

- 6:00AM – 8:00AM** Superintendent "On Call" for emergencies only
- 8:00AM – 6:00PM** Superintendent on full duty
- 6:00PM – 10:00PM** Superintendent "On Call" for emergencies only
- 10:00PM – 6:00AM** No Superintendent on duty. Call the Management company 24-hour emergency number **905-625-1522** for emergencies only.

Saturday, Sunday and Statutory Holidays:

- 8:00AM – 4:00PM** Superintendent/Relief Superintendent on full duty
- 4:00PM – 8:00AM** No Superintendent on duty. Call the Management company 24-hour emergency number **905-625-1522** for emergencies only.

- f) The Management company 24-hour emergency number is **905-625-1522.** **This is an answering service.** You will **need to provide your name, suite number, telephone number and the nature of the emergency.** A Management company representative will call you back to advise the disposition of your call.
- g) The property is **under surveillance by closed circuit (CCTV) video cameras** at all times. Four video feeds – Main Lobby Enterphone, Outside front of building, P1 Visitor Entrance Enterphone and the Entrance Driveway Enterphone area can be viewed on television channels 59 or 988.

5) NEW RESIDENT MEETINGS

- a) New residents, owners and tenants, will be requested to attend a "New Resident Meeting" before they move in. Owners who have rented their suite will be requested to attend with their tenant.
- b) Meetings will be chaired by a Board member and may be attended by other Board members, the Superintendent and the Property Manager.
- c) New residents must complete a "Resident Information" form at the meeting. Updates as necessary will need to be completed as changes occur.
- d) Other forms, procedures, these rules and regulations and other matters will be discussed at the meeting as decided by the Board.

6) GENERAL RULES

The following rules must be observed by each resident, and the term "resident" shall include the owner(s) of any unit in the Corporation and any other person or persons occupying the unit with the owner's approval, including without limitation, members of the owner's family, their tenants and their respective invitees (guests, trades people, delivery personnel, etc.):

- a) **No resident shall create or permit the creation or continuation of any noise or nuisance which, in the opinion of the Board, Property Management or Superintendent may or does disturb the comfort or quiet enjoyment of the units or common elements by other residents** subject to allowable renovation noise detailed in section 8.
- b) No sign, advertisement or notice shall be inscribed, painted, affixed or placed on any part of the inside or outside of the building, including suite doors, or common elements whatsoever without the prior written consent of the Board.
- c) **No resident shall do, or permit anything to be done, or keep anything in their unit, locker or parking spot which will in any way increase the risk of fire.**
- d) All garbage, debris and recycling must be placed in those areas designated by the Corporation for garbage disposal or recycling.
- e) Absolutely nothing shall be thrown out of windows or off the balconies of the building including cigarette butts, bird feed, bread, etc.
- f) **Real estate "Open Houses" are not permitted.** Owners are responsible to advise their agent accordingly.
- g) **Real estate key boxes** may only be affixed to the fence around the emergency exit from the parking garage on the right side of the "IN" driveway at the front of the building.
- h) Auctions or "garage" sales in suites or on common elements are not allowed.
- i) Corridor obstruction is not allowed, i.e. mats, etc. may not be placed in the corridors at suite doors.
- j) Cycling, skateboarding, in-line skating, etc. is not permitted anywhere on Corporation property.
- k) **Door-to-door Soliciting is not permitted** and should be reported to the Management Office or Superintendent. Political door-to-door soliciting during election periods is permitted as required by law.

7) BALCONY RULES

- a) Nothing may be permanently affixed to the balcony concrete floor. This includes tiles, glued down carpet, paint or other coating, etc. The concrete must be visible for periodic inspections for water penetration and/or deterioration. Owners who have installed coverings, or purchased a unit where coverings already were installed, will be responsible for the cost of removing these as and when necessary.
- b) No awnings or shades shall be erected over and outside of windows or on balconies or exclusive use patios.
- c) Nothing shall be placed on the outside of window sills or balcony railings, i.e. planter boxes, etc.
- d) Seasonal decorations, including Christmas lights, are not permitted on balconies.
- e) The use of **barbeques (propane or electric) on balconies** is prohibited. Portable propane tanks are not allowed anywhere in the building at any time.
- f) Mops, brooms, dusters, rugs, linen, etc. must not be shaken from balconies or windows at any time.
- g) Balcony sweepings must be disposed of properly and not swept off the balcony.
- h) Balconies and exclusive use patios shall not be used for storage purposes. Only flowers, plants and seasonal furniture are allowed.
- i) Watering of plants on balconies must be done carefully to ensure that excess water is not allowed to drip onto balconies below. Use of a drip tray is recommended.
- j) Satellite dishes, antennas of any kind, flags, wind chimes, etc. are not permitted on balconies and may not be affixed to any part of the exterior of the building.

8) SUITE LEASING PROCEDURE

- a) This is NOT a rental building. The Declaration, Part 6, governs the leasing of suites.
- b) There is a **minimum occupancy lease time of six months. As such, short term "AIRBNB" rentals are prohibited.**
- c) Owners who lease their suite have the responsibility to:
 - i) Provide their tenant(s) with copies of the By-Laws and these Rules and Regulations. If required, copies are available from the Management Office.
 - ii) Accompany their tenant to the "New Resident Meeting" that must be held prior to the tenant occupying the suite.
 - iii) Witness their tenant signing the "Tenant Compliance Agreement".
 - iv) Provide the Management Office with their current address.
- d) **Tenants may not sub-let the suite** at any time.
- e) Owners remain responsible for payment of common element fees and will be responsible for any moneys owing to the Corporation by their tenant that are not paid by their tenant.

9) BICYCLES

- a) Bicycles must be registered in the Management Office and must be stored in the fenced and locked Bicycle Room on the P1 parking level. They may not be stored in suites, lockers or on balconies.
- b) Bicycle registration includes the programming of FOBs for access to the Bicycle Room. Only residents with registered bicycles have access to the Bicycle Room.
- c) Bicycles are prohibited in the lobby, corridors or on elevators.
- d) Bicycles may be parked at the bicycle rack on the Party Room patio.
- e) Bicycles chained to posts, fences or rails located throughout the common elements will be forcibly removed.
- f) Bicycles unclaimed or abandoned will be disposed of by the Corporation following a 3-month holding period.
- g) The Corporation endeavours to protect the property of residents but is not, and will not, be responsible for loss or damage to bicycles or attachments however caused.
- h) For safety reasons, bicycles must not be ridden up or down garage ramps or within the parking garage. Bicycles should be walked up and down the ramp and to and from the Bicycle Room.
- i) For safety reasons, a responsible adult must accompany a child 12 years old or under within the parking garage and in the ramp area.

