



Guide to living

at

OBSERVATORY II

York Region Condominium Corporation No. 616
Richmond Hill

**YORK REGION CONDOMINIUM CORPORATION NO. 616
OBSERVATORY PLACE II
33 WELDRICK ROAD EAST
RICHMOND HILL, ONTARIO L4C 8W4
TELEPHONE: 905-737-7450**

TABLE OF CONTENTS

		Pages
1.	INTRODUCTION	1
2.	GENERAL RULES	2-3
3.	SUITE LEASING PROCEDURE	3
4.	BICYCLES	3-4
5.	ENTERPHONE	4
6.	ELECTRICAL CIRCUIT INFORMATION	4
7.	ELEVATORS AND MOVING	5-6
8.	FIRE AND EMERGENCY PROCEDURES	6-7
9.	GUEST SUITES	7
10.	HEATING AND COOLING - UNIT SERVICING	8
11.	INSURANCE	8
12.	KEYS/LOCKS/GARAGE DOOR OPENERS	8
13.	KITCHEN FANS AND SCREENS	8
14.	LAUNDRY FACILITIES	9
15.	MAIL DELIVERY	9
16.	NEWSPAPER DELIVERY	9
17.	NOISE (IN SUITES)	9
18.	PARKING/DRIVING (RESIDENTS & VISITORS)	9-12
19.	PETS	12-13
20.	PLUMBING AND DRAINS	13
21.	RECREATIONAL FACILITIES	13-19
22.	RECYCLING AND WASTE DISPOSAL	19
23.	SECURITY	20
24.	SMOKING	20
25.	STORAGE LOCKERS	20
26.	MISCELLANEOUS OTHER RULES	20-21
27.	FINES AND PENALTIES	21
	PET DISCLOSURE FORM	22
	SUITE LEASING COVENANT	23
	NEW RESIDENT ACKNOWLEDGEMENT FORM	24

I. INTRODUCTION

Observatory II was built in 1986/7. The building has 201 Suites and many recreational facilities. Main Lobby and P1 Entrances are wheelchair accessible. Harmonious condominium living and maintenance of high quality physical surroundings, must be an objective of all residents.

THE CONDO CORPORATION IS GOVERNED BY THE FOLLOWING:

(a) THE CONDOMINIUM ACT

A copy of the Condominium Act may be obtained from the Government Bookstore at 880 Bay St., one block south of Wellesley.

(b) THE DECLARATION

Your lawyer gives you this document when purchasing/closing the sale of your condominium. It contains basic information regarding the purpose for which the property is to be used, a list of the common elements, etcetera.

Keep this document handy at all times.

(c) RULES AND REGULATIONS

- (i) It is important that you read and familiarize yourself with the Rules and Regulations.
- (ii) The Board may make rules governing the use of common elements and suites promoting the safety, security and welfare of all residents.
The Board of Directors has responsibility for resolution of disputes and infractions; but such should first be reported in writing to Management Office, which will monitor the basic "Dos and Don'ts"
- (iii) The Management Office also maintains a log for reporting minor infringements, suggestions, complaints, deficiencies, and wear and tear noticed by staff or residents.
- (iv) Penalties are enforced when a resident repeatedly does not conform to our Rules and Regulations. (Reference: Page 21, Fines & Penalties Section 27.

(d) MANAGEMENT, SUPERVISION AND SECURITY GUARD

- (i) The Management Office, situated off the Main Lobby, is staffed by the Property Manager and Site Administrator and is open:
9:00 a.m. - 1:00 p.m. Monday
9:00 a.m. - 1:00 p.m. Tuesday
1:00 p.m. - 5:00 p.m. Wednesday
9:00 a.m. - 1:00 p.m. Thursday
9:00 a.m. - 12:30 p.m. Friday
After hours, messages may be recorded by telephoning **905-737-7450**
- (ii) The hours covered by the Superintendent/Relief Superintendent/Security Guard may vary at times due to absences such as sickness, vacation or leave. The on-duty person can always be reached by the same **Pager No. 416-589-6933**. Any change to this pager number will be advised in monthly "Board Talk".

MANAGEMENT, SUPERVISION AND SECURITY GUARD continued

- (iii) The Superintendent (Suite #107), or Relief Superintendent are responsible for monitoring and maintaining the Common Elements during daytime hours.
The seven days a week schedule of these functions is:
 - 6:00 a.m. – 8:00 a.m. Superintendent/Relief Superintendent on call for emergencies only (Pager number **416-589-6933**)
 - 8:00 a.m. – 6:00 p.m. Superintendent/Relief Superintendent on full duty
 - 6:00 p.m. – 10:00 p.m. Superintendent/Relief Superintendent on call for emergencies only (Pager number **416-589-6933**)
- (iv) The Security Guard is usually located in the Main Lobby, but also does regular “rounds about the building” and can be reached (Pager number **416-589-6933**)
The seven days a week schedule for Security is:
 - 10:00 p.m. – 6:00 a.m. Security Guard on call (Pager number **416-589-6933**)
- (v) The property is under comprehensive camera surveillance at all times. Four of the many camera locations – Main Lobby Entrance, Outside Front of Building, Underground Visitor’s Parking and Entrance Ramp to all parking, can be viewed on your television channels 59/998.

2. GENERAL RULES

These Rules are taken from Schedule "A" of By-law No. 1 of Y.R.C.C.#616. The following rules shall be observed by each resident, and the term "resident" shall include the owner of any unit in the Corporation and any other person(s) occupying the unit with the owner's approval, including without limitation, members of the owner's family, his tenants and their respective invitees (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 or Manager, may or does disturb the comfort or quiet enjoyment of the units or common elements by other residents. For hours of construction work, please refer to Section 7, Article (f), Page 6 of this booklet.**
- (b) No sign, advertisement or notice shall be inscribed, painted, affixed or placed on any part of the inside or outside of the building or common elements whatsoever without the prior written consent of the Board.
- (c) No awnings or shades shall be erected over and outside of the windows or balconies without the written consent of the Board.
- (d) No resident 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 premiums on any building, or on property kept therein, or obstruct or interfere with the rights of the residents, or in any way injure or annoy them, or conflict with the regulations of the relevant fire department, or with any insurance policy carried by the Corporation or conflict with any of the rules and ordinances of the local Board of Health, or with any municipal by-law or any provincial or federal statute or regulation.
- (e) Nothing shall be placed on the outside of window sills, projections or balcony railings (plant boxes). Christmas lights are not permitted on balconies.
- (f) Water shall not be left running unless in actual use.

GENERAL RULES (continued)

- (g) No resident shall place, leave or permit to be placed or left in or upon the common elements (including those of which he has the exclusive use) any debris, refuse or garbage except on such days and times as designated by the Board or the Manager nor shall any owner place or deposit any garbage or debris except in those areas designated by the Corporation or the Manager as a central garbage depository.
- (h) The water closets and other water apparatus, whether en-suite or elsewhere, shall not be used for the purposes other than those for which they are constructed, and no sweepings, garbage, rubbish, rags, ashes or other substances shall be thrown therein. Any damage resulting to them from misuse or from unusual or unreasonable use, shall be borne by the resident who has, or whose family guests, visitors, servants or agents have caused such damage.
- (i) Nothing shall be thrown out of the windows or doors or off the balconies of the building including cigarette butts, bird feed, bread, etc.
- (j) Residents shall not overload existing electrical circuits and plumbing facilities in their units.
- (k) No auction or garage sale shall be held in suites or on the common elements.
- (l) No stores of coal or any combustible or offensive goods, provisions or materials shall be kept in the units or common elements. The use of barbecues is strictly prohibited.
- (m) Save as otherwise provided or contemplated in the declaration of the Corporation, the sidewalks, passageways, walkways and driveways used in common by the residents shall not be obstructed by the residents or used by them for any purpose other than for entering and leaving their respective units or the common elements.
- (n) No mops, brooms, dusters, rugs or linen shall be shaken or beaten from windows or doors, nor from any portion of common elements, including those parts of the common elements over which the owner has exclusive use.
Only flowers, plants, seasonal furniture shall be allowed on balconies, and balconies shall not be used for storage purposes whatsoever.
Hanging or drying of clothes on balconies is not permitted.

3. SUITE LEASING PROCEDURE

- (a) This Condominium is designed for owner residential occupation. It is not a rental building. The Declaration, Part 6 governs the leasing of suites.
- (b) Non-resident owners have the responsibility to:
 - (i) provide tenant with copy of Declaration, By-Laws and Rules & Regulations.
 - (ii) register tenant for identification and parking (decal on car displaying appropriate parking space number) and arrange move-in times with the Management Office.
 - (iii) provide Management Office with original of a covenant, signed by the tenant, acknowledging tenant has read and will comply with (i) and (ii).
 - (iv) provide a "moving in" certified cheque or money order deposit. This would be returned to tenant after the move is completed (according to Section 6, Article (b), Item (iii) on Page 5) and the Covenant is signed.
 - (v) Provide the Management Office with the owner's current address.
- (c) A prime tenant may not sub-lease his rented suite, parking spot or locker at any time.
- (d) Non-resident owners are responsible for any moneys owing to the Corporation when their tenant vacates.
- (e) There is a minimum occupancy lease time of six months.
- (f) See "Suite Leasing Covenant" form on Page 24.