10) ELECTRICAL CIRCUIT INFORMATION

- a) Each suite is equipped with an electrical circuit breaker panel located in a room or closet near the suite entry door.
- b) The electrical circuits in suites are wired for 120 volts, 15 amps, 60 cycle with the exception of the stove and dryer outlets which are 220 volts.
- c) Residents should test the "GFI circuit breaker" (marked TEST) in the breaker panel on a regular basis. This breaker is for the electrical outlet(s) in the bathroom(s). Push the white "TEST" button, confirm the "click" and reset the breaker. If you require assistance contact the Superintendent during his regular working hours.
- d) Replacement of a defective "GFI circuit breaker", or any other breaker, is the Owner's responsibility and should only be completed by a qualified, licensed electrician.

11) ELEVATORS – REGULAR USE, MOVING, DELIVERIES AND RENOVATIONS

a) Regular Use –

- i) In the event of an emergency while in the elevator, press the **“ALARM”** button on the elevator panel. The alarm bell will ring and the Superintendent or Property Manager will try to assist.
- ii) If there is no response (after hours, weekends, etc.) and you are trapped in the elevator, press the **“HELP”** button on the elevator panel. This will connect the elevator hands free telephone directly to the elevator service company. A small red light on the elevator panel will light up to confirm the connection. Follow the service company directions.
- iii) Electric eyes allow the elevator doors to remain open during entry and exit. If longer time is required use the door open (<|>) button. Forcibly holding the elevator doors open may result in costly repairs.
- iv) Elevator interiors are under CCTV camera surveillance.

b) Moving **“IN”** or **“OUT”** –

- i) Elevator reservations for moving **“IN”** will only be authorized when the new resident has attended a **“New Resident Meeting”** and has:
 - (1) Filled out the **“Resident Information Register”** or completed the **“Tenant Compliance Agreement”**, if applicable, and;
 - (2) Filled out the **“Service Elevator Reservation Agreement”**.
- ii) **A calendar with the time slots and days available for moves is maintained in the Management Office.** Please ensure that your desired move day and time is available before you sign your moving contract.
- iii) **Moving is not permitted on Tuesdays, Thursdays, Sundays or Statutory Holidays.**
- iv) A damage deposit in the amount of \$500.00 must be deposited in the Management Office **prior to the service elevator being put on service for a move.** The deposit will be held to cover the costs of repairs to any damages, excess soiling or littering resulting from the move.
 - (1) For an **INCOMING resident** the security deposit can be paid by cheque, money order or Visa/Mastercard credit card.
 - (2) For an **OUTGOING resident** the security deposit can be paid by **certified cheque**, money order or Visa/Mastercard credit card.
- v) The deposit is refundable, in whole or in part, at the discretion of the Board, following a post move damage assessment, but this does not limit the Corporation’s right to recover costs for damages exceeding the deposit amount.
- vi) During a move, all furniture, boxes, etc. must be taken directly into/from the suite to/from the service elevator. **The resident is responsible to ensure that nothing is placed or left in corridors or stairwells at any time.**

- c) **Deliveries and Renovations –**
- i) Elevator reservations for large item deliveries and renovation material delivery or removal must be made with the Management Office or Superintendent.
 - ii) Bulky articles, large boxes, tool boxes, renovation material and equipment, or anything that might cause damage, discomfort or restriction to passenger capacity in an elevator must be moved using the service elevator.
 - iii) **A calendar with the time slots and days available for deliveries is maintained in the Management Office.** Please ensure that your desired day and time is available before you sign your renovation contract.
 - iv) The length of time that the elevator can be “On Service” must be kept to a reasonable limit.
 - v) Deliveries are not permitted on Sundays or Statutory Holidays.
 - vi) During a delivery all items must be taken directly into/from the suite to/from the service elevator. **The resident is responsible to ensure that nothing is placed or left in corridors or stairwells at any time.**

12) SUITE RENOVATIONS / UPGRADES

- a) An Owner planning a renovation must complete a **“Request for Renovation / Upgrade Approval”** form. Work cannot begin until the form is approved by the Board of Directors. **Owners should allow 3-5 business days to obtain approval.**
- b) Hardwood or laminate flooring installation requires the completion and approval of a **“Flooring Agreement”** form.
- c) A damage deposit in the amount of \$500.00, cheque, Visa or Mastercard is required before work commences. The damage deposit is refundable, in whole or in part, at the discretion of the Board of Directors, following a post renovation damage assessment, but this does not limit the Corporation’s right to recover costs for damages exceeding the deposit amount.
- d) The Owner is responsible for ensuring that their Suppliers/Contractors are fully aware of, and comply with, these rules and regulations. The Owner should give their contractor(s) a **summary of the relevant rules** which are available from the Management Office.
- e) Delivery of items such as appliances, cabinets, flooring, etc. and removal of disposed items can only be made during the hours detailed on the “Service Elevator Reservation Form”.
- f) The internal height of the service elevator is 2.57m (8’ 5”).
- g) Contractors may work in the building from **8:00AM to 6:00PM, Monday to Saturday only. Work is not allowed on Sundays and Statutory Holidays.**
- h) Noisy work, including demolition and flooring removal, which could cause disturbance to other residents, can only **be completed between 9:00AM and 5:00PM on allowed days.**

- i) Contractor materials and equipment can only be “brought into or taken out” via the Service Elevator and Moving Room between the permitted work hours of 8:00AM to 6:00PM, Monday to Saturday only.
- j) Contractors are not permitted to deposit materials or equipment anywhere in the common elements, including corridors and stairwells. **All work must be completed inside the Owner’s suite.**
- k) All packaging and waste / surplus materials from renovations, including paint cans, must be removed from the property by the Resident or their Contractor. **Disposing of such materials in the Corporation’s Disposal Room and/or garbage/recycling bins is not permitted.**
- l) Hardwood or laminate flooring installation must include a high grade sound insulation product providing an **IIC rating of 70 or higher**. A sample of the product and the supplier specification sheet describing the sound insulation rating must be attached to the **“Flooring Agreement”** form. **Board of Director approval will not be given without such confirmation.** Furthermore, the Superintendent will randomly inspect during the flooring installation to confirm that the approved product is being installed. If a sub-standard product, i.e. not the product that was approved, is substituted it will have to be replaced.