4. BICYCLES

- (a) Bicycles are prohibited from the lobby, corridors or elevators, and may not be stored in suites.
- (b) Bicycle parking is to be in racks installed by the Corporation (P1Level).
- (c) All bicycles parked by residents must be registered with the Management Office and have a parking decal affixed.
- (d) Permits for each bicycle will be issued upon payment of \$20.00 fee, to be renewed annually at a cost of \$10.00.
- (e) Bicycles must not be stored or parked on any part of the common elements not designated use for bicycle storage, including exclusive of common elements, such as balconies, patios, or lockers.
- (f) Any bicycle chained to posts, fences, or rails located throughout the common elements, or
- (g) unauthorized bicycles using Corporation racks, will be forcibly removed and impounded at the owner's expense. Secured bicycle rack available on front patio.
- (h) Unclaimed or abandoned bicycles will be disposed of by the Corporation, following a three-month holding period.
- (i) Residents authorized to use racks installed by the Corporation will provide own locks.
- (j) The Corporation endeavours to protect property of the residents but will not be responsible for loss or damage to bicycles or attachments. The permit fee is to cover the use of the parking space and rack only.
- (k) For safety reasons, bicycles must not be ridden up or down garage ramps or within the parking garage. Walk your bicycle up and down the ramp.

5. ELECTRICAL CIRCUIT INFORMATION

- (a) The electrical circuits are wired for 120 volts, 15 amps, 60 cycles with the exception of the stove outlet (220 volts) and dryer outlet (220 volts).
- (b) Each suite is equipped with a breaker panel for all circuits, usually located in a closet near your suite Entry Door. Monthly, resident should test "GFI breaker" (reads TEST), white button located at top right corner of breaker panel. Ask Superintendent for assistance if required. **Please turn off Lights when leaving Suites or Common Areas.**

6. ELEVATORS AND MOVING

- (a) Elevators - Every day usage:
 - (i) This is a smoke-free building in common areas, therefore, smoking is prohibited in elevators at all times.
 - (ii) In the event of an emergency, press "Emergency Button" on the lower indicator panel. The alarm bell will ring indicating an emergency. The Superintendent or Management Office will try to assist when possible, but if no response is given to your emergency, press the button beside the "Hands free telephone" which will ring in the Elevator Service Company, to expedite the handling of such an emergency. Familiarise yourself, when you first move in, with the location of these buttons and the telephone in order to avoid panic.
 - (iii) Electric eyes allow doors to remain open for a short period of time. Forcibly holding elevator door open may result in costly repairs. Always use the "DOOR OPEN" Button.

ELEVATORS AND MOVING continued

- (iv) Bulky articles, packages, tool boxes, equipment, or anything which might cause damage, discomfort, or restriction to passenger capacity, must be carried only in the freight elevator. The latter can be fitted with protective coverings and should be reserved by arrangement with Management or Superintendent.
The foregoing applies regardless of the person(s) responsible for moving the item. Prior arrangements should be made, particularly in the case of retail deliveries and conformity with the time slots set out in Section (b), Item (ii) below is required.

(b) Elevators and moving “in or out”:

- (i) Elevator reservation for moving in, will be authorized only when the new owner or tenant has completed the Resident Information Form - Pet Disclosure Form (which must be updated as necessary) - Suite Leasing Covenant Form (when applicable) and signed the New Resident Form that she/he has read, understands and will comply with our Rules and Regulations.
- (ii) This documentation must be filed in the Management Office at least 5 days prior to the move. Time slots will be assigned as follows:
 - Monday: Noon to 4:00 p.m. or 4:00 p.m. to 8:00 p.m.**
(weekly recycling pick-up in the morning)
 - Tuesday, Wednesday, Thursday or Friday:**
or 4:00 p.m. to 8:00 p.m.
8:00 a.m. to Noon or Noon to 4:00 p.m.
 - Saturday: 8:00 a.m. to Noon or Noon to 4:00 p.m.**
 - Sunday & Holidays: Moving not permitted**
- (iii) A security amount of \$500.00 by certified cheque or money order, payable to the Corporation, shall be deposited in the Management Office by the incoming or outgoing resident, prior to elevator reservation. Such deposit will be held to cover costs of any damage, soiling, or littering resulting from the move.
- (iv) The deposit is refundable in whole or part at the Board's discretion following post move assessment, but this does not limit the Board's right to recover damages in excess of the deposit amount.
Refund is also subject to a new resident's proper registration and familiarization with the Condominium Rules and Regulations.
- (v) New residents must register in the Management Office prior to moving in. New owners must provide proof of title transfer. Owners leasing a unit must advise the Management Office the name of the tenant.
- (vi) During a move, all furniture and appurtenances must be taken directly from suite to service elevator or vice versa. Nothing shall be placed or left in corridors at any time.

7. EN-SUITE RENOVATIONS, UPGRADES, CHANGES, ALTERATIONS

- (a) All unit owners planning any change to their original En-Suite workmanship (upgrades such as new floors, replacement of kitchen cupboards, counters, vanities, etc.) must first apply in writing to the Management/Board of Directors to obtain written approval to proceed.
- (b) A deposit by certified cheque or money order in the amount of \$500.00 will be required. This is refundable, in whole or part at the Board's discretion, after completion of the work. The Board reserves the right to recover a larger amount in the event of excessive damage to the common elements.
- (c) The Owner is responsible for ensuring that the Contractor is fully aware of, and complies with, these Rules & Regulations. It is recommended that a summary of relevant rules, available from Management Office, be given to the Contractor prior to placing any order.
- (d) Insurance for such improvements is the Owner's responsibility.
- (e) Deliveries of items such as new appliances, cabinets and disposal or removal of such items can only be between the hours of **8:00 a.m. and 6:00 p.m.-Monday through Saturday** and must comply with clauses in Section 6, Article (b) Elevators and moving "in or out" Page 5. Please note that the internal height of the Service Elevator is 2.57m (8'5").
- (f) Contractors may work in the Building only between the hours of 8:00 a.m. and 6:00 p.m.-Monday through Saturday. Contractors must not engage in work which could cause disturbance to other residents outside the hours of **9:00 a.m. and 5:00 p.m.** For further reference see Section 18, "Noise (In Suites)", Page 11.
- (g) Contractor's materials and equipment can only be "brought in or taken out" via the Moving Room and Service Elevator between the permitted hours of 8:00 a.m. and 6:00 p.m.
- (h) Contractors must not be permitted to deposit materials or equipment anywhere on the common elements and all work must be done inside the Owner's suite.
- (i) All packing and waste materials from renovations, including painting, to be removed from site by the Resident or Contractor. It is not permitted to dispose of such materials in the Disposal Room or the Corporation's garbage bins.
- (j) Hardwood or laminate flooring installation **must** include a high grade sound insulation product providing a FIIC rating of 60 or better
- (k) Prior to commencing the installing of hardwood or laminate flooring, obtain a letter from the Supplier/Installer confirming that the above specification will be met and provide a copy to the Management Office. If a sub-standard product is used, it will have to be replaced.
- (l) Failure to comply with the above instructions will result in a \$150.00 penalty.
- (m) See "Information for Suppliers and for Contractors" on Page 22.

8. ENTERPHONE (Entry using your telephone)

- (a) The enterphone provides entrance communication and entry control via your regular telephone service, without interference with telephone calls. You can answer the enterphone system from any telephone in your suite and view Main Lobby and Visitor P1 area entrances on **Channel 59/998**.
- (b) Two quick rings: You are being called from the enterphone in the Lobby or P1 Visitor's Entrance. Answer your phone normally to talk to your caller.
To allow entry: Push "6", hold for few seconds, then hang up.
To refuse entry: Hang up.
- (c) Incoming telephone call while using enterphone: A soft ringing overtone indicates regular incoming telephone call. To answer incoming telephone call, either push "6" to allow visitor to enter or push "3" to refuse entry; thus connecting to your incoming telephone call.
- (d) Incoming enterphone call while you are on the telephone:
 - (i) A muted double overtone on your line indicates a call from enterphone system.
 - (ii) Push "3" which puts your telephone party on hold and you connect with your visitor.
 - (iii) Push "6" to allow entry to known visitor and you will be automatically reconnected with your telephone party. Remember to push "3" to refuse entry.
- (e) Nuisance calls: Annoying calls from enterphone system, hang up for a few seconds and call Management Office **905-737-7450**, Superintendent/Security both on Pager # **416-589-6933**.
- (f) **Do not press "6" when visitor is unknown, as this will allow entry to a stranger.**

9. ENTRY KEYS AND REMOTE GARAGE DOOR OPENERS

"Do not admit strangers into the Building by holding door open"