- 13) ENTERPHONE – Allowing entry to the building using your telephone**
- a) The enterphone allows entrance communication and entry control with your visitors via your telephone without interference with telephone calls.
 - b) **If you choose not to have a regular “land line” telephone service you still must have a telephone plugged into the kitchen telephone outlet.** Enterphone service to your suite will not work without this telephone.
 - c) Once you have a telephone plugged into the kitchen outlet you can answer calls from the enterphone system from all other “land line” telephones in your suite.
 - d) You can view calls from the Main Lobby, P1 Visitor Entrance or Driveway enterphone on **channel 59 or 988** depending on your cable TV service.
 - e) **INCOMING ENTERPHONE CALL:**
 - i) Two quick rings means you are being called from one of the 3 enterphone locations. Answer normally to talk to your visitor.
 - ii) To allow entry push “6” and then hang up.
 - iii) To refuse entry just hang up.
 - iv) Visitors calling from the driveway enterphone will need to call again from the P1 Visitor entrance after they have parked their car.
 - f) **INCOMING TELEPHONE CALL WHILE USING THE ENTERPHONE:**
 - i) A soft ringing overtone while you are on an enterphone call means you have an incoming telephone call:
 - ii) To answer the call, push “6” to allow your visitor to enter or push “3” to refuse entry. You will then be connected to your incoming telephone call.
 - g) **INCOMING ENTERPHONE CALL WHILE YOU ARE ON THE TELEPHONE:**
 - i) A muted double overtone on your line indicates a call from the enterphone system.
 - ii) Push “3” to put your call on hold and connect to the enterphone call.
 - iii) Push “6” to allow entry, or push “3” to refuse entry and you will automatically be reconnected to your telephone call.
 - h) **DO NOT PUSH “6” IF YOU DO NOT KNOW YOUR VISITOR.**

14) FOBs, SUITE DOOR LOCKS and GARAGE DOOR REMOTES

“Do not admit strangers to the building by opening, or holding doors open, for people you do not know.”

a) FOB - Building and Common Area Entry

- i) Entry to the building, locker rooms and all common areas requires a FOB.
- ii) FOBs are specifically programmed to your suite.
- iii) If you own/rent a locker your FOB will be programmed to open the door of the Locker Room your locker is in. It will not unlock any other Locker Room.
- iv) Access to the Billiard Room must be specifically requested.
- v) Access to the Party Room is by separate FOB after a “Party Room Rental Agreement” has been signed.
- vi) If you lose a FOB please report it to the Management Office so it can be deactivated and not used maliciously.
- vii) Additional FOBs can be purchased from the Management Office at \$25.00 per FOB.

b) Suite Door Lock(s)

- i) To comply with the Declaration, you must not change locks or place any additional locks on your suite entry door without first obtaining written permission from the Corporation.
- ii) If locks are changed or additional locks are installed, **a key to each lock must be provided to the Management Office.** These keys are security coded and kept in a secure cabinet in the Management Office. They are only used in the event of an emergency or when a “Notice of Entry” for a specific maintenance purpose has been issued.
- iii) Repairs to suite door locks that are on the “Master Key” system are the responsibility of the Corporation.
- iv) **Repairs to suite door locks not on the “Master Key” system, and repairs to any additional locks installed by the current and/or previous Owner(s) are the responsibility of the current Owner.**
- v) If a forced entry by Management, Superintendent, Fire Department or others, because of non-compliance with the above, causes damage to the lock, door, door frame or corridor walls or carpet, the cost of all repairs, including the cost of a replacement door if necessary, will be charged back to the suite Owner.

c) Garage Door Openers

- i) Garage door openers become the property of the suite Owner(s).
- ii) Additional, or replacement, openers can be purchased from the Management Office at \$50 per opener.
- iii) Defective or non-functioning openers will not be replaced at no charge after thirty (30) days.
- iv) Opener battery (9 volt) replacement is the responsibility of the resident.

15) FIRE AND EMERGENCY PROCEDURES

- a) Do not put burning material, such as cigarette butts and ashes down garbage chutes or throw over balconies.
- b) Recycle flammable liquids as hazardous waste in the Workshop on P1 (see Section 27).
- c) **"Real" Christmas trees and "real" suite door wreaths** are not permitted as they are a fire hazard.
- d) After moving in familiarize yourself with the location of emergency exits and fire alarm pull stations.
- e) The fire alarm system is tested monthly. An announcement will be made to advise that there is a "TEST" in progress.
- f) The Corporation is responsible for **in-suite smoke detectors, heat detectors and fire alarm speakers** and has them tested by a reputable company once a year. These items **must not be painted** as that violates the Fire Code. If they are painted, they will be replaced and the cost will be charged back to the suite Owner.

16) **GUEST SUITES**

There are two (2) guest suites, located on the main floor, available for the convenience and use by resident's guests. They may be booked by a resident **no more than 3 months in advance** and must be paid for in full before the Guest Suite FOB will be issued. Guest suite FOBs permit entry to the building at the main lobby and P1 Visitor entrance only. **Guest suite FOBs do not permit entry to any common areas.** Guests may only use Recreation Facilities when accompanied by the resident. Residents are responsible to ensure that their guests are familiar with the Corporations' Rules and Regulations. **Residents must advise their guests that smoking is not allowed anywhere on condominium property.**

- a) Guest suites are available for rental on a "first come" basis, with a maximum rental of **fourteen (14) consecutive nights**.
- b) Residents may book the guest suite(s) by completing the "Guest Suite Rental Agreement".
- c) Extension of a rental period by the same resident can only be made if there is no other conflicting reservation request, i.e. "first come".
- d) The Board of Directors sets the rental rate annually during the budgeting process. As of the date of this publication the charge is **\$50 per night**, per suite (cheque, Visa or Mastercard).
- e) Payment is refundable for unused suites and/or nights.
- f) A security deposit of \$100 (cheque, Visa or Mastercard) is required before occupancy. This deposit will be returned if there are no missing room contents, is no damage and no extra cleaning is required.
- g) A garage door opener, if required, is available. A security deposit of \$50, refundable when the opener is returned, is required.
- h) If a guest's vehicle will be parked in Visitor Parking overnight, the resident is responsible to register the vehicle using the "EZ" permit process.
- i) An inspection report and room contents inventory is completed before and after every reservation.
- j) Should extra cleaning be required, the resident will be responsible for any additional cost incurred by the Corporation. This will only be charged if the Corporation is invoiced an extra cost.
- k) Guest suite FOBs can be picked up from the Management Office or Superintendent **after 1:00PM on the first day of the reservation**. Upon vacating, the FOB can be returned to the Management Office, Superintendent or left in the Management Office Mail Box (beside the Office door). There is a \$25 replacement charge for lost FOBs.
- l) **Check-in time is 3:00PM. Check-out time is 11:00AM.**
- m) **Guest suites are not cleaned daily.** Sheets and towels will be changed after 7 days for extended stays, or if requested.
- n) Cooking is not allowed.
- o) Problems in Guest Suites must be reported to the Management Office or Superintendent as soon as possible.

17) IN-SUITE HEATING AND COOLING - FAN COIL UNIT(S)

- a) Suite Fan Coil Unit servicing, including motor lubrication, filter changes and checking the drip tray, is normally the suite owner's responsibility. The Board of Directors has opted to have this service carried out professionally, at the Corporation's expense, twice a year. Advance notice will be provided.
- b) All other servicing and repairs to these units, including replacement of motors and thermostats, remain the suite owner's responsibility. The Management Office can assist with making arrangements for servicing, but payment, directly to the contractor, will be the responsibility of the suite owner.