- (a) Two "Medico" security keys are allotted and given to new owner upon first moving into the building. Extra keys may be issued at the discretion of Management Office, with a deposit determined by Board of Directors (currently \$50.00). Limit 3 keys per suite
 - (i) All "Medico" (common element keys), including Suite and Locker Room keys and as well as Mailbox key and Remote Garage Openers should be given to your Lawyer or Real Estate Agent when vacating the unit.
 - (ii) Owners, who rent their Suites are responsible for giving their tenant(s) all keys, etc., to be returned to the owner when the Lease expires.
 - (iii) If an Owner is renting her/his garage space, the renter must return the remote to the owner when time expires. Mailbox keys must be returned to Owner also.
- (b) **Suite Door Lock:** To comply with your Declaration, you must not change locks or place any additional locks on your suite entry door, without first obtaining approval from the Corporation.
 - (i) If locks are then changed or additional locks installed, a key to each lock must be given to Management Office, where they will be coded and placed in a secure locked cabinet, allowing entry to your suite only in case of an emergency.
 - (ii) Should **forced entry** be required by Management/Superintendent/Security/Fire Department because of non-compliance with the above, the cost of the repair all damages will be resident's responsibility.

ENTRY KEYS AND REMOTE GARAGE DOOR OPENERS continued

- (c) **Remote Garage Door Openers:** One remote garage door opener, for each Registered parking space, will be given to new owner when moving into the building.
- (i) Battery replacement is the resident's responsibility.
 - (ii) A Remote Garage Door Opener, which becomes defective, will be replaced by the Management Office at "no cost".
 - (iii) Lost Remote Garage Door Openers can be replaced by the Management Office for a fee set by the Board (currently \$50.00).

10. FIRE AND EMERGENCY PROCEDURES

(a) Combustible Materials:

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. For example:

- (i) Combustible waste materials in the building shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard, such as elevator shafts, ventilation shafts, stairwells or any other means of egress.
- (ii) Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
- (iii) Greasy or oily rags, or materials subject to spontaneous combustion shall be deposited in a safe container or be removed from the premises.
- (iv) Flammable liquids shall not be used for cleaning purposes.
- (v) Combustible materials shall not be stored on a roof or adjacent to any building, so as to create a fire hazard to the building or its occupants.

(b) Fire Hazards:

In order to avoid fire hazards in the building, residents are advised:

- (i) Do not put burning material, such as cigarettes or ashes down garbage chutes or flick over balconies.
- (ii) Do not dispose of flammable liquids or aerosol cans down these garbage chutes.
- (iii) Never force cartons, coat hangers or bundles of paper into a chute, as it may become blocked.
- (iv) Avoid unsafe cooking practices, such as deep fat frying, too much heat, unattended stoves, and loosely hanging sleeves.
- (v) Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets, or lamp wire for permanent wiring.
- (vi) Avoid careless smoking - Use ashtrays - Never smoke in bed.

(c) Emergency Procedures in case of a fire:

Upon moving in, familiarize yourself with fire routes, pull stations, stairs and exits

During Fire Procedure, an announcement over P.A. System will be made after it is determined whether an "Emergency" or "False Alarm".

For the complete "FIRE SAFETY PROCEDURE" please see pages 26 and 27 of this Booklet. A laminated copy of these two pages can be obtained from the Management Office and should be posted at a convenient location in your suite for the benefit of all occupants.

11. GUEST SUITES

There are two guest suites, available only for the convenience and use of residents' guests. They may be booked by the Resident up to three months in advance and paid for in full at time of booking. These suites are located on the main floor. The guests may use all Recreational Facilities **when accompanied by resident**. Familiarize your Guests with all the Corporation's Rules and Regulations.

- (a) Guest suites are available on a "first come" basis, with a maximum booking of seven nights.
- (b) Extension of a booking period, by the same resident, can be made at the Board's discretion, and in the event there is no conflicting reservation.
- (c) Board of Directors sets the rate for use of guest suites and as of date of publication the charge is \$40.00 per suite per night, subject to change without notice.
- (d) A Security deposit of \$100.00 (cheque or money order) is required, payable at time of booking, to be returned to resident if no excess damage or extra cleaning required.
Should excess damage or cleaning be necessary, the resident is responsible for any additional cost incurred by the Corporation. This could vary from time-to-time at the discretion of the Board. An inspection report is made out by Management.
- (e) Residents may book the suite(s) via telephone (905-737-7450) or drop into Management Office. Signing of guest suite agreement and full payment in advance is required, with cheque payable to Y.R.C.C. #616.
- (f) The resident should pick up the guest suite key from Management Office/Superintendent **sometime before Noon** of the booking date. Upon vacating, lock guest suite door and leave key with Management Office, Superintendent or drop key in "Office" mail slot in Mailroom. Check-in time is 3:00 p.m. and check-out time is 11:00 a.m.
- (g) There is a replacement charge for lost keys, set by the Board of Directors, currently \$50.00.
- (h) Guest suites are cleaned daily. Sheets and towels changed as required.
- (i) Payment is refundable for unused suites, when cancelled at least seventy-two hours in advance.
- (j) Problems within guest suite(s) must be reported to Management Office, Superintendent or Security.
- (k) No provisions are made for infants.
- (l) No cooking allowed