18) INSURANCE

- a) **Insurance coverage for suite interiors, upgrades and contents is an essential owner/resident responsibility.**
- b) Upgrades made to the original in-suite workmanship, including floors (carpet, hardwood, laminate, tile, etc.) and walls (wallpaper, etc.) are not covered by the Standard Unit By-Law. The Owner's Comprehensive Condominium Insurance policy should include upgrades made by the current and all previous owners.
- c) Owners should ensure that their Comprehensive Condominium Insurance policy covers them for the Corporation's deductible (currently \$10,000) **for water damage repairs caused by their suite.**
- d) Owners/residents are responsible for insuring the contents of their Storage Locker and should advise their insurance company if they have expensive items stored in their locker. Loss or damage to locker contents, regardless of cause, are not the responsibility of the Corporation.
- e) Owners/residents should ensure that someone checks their suite, **as required by their insurance policy**, when their suite is unoccupied.
- f) Insurance for damage to, or theft of, vehicles and/or contents of vehicles parked anywhere on Corporation property remains the vehicle owner's responsibility.

19) EXHAUST FANS AND SCREENS

- a) Kitchen exhaust fans should be used while cooking to reduce the possibility of unpleasant odours permeating the corridors.
- b) Kitchen exhaust fan screens should be cleaned regularly. The exhaust fan effectiveness will be reduced if the screen is clogged.
- c) The Laundry exhaust fan must be used when the dryer is in use and the **in-wall dryer vent screen must be cleaned regularly**. The exhaust fan will not work properly if the wall vent screen is clogged.
- d) Replacement motors for kitchen, bathroom and laundry exhaust fans are available from the Management Office. The cost of the motor and installation is the responsibility of the suite owner.

20) LAUNDRY FACILITIES

- a) As a courtesy to your neighbours, it is recommended that you **do not use your washer or dryer between the hours of 10:00PM to 7:00AM.**
- b) To prevent unexpected flooding, the **washing machine water taps should be turned off when the washer is not in use.**
- c) It is recommended that the exterior laundry exhaust fan grills, where accessible from your balcony, be cleaned regularly, i.e. 2-3 times per year.
- d) The Board of Directors has opted to have all dryer internal vents and drums, and the associated exhaust ducts and exterior grills, professionally cleaned at Corporation expense every three (3) years. You will be advised when this is scheduled.

21) MAIL DELIVERY

- a) The postal code for the building is **L4C 8W4.**
- b) The room behind the suite mailboxes is controlled by Canada Post and is not accessible by the Corporation.
- c) For security, Canada Post **parcels and registered mail and courier packages cannot be accepted by the Management Office or the Corporation at any time.**
- d) Canada Post may deliver larger items into the oversized mail boxes on the right side of the Mail Room. If you receive a large item a key on a wooden dowel will be left in your mail box. To retrieve your parcel use the key to open the box with the same number as the key, remove your item, close and lock the box and put the key through the hole in the box on the lower right.

22) NEWSPAPER DELIVERY

- a) Newspaper delivery persons have been issued FOBs which permit them to enter the building between 2:00AM and 7:00AM only.

23) ON-SITE DRIVING AND PARKING

a) Emergency Routes:

- i) Parking is prohibited in the entry and exit lanes at the front of the building. These are posted emergency routes, and designated community bus routes. They are monitored and vehicles may be ticketed by The Town of Richmond Hill Parking Enforcement Officers.
- ii) Stopping time, for passenger pick-up/drop-off at the front door, should be kept to a minimum and the driver must remain with the vehicle.

b) On Site Driving:

- i) **The maximum speed throughout the property, including underground parking, is 10 KM/HR.**
- ii) **The maximum vehicle height for access to the underground parking garage is 1.87M (6'2").** If your vehicle touches the overhead height marker at the top of the garage ramp, do not proceed underground. If you do, you will be held responsible for all damage caused.
- iii) Do not use your car horn inside the parking garage.
- iv) P1 and P2 are one-way traffic. Please respect the signs to avoid an accident.
- v) Do not use your "Remote Garage Door Opener" when exiting the underground parking. This opens all doors unnecessarily and causes extra wear and tear on the door operating mechanisms.

c) Visitor Parking:

- i) Outside parking spaces at the front of the building are available for use by visitors. Two (2) of these spaces are clearly marked for "Tradesmen Only between 8:00AM to 5:00PM, Monday through Friday". Please advise your visitors to not use these spaces during the designated times.
- ii) Visitor may park in the designated Visitor Parking spaces on P1 but will need to call the resident from the driveway enterphone for access.
- iii) Visitor's vehicles parked overnight **between 3:00AM and 7:00AM** must be **registered using the "EZ Permit" system**. This includes vehicles for visitors staying in the Guest Suites.
- iv) Outside overnight parking, except for oversize visitor vehicles registered with "EZ Permit", is prohibited.
- v) **"EZ Permit" registration for visitor vehicles must be completed before 1:00AM.**
- vi) **An "EZ Permit" for Visitor parking can be issued for up to fourteen (14) consecutive nights.** If your visitor is staying longer than fourteen nights you must re-register their vehicle.
- vii) "EZ Permit" cards will be issued to new Owners/Residents during their "New Resident" meeting. Owner/Resident vehicles cannot be registered as visitor vehicles. If you lose your "EZ Permit" card a replacement card can be obtained from the Management Office.

d) **Resident Parking:**

- i) Resident vehicles must be registered with the Management Office and must be parked in their designated, numbered parking space.
- ii) A decal identifying the vehicle's designated parking space will be provided when the vehicle is registered. The decal must be displayed on the front or rear windshield, or on the vehicle dashboard, so that it is clearly visible from the outside of the vehicle.
- iii) Any change in vehicle information must be reported in writing to the Management Office. This includes change of vehicle, change of license plate number, vehicle painted a different colour, etc.
- iv) At the discretion of the Board, **abandoned, non-licensed and/or non-roadworthy vehicles are not permitted in underground parking at any time.** Such vehicles may be towed from the premises at the vehicle owner's expense if Management is unsuccessful in having the owner of such vehicle remove it.
- v) **Residents may not rent or lease their parking space(s) to non-residents.**
- vi) Residents who rent a parking spot to another resident must advise the Management Office in writing

e) **Prohibited in Parking Spaces:**

- i) Bundle buggies may be left in parking spots temporarily while the resident is shopping, but **may not be left overnight and may not be in the spot when the registered vehicle is also there.**
- ii) Trailers, campers, recreational vehicles, boats, snowmobiles, machinery, parts, tires, batteries or materials of any kind shall not be stored, even temporarily, in any parking space or anywhere on the common areas of the property.

f) **Vehicle Servicing and Repairs:**

- i) Other than in an emergency (vehicle does not start, flat tire, etc.) residents are not allowed to wash, service or repair any vehicle anywhere on Corporation property.
- ii) Service vehicles may access underground parking to provide service, but must be accompanied by the resident at all times.
- iii) If calling for vehicle service please remember to advise the service company that the clearance in underground parking is 1.87M (6' 2").

g) **Maintenance of Parking Spaces:**

- i) Residents are responsible for the cleanliness of their parking space(s).
- ii) Leaking, seeping or dripping, oil, gas or other fluids are damaging to the parking surface and can become a liability to the Corporation. In such cases, the Management Office will notify the Owner of the parking space(s) that the issue needs their immediate attention.