12. HEATING AND COOLING - UNIT SERVICING

- (a) Suite Fan Coil Unit servicing, comprising motor lubrication, filter changes and drip tray, is a semi-annual, suite owner responsibility.
However, at present the Board of Directors has opted to have these requirements carried out professionally at Corporation expense twice a year.
- (b) All other servicing and repairs to these units, remain the suite owner's responsibility.

13. INSURANCE

- (a) Insurance coverage for suite interiors and contents, including contents of Storage Lockers, are an essential resident's responsibility. Upgrades made to the original En-Suite workmanship are not covered by the Corporation's insurance policy. The resident's "contents" policy should include upgrades made by the owner, as well as upgrades made by previous owner(s).
- (b) Ask your Insurance Broker for special coverage if you are away for an extended vacation and someone checks your suite from time to time. Be sure you are fully covered.
- (c) Insurance for damage to or theft of vehicles and contents parked anywhere on Corporation Property, remains the vehicle owner's responsibility.

14. KITCHEN FANS AND SCREENS

- (a) Kitchen fans must be used while cooking to reduce odours in hallways.
- (b) Fan screens should be cleaned regularly.

15. LAUNDRY FACILITIES

- (a) Each suite is provided with washer and dryer hook-ups within the suite. Do not use washers or dryers between the hours of 10:00 p.m. and 7:00 a.m.
- (b) Laundry fans must be turned on when appliances are in use and lint screens must be cleaned after drying each load, helping to eliminate possible fire.
- (c) Main washing taps should be turned off when the washer is not in use, especially when the resident is away for an extended period of time.
- (d) Dryer vent on wall at the back of your dryer, should be removed and cleaned frequently. Outside vent (if accessible) should be cleaned at least twice a year.
- (e) As a fire hazard reduction initiative the Board of Directors has, at present, opted to have all internal vents and drums professionally cleaned every two years (per Fire Regulations).

16. MAIL DELIVERY

The postal code for the building is L4C 8W4

The number of your suite must be added to the address or mail will not reach you.

The mail and mailroom are controlled by Canada Post and not accessible by the Corporation.

Parcels cannot be accepted by Management Office or by the Corporation at any time because of the liability factor.

17. NEWSPAPER DELIVERY

Newspaper delivery is allowed in Observatory II, but ordering, billing and payment must be made by telephone or mail, since carriers are not permitted to solicit or make collections door to door. Limited copies of the Liberal and flyers are delivered to Mail Room free of charge.

18. NOISE (IN SUITES)

Reference Page 2 of Booklet, Section 2 General Rules, Article (a)

Noises inevitably created by construction, maintenance and similar activities, such as hammering and drilling, must always be kept to a minimum.

Such activities are permitted only between **9:00 a.m. and 5:00 p.m. Monday through Saturday** but prohibited on Sundays and Holidays. Reference Section 7, Article (f), Page 6.

19. PARKING AND ON-SITE DRIVING

(a) Emergency Routes:

Parking is prohibited in the entry and exit lanes at the front of the building. These are designated Fire And Ambulance Emergency routes, monitored by Police, and subject to ticketing by the Town of Richmond Hill Authority (including Superintendent/Relief Superintendent and Security. Stopping time, for passenger pick-up/drop-off at front door, must be kept to an absolute minimum.

(b) On Site Driving:

Maximum speed limit throughout property 10 km/hr. Lights on at all times. Do not sound horn. Follow the arrows which indicate one way traffic only.

Remember not to use "Remote Control Garage Door Opener" when exiting from P1, main garage door to outside ramp.

(c) Definitions:

- (i) A vehicle is any personal use automobile, station wagon, van, motorcycle or pickup truck up to ½ ton maximum.
- (ii) Service vehicle is any truck, van or other conveyance, whose driver is present for the express purpose of providing a service to a Resident or to the Corporation.
- (iii) Maximum vehicle height for access to the building is 6' 2". Oversize vehicles must park outside to avoid any damage when using ramp to P1 Visitor parking.

(d) Parking Space Allocation:

- (i) Outside spaces at front of the building are for the use of Visitors only. Two of these spaces are clearly marked for "Tradesmen Only" between 8:00 a.m. and 5:00 p.m., Monday through Friday.
- (ii) Underground common element spaces on Level P1 are for the use of Visitors only.
- (iii) Underground individually owned spaces on Level P1 and P2 are reserved for the use only of Resident Owners or other properly authorized residents. Both levels are under camera surveillance.

(e) Visitor Parking

- (i) Outside overnight visitor parking is prohibited at all times. Oversize vehicles require a permit to park outside.
- (ii) Indoor overnight (3:00 a.m. to 7:00 a.m.) Visitor parking requires a valid parking permit. The permit should be obtained ahead of time from the Management Office by the host Resident, must have necessary particulars completed and be placed clearly visible on the vehicle's dash.
A permit is normally issued for up to three consecutive nights and this may be extended at the Board's discretion.
Latecomer permit, valid for one night, can be issued by the Security Guard on duty. Between 9:00 p.m. and 8:00 a.m. when the Ramp door is locked, it will be necessary for the host resident to provide access by remote control for the visitor's vehicle.

PARKING AND ON-SITE DRIVING continued

(f) Resident Parking

- (i) Vehicles must be properly registered in the Management Office and only parked in the appropriate numbered space.
Following registration, a decal specifically identifying the vehicle will be provided and must be displayed on the lower left part of the windshield or dash, clearly visible to Security personnel.
Any vehicle having no visible decal and parked in a Resident parking space, may, at the discretion of the Board, be towed at the owner's expense.
- (ii) Any change of information such as a different vehicle, license plate change, paint job, etc. must promptly be re-registered.
- (iii) Residents may not park in any visitor parking area unless authorized by the Board to do so and may not use a visitor's parking permit at any time.
- (iv) Residents may not rent or lease parking space(s) to non-residents.

(g) Prohibited Parking

- (i) Parking on Corporation property of any vehicle by any person, other than as specified in (c), (d) or (e) above, is prohibited unless authorized by the Board.
- (ii) It is prohibited to leave, park or place in any parking space, a vehicle, service vehicle or other conveyance (bundle buggy) if the above poses a security or safety risk, whether caused by its length of unattended stay, physical condition, appearance or potential damage to the property.
The Board after 48 hour notice, will request the owner to remove this conveyance or it will be removed by the Property Manager at the owner's expense.
- (iii) Illegal parking in "handicapped" spaces or behind parked vehicles will be penalized.

(h) Servicing and Repairs:

Other than in an emergency such as battery failure, residents are not allowed to service, wash or repair any vehicle anywhere on the Corporation property.

(i) Storage Prohibitions:

No trailer, camper, recreational vehicle, boat, snowmobile, machinery, parts, tires, batteries or materials of any kind shall be stored, even temporarily in a parking space or on the common elements.

(j) Maintenance of Parking Spaces:

Every owner/tenant is responsible for the tidiness and cleanliness of her/his parking space. Leaking, seeping and dripping gas, oil and other fluids are damaging to the parking space surface and can become a liability to the Corporation. In such cases, the Management Office will notify the owner/tenant that a mechanical problem needs their immediate attention. The surface must be cleaned to the Management's satisfaction or it will then be professionally cleaned at a cost of \$75.00, payable by the owner/tenant.

A Fire Department approved mat for placement under the vehicle can be purchased from the Management Office (presently \$10.00) for use in the interim until servicing has been completed.

PARKING AND ON-SITE DRIVING continued

(k) Enforcement of Parking Rules:

Violation of parking rules rapidly becomes hazardous and a vehicle of any kind deemed to be improperly parked shall be liable to tagging and towing at the owner's expense.

In this case the Corporation, its directors, officers or agents shall not be liable for any damage, costs, expenses caused to the offending vehicle or its owner or agent, or any other party.

(l) Insurance Coverage:

Insurance coverage for vehicles and contents, wherever on the property, remains the responsibility of the owner.

20. PETS: Dogs are not allowed on the Condominium property under any circumstances.

(a) Pets permitted in any suite include only:

Domestic cat (limit two), caged bird and tropical fish

All other pets prohibited (with the exception of Service Dogs).