- iii) The vehicle must be repaired, or permanently removed and the parking surface must be cleaned. If the Corporation needs to arrange professional cleaning of the parking space(s), the cost of such cleaning will be charged back to the parking space(s) owner.
- iv) A Fire Department approved absorbent mat can be placed under vehicles for a short period of time (1-2 weeks) pending vehicle repairs. Mats are available from the Management Office (current cost is \$10).

h) **Enforcement of Parking Rules:**

- i) A vehicle of any kind deemed to be improperly parked at any time shall be liable to ticketing and towing at the vehicle owner's expense. In this case the Corporation, its Directors, Officers and agents shall not be liable for any damage, costs or expenses caused to the offending vehicle, its owner or agent, or any other party.

24) **PETS**

DOGS ARE NOT ALLOWED ON CONDOMINIUM PROPERTY UNDER ANY CIRCUMSTANCES AT ANY TIME.

- a) Pets permitted include domestic cats (limit of two), caged birds and tropical fish. All other pets are prohibited. Service Dogs are allowed.
- b) The suite owner will be financially responsible for any personal injury or property damage caused to any resident, guest, employee of the Corporation, Management, or to any member of the public by a pet in their suite. This also applies when pets are being brought in or out of the building.
- c) **Pets are not permitted in hallways or in any common area.**
- d) Pets are allowed in exclusive use common areas, i.e. balconies or patios.
- e) Residents may not permit their pet(s) to cause a noise or disturbance which disturbs the comfort or quiet enjoyment of the property by other residents.
- f) All complaints from residents regarding pets must be in writing, must be signed and must include details of the nature of the complaint with sufficient information to identify the violator.
- g) Violation of these rules shall be considered sufficient cause for the Property Manager, or the Board of Directors, to deem said pet a nuisance.
- h) Any pet deemed to be a nuisance shall be permanently removed from the property within two (2) weeks of receipt of a written notice from the Property Manager or Board of Directors.
- i) If a meeting of the Board is called to consider whether or not to deem a pet a nuisance, the owner of said pet will be invited to the meeting.
- j) Cat Litter:
 - i) Soiled cat litter should never be put down the garbage chute on resident floors.
 - ii) Cat owners must **double bag soiled cat litter in compostable bags** and put them into the green "organics" recycling bins in the Disposal Room on the ground floor. Insecurely wrapped / bagged soiled cat litter is a common cause of carpet soiling in building corridors.
 - iii) It is strongly recommended that cat owners **do not flush soiled cat litter down their toilets, even if it is labelled "flushable"**. This will eventually clog the drain creating an expensive repair that will be charged back to the offending owner.

25) PLUMBING AND DRAINS

- a) **Water Shut-Off Valves** – all residents are encouraged to familiarize themselves with the location and operation of the various water shut-off valves in their suite. The Superintendent can assist with this.
- b) **Water Shut-Off Key** – suites that have the original in-wall, shut-off valves must have a “Water Shut-Off Key”. If required, a key can be purchased from the Management Office (current cost is \$10).
- c) **Water Shut-Off Valves** – over the years, many of the original keyed water shut-off valves have been replaced with “ballcock valves” that do not require a key.
- d) **Emergency Flood** – in the event of an emergency flood the appropriate water valves must be shut off as soon as possible and the Superintendent must be advised. Quick action on your part could reduce, or eliminate, considerable water damage, and the associated repair costs to your suite, suites below you and common areas. As outlined in the INSURANCE section of these Rules and regulations, the cost of repairs up to the Corporation’s deductible will be charged back to the owner of the suite that caused the flood/water damage.
- e) **Kitchen Sink Drains** – never dispose of fats/grease/solids, etc. in your kitchen sink drain. This type of waste should be securely wrapped, double bagged using compostable bags, and properly disposed of in the green “Organics” recycling bins in the Disposal Room. The cost to clear clogged kitchen sink drains will be charged back to suite causing the blockage.

26) **RECREATION FACILITIES AND COMMON AREAS**

ALL FACILITIES ARE UNSUPERVISED – RESIDENTS AND THEIR GUESTS USE THEM AT THEIR OWN RISK

a) **GENERAL RULES:**

- i) Facilities are available **for use by residents and their accompanied guests**. Unaccompanied guests may not use the facilities and **non-resident Owners who have leased their suites give up the right to use the facilities**.
- ii) Access to indoor recreational areas requires your FOB. **Your FOB is programmed to only permit access during the “open” hours** and will not allow access during “closed” times.
- iii) An adult, at least seventeen (17) years of age, must supervise children under the age of thirteen (13).
- iv) **Personal trainers are not permitted due to insurance liability.**
- v) **The use of any of the recreational facilities may be restricted during organized activities of the Corporation or the various Social Committees. Notices will be posted.**
- vi) Proper attire must be worn between suites and recreation areas at all times (shoes and cover-ups).
- vii) Guest privileges and facility hours may change at the discretion of the Board.
- viii) A Board member, Management staff or the Superintendent may request proof of age from persons using the recreational facilities.
- ix) The Board will have the final decision on the availability and use of facilities if there are conflicting requests, or if the activity is not consistent with the Condominium Act, the Declaration, the By-Laws or the Rules and Regulations governing the use of the facilities.

b) **BARBEQUE AREA AND GAZEBO: Hours 8:00AM to 10:00PM:**

- i) The barbeque is available for use by all residents on a “first-come” basis.
- ii) Spare barbeque propane tanks are in a locked cage beside the barbeque. Your FOB opens the cage. If the propane tank goes empty while barbequing, it is the user’s responsibility to replace the tank and put the empty tank into the locked cage.
- iii) The barbeque must be cleaned after each use. A grill brush is provided.
- iv) All garbage must be properly disposed of either into the provided garbage container or the recycling bins in the Disposal Room, as appropriate.
- v) The use of audio equipment is permitted in the barbeque/gazebo area if used at low volume and not disturbing to other residents using the area.

- c) **BILLIARD ROOM: Hours 8:00AM to 10:00PM:**
- i) Only residents who have requested access, and whose FOBs have been programmed for access, and their accompanied guests, can use the room.
 - ii) Children under ten (10) are not permitted and children under seventeen (17) must be accompanied by a responsible adult.
 - iii) No food or beverages, except water in unbreakable containers, are permitted in the room.
 - iv) **Billiard cues and cue chalk are not supplied** although occasionally cues donated by residents may be available for use.
 - v) When you finish playing return billiard balls to the rack, or leave them in the table pockets, and put the protective cover on the table.
 - vi) If other players are waiting, playing time is sixty (60) minutes, beginning on the hour.
 - vii) Proper attire is required. Swimwear is not acceptable.
- d) **CARD / TV / PING PONG ROOM: Hours 8:00AM to 10:00PM:**
- i) The room is available on an "as available – first come" basis, i.e. ping pong players must wait quietly if card players or TV watchers are using the room and card players or TV watchers must wait if ping pong players are using the room unless the noise does not bother them.
 - ii) The room cannot be reserved for exclusive use by individual residents but is regularly used, with Board approval, for organized Social Committee activities – Bridge, Euchre, Bingo, Movie Night, Yoga, Exercise Class, etc. Notices will be posted.
 - iii) No food or beverages, except water in unbreakable containers, are permitted unless approved in writing by the Board.
 - iv) Proper attire is required. Swimwear is not acceptable.
- e) **EXERCISE ROOM: Hours 7:00AM to 10:00PM:**
- i) Use is restricted to residents and one accompanied guest.
 - ii) Sport shoes and proper attire is required. Swimwear is not acceptable.
 - iii) **CHILDREN UNDER THE AGE OF THIRTEEN (13) AND PERSONAL TRAINERS ARE NOT PERMITTED DUE TO POTENTIAL INSURANCE LIABILITY.**
 - iv) No food or beverages, except water in unbreakable containers, are permitted.
 - v) Exercise equipment in the room must not be re-arranged or removed.
 - vi) Only audio equipment with earphones is permitted.
 - vii) The TV volume and channel can be adjusted/changed as decided by the majority in the room at any time.
 - viii) The door to the outside gazebo and barbeque area **must remain closed** for security purposes. Your FOB is required for re-entry.
 - ix) The path between the doors must be kept clear of equipment and floor mats as required by the Richmond Hill Fire Department.

- f) **LIBRARY: Hours 8:00AM to 10:00PM:**
- i) This is a lending library based on the honour system, i.e. "if you take a book return it when finished".
 - ii) Books contributed by residents must be less than 5 years old, i.e. first published in the last 5 years. **PLEASE DO NOT USE THE LIBRARY AS A "DUMPING GROUND" FOR YOUR UNWANTED BOOKS.**
 - iii) Furniture must not be moved or removed.
 - iv) Proper attire is required. Swimwear is not acceptable.
 - v) No food or beverages, except water in unbreakable containers, are permitted.
- g) **TENNIS / SHUFFLEBOARD / BADMINTON COURTS: HOURS 9:00AM to Dusk:**
- i) Use is restricted to residents and up to three (3) accompanied guests.
 - ii) Access is via the Exercise Room, from the P1 Visitor Parking area or the building exit door beside the Library.
 - iii) Your FOB will allow access to the court and is required when you leave the court. Please ensure that the door closes and locks when you leave.
 - iv) Children under seventeen (17) must be accompanied by a responsible adult.
 - v) No food or beverages, except water in unbreakable containers, are permitted.
 - vi) Proper tennis or rubber soled shoes must be worn by everyone on the court, including spectators. Hard soled shoes will damage the surface and are not permitted.
 - vii) Normal playing time, if others are waiting, is limited to sixty (60) minutes beginning on the hour.
 - viii) **Tennis racquets and balls, badminton racquets and "birds" and shuffleboard cues are not provided by the Corporation.** Shuffleboard disks are available in the Exercise Room and shuffleboard score cards are mounted on the fence around the court.
 - ix) This facility is for tennis, shuffleboard and badminton only. No other game use is permitted.
- h) **WORKSHOP (P1 Airlock): Hours 9:00AM to 10:00PM:**
- i) Children under ten (10) are not permitted and children under seventeen (17) must be accompanied by a responsible adult.
 - ii) No food or beverages, except water in unbreakable containers, are permitted.
 - iii) Exhaust fan must be used when odours are created, i.e. painting, etc.
 - iv) Items being worked on must be removed daily and not stored in the room.
 - v) The work area must be cleaned after every use.
 - vi) The Corporation is not responsible for any injuries that may occur.
 - vii) The Corporation is not responsible for lost or stolen tools or materials.

i) **SWIMMING POOL: Hours 7:00AM to 10:00PM:**

THIS POOL IS UNSUPERVISED

- i) Use is restricted to residents and up to four (4) accompanied guests.
- ii) Bathers under thirteen (13) are not allowed within the pool area unless accompanied by adult who is not less than sixteen (16) years of age.
- iii) The host resident is responsible for ensuring that all their guests are fully aware of all pool rules and regulations in order to comply with the Town of Richmond Hill's By-Laws.
- iv) **Each bather must take a shower using warm water and soap, thoroughly rinsing off all soap, before entering, or re-entering the pool.**
- v) The use of oils, lotions or creams is not permitted in the pool.
- vi) Persons with hair longer than shoulder length are requested to wear a bathing cap or tie their hair back.
- vii) No person shall engage in boisterous play in or around the pool. Users are responsible for safe practises at all times. Running on the pool deck is not allowed.
- viii) **No food or beverages, except water in unbreakable containers, are permitted.**
- ix) Deep dives are not permitted.
- x) No person having open body sores on their body, or infected with a communicable disease, shall enter the pool/sauna/whirlpool areas.
- xi) No person shall pollute the water in the pool by spitting, urinating, spouting of water or blowing their nose while in the pool.
- xii) Children requiring diapers must use leak proof diapers specifically designed for use in pools.
- xiii) Pool furniture must not be removed from the pool deck or patio.
- xiv) Inflatable toys, except children's water wings, are not permitted in the pool area.
- xv) Street footwear is not permitted on the pool deck at any time.
- xvi) The door from the pool to the sun patio must remain closed and locked at all times. Your FOB is necessary to re-enter from the patio.
- xvii) No glass or breakable containers may be brought onto the pool deck.
- xviii) Strollers, carts, folding chairs or any other item which may restrict the use of or clutter the pool deck or which may be a safety or health hazard may be brought onto the pool deck.
- xix) **Cover-ups and footwear must be worn between suites and change rooms.** Swimsuits and towels are not sufficient.
- xx) The pool telephone is to be used only in the case of emergency.

j) **SAUNAS: Hours 7:00AM to 10:00PM:**

RESTRICTED TO PERSONS OVER THE AGE OF THIRTEEN (13)

- i) Use is restricted to residents and up to four (4) accompanied guests.
- ii) This is a **dry sauna that does not require the use of water** which may damage the heating elements.
- iii) To operate press the "green start button". The unit will start and automatically stop. Note that a cold sauna requires approximately fifteen (15) minutes to reach optimum temperature.
- iv) **No food or beverages, except water in unbreakable containers, are permitted.**
- v) The sauna door must not be left open.
- vi) The use of oils, lotions or creams is not permitted.
- vii) Too much time in the sauna may be harmful. Consult your doctor regarding your health risk.

k) **WHIRLPOOL: Hours 7:00AM to 10:00PM:**

RESTRICTED TO PERSONS OVER THE AGE OF THIRTEEN (13)

- i) Use is restricted to residents and up to four (4) accompanied guests.
- ii) To operate press the "green start button". The unit will start and automatically stop after approximately fifteen (15) minutes.
- iii) **Users must take a shower using warm water and soap, thoroughly rinsing off all soap, before entering the whirlpool.**
- iv) **No food or beverages, except water in unbreakable containers, are permitted.**
- v) The use of oils, lotions or creams is not permitted.
- vi) Users are cautioned that the direct force of the water jets can cause injury.
- vii) Too much time in the whirlpool may be harmful. Consult your doctor regarding your health risk.

27) **PARTY ROOM: Hours as Reserved between 10:00AM and 2:00AM:**

THE RESIDENT RENTING THE PARTY ROOM MUST ADVISE THEIR GUEST THAT THIS IS A TOTALLY NON-SMOKING BUILDING, including the OUTSIDE PATIOS.

- a) The Party Room is available for private events, sponsored by a resident, **which must have the resident host present for the duration of the event** and for which a "Party Room Rental Agreement" has been completed.
- b) The "Party Room Rental Agreement" is available for download from the Corporation's website.
- c) The contemplated use of the premises must be fully disclosed to the Corporation as a condition of, and prior to, the rental of the Party Room. The premises may not be used for any immoral or offensive use and by way of specific example, "strip" shows or similar live performances and pornographic or sexually explicit films may not be shown.
- d) The Resident is responsible for full compliance with any legal or regulatory obligations and will fully indemnify and hold harmless the Corporation from any breach thereof.
- e) The Resident will be responsible for his/her guests' behavior. If, in the opinion of the Corporation or its representative, the Resident cannot or will not control the behaviour of his/her guests, and the situation in the Corporation's opinion has deteriorated to an unsatisfactory level, the Corporation or its representative on duty will have the full authority to terminate the function immediately and ask all persons to leave the premises; and/or the police may be called to assist the representative in controlling the situation and/or the security deposit may be forfeited as partial compensation. It will be at the discretion of the Corporation as to whether the security deposit is withheld and as to whether the Resident will be permitted to use the Party Room for any further occasion.
- f) **The Function must be confined to the Party Room.** The Men's and Ladies washrooms to be used are located at the south end of the building, just past the Billiard Room.
- g) No drinks or food are allowed beyond the Party Room doors.
- h) Party Room rental includes the use of the kitchen appliances, dishes and utensils which must be cleaned/washed after use.
- i) Additional tables and chairs are available and will be provided if requested.
- j) Hours of operation **may be between 10:00AM and 2:00AM with all noisy activity ceasing at 10:00PM.**
- k) Maximum **attendance is limited to 83 persons** by the Town of Richmond Hill Fire Marshall.
- l) "Clean-Up" must be completed by the host resident after the event and no later than before 9:00AM the following day.
- m) Approval of events is at the discretion of the Board which may set terms for use of the room.
- n) Loud, or live, music is not permitted.

- o) A "Party Room Rental Agreement" must be completed and submitted to the Management Office no more than 3 months before the required date.
- p) Payment (cheque, Visa or Mastercard) must be included with the agreement:
 - i) Room rental is \$25.00.
 - ii) A damage deposit of \$500.00 refundable in whole or in part at the Board's discretion. This does not limit the Corporation's right to recover the costs of excess cleaning, damage to the Party Room or common elements or replacement of damaged or stolen property.
- q) The resident host is responsible for controlling the behaviour of their guests while they are on Corporation property. Rowdy behaviour and illegal acts are not permitted.
- r) The event activities are restricted to the Party Room and adjacent washrooms. All other areas of the property are restricted except those necessary for entry and exit.
- s) The doors from the Party Room to the patio are alarmed "Emergency Exits" that must remain unobstructed and closed at all times.
- t) The Resident is responsible for providing directions to the Party Room for his/her guests. NO ADDITIONAL SIGNS are to be posted in the hallways or lobby and DOORS are NOT to be left jammed open and unattended for people to enter.
- u) **The Party Room Enterphone Code is 305 and is listed on the Enterphone screen.** The telephone in the Party Room can be used to allow access to the building (press "6" to allow entry). The Resident MUST advise his/her guests accordingly.
- v) The Resident is responsible to ensure that ALL FURNITURE IS RETURNED TO ITS ORIGINAL LOCATION and, if the Party Room dishes, cutlery, etc. were used, they MUST be washed, dried and returned to the cupboard they were removed from.
- w) **ANY CHARGES RECEIVED FROM THE HOUSEKEEPING COMPANY FOR EXTRA CLEANING AFTER AN EVENT WILL BE CHARGED BACK TO THE RESIDENT WHO RENTED THE ROOM.**

28) **RECYCLING AND WASTE DISPOSAL: Hours 7:00AM to 10:00PM**

The Recycling / Disposal Room is on the first floor and **is under video surveillance**. Your FOB is required to enter the room, and as the room has an outside door is required to return to the building.

- a) Waste disposed of into the trash chute on each floor must be securely bagged. You must ensure that trash falls down the chute.
- b) Oversize trash must not be pushed down the chute.
- c) The large green "Dry Garbage" bins in the Disposal Room are for oversize trash.
- d) Notices in the Disposal Room list allowable recyclable items.
- e) The large blue "Recycling" bins are for recyclable material including paper, glass and plastic and metal containers.
- f) The large brown "Cardboard" bin is for recyclable cardboard. All boxes must be flattened and all packaging, plastic, styrofoam, etc. must be removed.
- g) Organics, **in compostable bags**, are recycled into the mid-sized green bins. Shredded paper, in compostable bags, can be put into the organics bins.
- h) Electronics may be left for recycling in, or beside, the red "Electronics" bin.
- i) Small domestic batteries may be left in the marked container just inside the Disposal Room door.
- j) **Toxic and/or flammable liquids**, (paints, solvents, oil, etc.) may be left in the Workshop (P1 Airlock beside door to Visitor Parking) for subsequent recycling. Empty toxic or flammable liquid containers should be put into the large blue "Recycling" bins in the Disposal Room.
- k) **Fluorescent and energy efficient lamps** may be put into a marked container in the Workshop for subsequent recycling.
- l) **Renovation waste materials must not be left in the Disposal Room** or put into the Corporation's garbage bins. Residents must arrange with their contractors and/or delivery agents for immediate removal.
- m) **Appliances, furniture and/or other large items must not be left in the Disposal Room**. Large items are picked up regularly by the Town of Richmond Hill. Arrangements for pick-up must be made with the Management Office. Items may only be brought to the pick-up area the day of the pick-up.
- n) Violations of items l) and m) above may require the Corporation to arrange for the removal of these items. If so, **the cost incurred will be charged back to the resident responsible**.

29) LOCKER ROOMS (P1 and P2 Levels): FOB access 24 hours a day

- a) Padlocks must be supplied by the owner.
- b) All items must be stored inside lockers. Nothing may be stored outside or on top of lockers.
- c) Bicycles must not be stored in lockers. They must be put into the Bicycle Room.
- d) **Insurance for items in lockers is the owner's responsibility.** The Corporation is not responsible for loss or damage to items in lockers regardless of cause.
- e) **Flammable liquids and/or other toxic substances must not be stored in lockers at any time.** If these are identified the owner of the locker will be asked to remove them. If this is not done within a reasonable period of time the Corporation will remove them and the cost will be charged back to the owner.

INFORMATION FOR SUPPLIERS & CONTRACTORS

IT IS THE OWNER OR RESIDENT'S RESPONSIBILITY TO ENSURE THAT THEIR SUPPLIERS AND CONTRACTORS UNDERSTAND AND COMPLY WITH THE CORPORATION'S RULES & REGULATIONS

DELIVERIES may only be made between the hours of **8:00AM to 6:00PM – Monday to Friday** and between **8:00AM to 4:00PM on Saturday**. Deliveries are NOT permitted on Sundays or Statutory Holidays. Wheeled or bulky articles (Appliances, Furniture, Cabinets, Tools, etc.) MUST be delivered via the MOVING ROOM & SERVICE ELEVATOR which MUST be pre-booked on a "**SERVICE ELEVATOR RESERVATION AGREEMENT**". **Bulky items and/or materials MUST NOT be brought through the Lobby or P1 Parking area doors.**

SERVICE ELEVATOR – the interior height is 2.57m (8'5"). Items exceeding this length must be manually carried up a stairwell, accessed from an exterior door, not through the lobby.

NOISE – renovation work, repairs, hammering, drilling or any other activities which create noise and/or possible disturbance to other Residents, is **ONLY permitted between the hours of 9:00AM to 5:00PM, Monday to Saturday.**

WORK LOCATION – all renovation and/or repair work MUST be completed totally within the Resident's Suite. At no time may any work be completed, or items be unpacked/uncrated/stored, even temporarily, in hallways or stairwells as this is a violation of the Town Fire Code.

CONTRACTOR PARKING is available in the Visitor Parking area at the front of the Building. If space is not available, oversize vehicles MUST be parked off-site. Unattended vehicles may not be left in the driveway, or at the delivery dock, at any time.

WASTE MATERIALS from renovations may NOT be stored, even temporarily, in any part of the building, except the resident's suite, at any time. This includes removed floor coverings, empty and partially empty paint cans, and any other construction/renovation debris. Surplus/waste material MUST be removed from the site by the contractor and MUST NOT be left in Corporation's Disposal Room or put into the Corporation's garbage bins.

OLD APPLIANCES/FURNITURE, including packing material, crates, skids, etc. must be removed from the site using the service elevator and moving room. They MUST NOT be left in the Corporation's Disposal Room or put into the Corporation's garbage bins.

FLOORING – the installation of flooring must include a sound insulation product with an FIIC rating of **70 or better**. The manufacturer's specification sheet and a sample of the insulation product MUST be provided to the Management Office when the "**REQUEST FOR RENOVATION/UPGRADE**" and "**FLOORING AGREEMENT**" forms are submitted. **Approval to install flooring will not be granted without this information.**

FAN COIL UNITS should be kept "OFF" during demolition and/or dusty work (drywall, flooring, etc.) and covered in plastic wrap if possible. If this is not possible, filters, available for purchase from the Management Office, should be replaced once work is completed.

FIRE SAFETY PROCEDURES

FIRE SAFETY BEGINS WITH YOU: Learn what to do if a fire happens. This is the best way to protect yourself and those around you. You must act quickly when you hear the alarm or discover a fire. You must always protect yourself from smoke. Remember, most people die from smoke inhalation, not fire.

- 1) **IF THERE IS A FIRE IN YOUR SUITE:**
 - a) Tell everyone in your suite to leave;
 - b) Close all doors behind you;
 - c) Pull the fire alarm on your floor and yell fire;
 - d) Leave your floor using the nearest stairway – the elevators will not respond once the fire alarm has been pulled;
 - e) The Fire Department will be called by the alarm monitoring station;
 - f) Meet the Fire Department at the front door and tell them where the fire is.

- 2) **WHEN YOU HEAR THE FIRE ALARM** (To go or to stay - the decision is yours)
Most of the time, the best thing to do when you hear the fire alarm is to leave the building as soon as possible, but in some cases you may not be able to leave and may have to stay in your suite. Regardless, you must protect yourself from smoke.

- 3) **IF YOU DECIDE TO LEAVE THE BUILDING:**
 - a) Check the door to your suite.
 - b) If smoke is entering from around the door DO NOT OPEN IT.
 - c) If there is no smoke open the door a little. If you see smoke, or feel heat, close the door.
 - d) If the corridor is clear, take your keys, lock your doors and go to the nearest stairway. DO NOT TRY TO USE THE ELEVATOR.
 - e) Open the stairway door carefully. If there is no smoke use the stairway to leave the building.
 - f) If you see smoke, or feel heat, close the door and go to the other stairway.
 - g) Open the stairway door carefully. If there is no smoke use the stairway to leave the building.
 - h) If there is smoke in the second stairway return to your suite and protect yourself from smoke.

- 4) **WHEN YOU ARE INSIDE THE STAIRWAY:**
 - a) If you encounter smoke on your way down, leave the stairway as soon as possible and go to the second stairway.
 - b) If the second stairway also has smoke return to your suite, if possible OR
 - c) Go into any corridor and knock on suite doors until you find a place to take shelter.
 - d) Do not try to go to the roof. The door to the roof is always locked and you could become trapped.

- e) Remember, wherever you are, if there is smoke, stay low to the floor, crawl if necessary. The air closer to the floor is cleaner as smoke rises.

5) IF YOU REMAIN IN YOUR SUITE:

- a) You must protect yourself from smoke.
- b) Stay in your suite until you are rescued or until you are told by the Fire Department that it is safe to leave. This notification may be made over the fire speaker system.
- c) Keep smoke from entering your suite. Use duct tape to seal cracks around the door and place wet towels across the bottom of the door.
- d) If smoke enters your suite call the Fire Department (911) tell them where you are and go to your balcony if you have one. Close the sliding doors to your balcony. If you do not have a balcony go to the most smoke free room, close the door and seal it with duct tape and wet towels, open a window for fresh air.
- e) Show rescuers where you are by hanging a sheet from your window or balcony.
- f) Listen for instructions from the fire speaker system.

FIRE SAFETY BEGINS WITH YOU.

If you require further information contact the Richmond Hill Fire Department.

RESIDENTS WILL BE NOTIFIED IN THE EVENT OF A FALSE ALARM.

REMEMBER – THE SUPERINTENDENT WILL BE VERY BUSY DURING A FIRE EMERGENCY. DO NOT TRY TO CALL HIM.

If you require assistance to leave the building during a fire emergency when the elevators are not in service make sure that you have registered with the Management Office.