- (a) The pet owner will be financially responsible for any personal injury or personal property damage caused to any resident, guest, employee of the Condominium, or to any members of the public by her/his pet.
- (b) No pet is permitted to remain on the balconies, hallways or any of the common areas. They are not permitted to defecate, urinate or otherwise soil these areas.
- (d) No resident may permit a pet to cause a noise or disturbance which disturbs the comfort or quiet enjoyment of the property by other residents.
- (e) All complaints must be in writing, signed and include details of the nature of the complaint and sufficient information to identify the violator of these rules.
- (f) Violation of these Rules shall be considered sufficient cause for the Property Manager with the approval of the Board of Directors, to deem said pet to be a nuisance.
Any pet deemed to be a nuisance by Board of Directors, in its absolute discretion, shall be permanently removed from the property within two weeks of receipt of a written notice from the Board or Property Manager.
If a meeting of the Board is called to consider whether or not to deem a pet a nuisance, the owner of the said pet will be invited to the meeting.
- (g) Cat owners are asked to **double bag cat litter** and take to garbage disposal room on first floor. Insecurely wrapped cat litter, carelessly disposed of, is a common cause of excess soiling below in garbage chutes.
- (h) See "Pet Disclosure" form on Page 23.

21. PLUMBING AND DRAINS

- (a) **Plumbing - Water:** We recommend you familiarize yourself with the various shut-off valves in your suite. Your Superintendent can assist in locating them for you. Each Suite should have a **“Water Shut Off Key”**. If not, the key can be purchased from the Management Office (presently \$10.00).
- (b) **Emergency Flood:** In such an emergency, immediately turn off the appropriate water valves and notify Superintendent. This could eliminate considerable water damage to suites below and to our common areas.
- (c) **Sink Drains:** Never dispose of fats/grease/ solids in kitchen sink drains. All solids securely wrapped, double bagged to be disposed of down the garbage chutes located on each floor.
- (d) **Reputable Contractor:** When the emergency is the resident’s responsibility, ask the Management Office for a contractor (with proper insurance coverage) to do the work.

22. RECREATIONAL FACILITIES—Generally 7:00 a.m.-10:00 p.m. ALL FACILITIES ARE UNSUPERVISED - RESIDENTS AND GUESTS USE THEM AT THEIR OWN RISK

(a) General Rules:

- (i) These facilities are available for the use of residents, and for their guests, but only when **accompanied by the resident**. Owners leasing their suites to tenants, give up the right to use facilities.
- (ii) **An adult resident must supervise children under the age of thirteen.**
- (iii) No personal trainers permitted due to insurance liability.
- (iv) The use of the recreational facilities may be restricted during organized activities of the Condominium Corporation.
- (v) Proper attire must be worn between your suite and recreation area at all times (shoes and cover-ups).
- (vi) Guest privileges and recreation facility hours may vary at discretion of the Board.
- (vii) Any Board member, Management Office staff, or Superintendent may request proof of identity or age from persons using recreational facilities.
- (viii) The Board of Directors reserves the right to disallow, displace or disapprove of any group activity not properly organized.
- (ix) The Board will decide on availability of facilities in the light of conflicting requests, or if the activity is not consistent with the Condominium Act, the Declaration and /or the Rules and Regulations governing the use of the facilities.

(b) BARBECUE AREA & GAZEBO: **Hours 8:00 a.m. - 10:00 p.m.**

- (i) Use is restricted to residents and their accompanied guests, and is available on a "first-come basis".
- (ii) The barbecue area is equipped with a propane barbecue for residents’ use.
- (iii) The barbecue and area must be cleaned after each use.
- (iv) All refuse must be disposed of in containers provided.
- (v) The use of radios, CD and/or tape players, etc. is permitted if used at low volume.
- (vi) For safety reasons, the barbecue is not to be used during high winds.
- (vii) When propane tank empty, contact Superintendent/Relief Super **416-589-6933**.

- (c) BILLIARD ROOM: Hours 7:00 a.m. - 10:00 p.m.** This Room contains sophisticated expensive equipment and should be used carefully and with respect.
- (i) Only children ten years and older, accompanied by a responsible adult, are permitted to **use** this equipment.
 - (ii) Use is restricted to residents and accompanied guests.
 - (iii) Children sixteen years and older are permitted to use this equipment without supervision.
 - (iv) No food or beverages are permitted.
 - (v) Radios, tape recorders, etc. are not allowed.
 - (vi) Billiard Cues are not supplied. Players must bring their own cue.
 - (vii) Upon completion of game, cue rests and billiard balls must be racked properly.
 - (viii) Playing time is sixty minutes, beginning on the hour.
 - (ix) Residents and guests must be properly attired. Swimwear is not allowed.
- (d) CARD/TV ROOM: Hours 7:00 a.m. - 10:00 p.m.**
- (i) Use is restricted to residents and accompanied guests. Residents and guests should not disturb the comfort or enjoyment of other persons eligible to use this facility.
 - (ii) No furniture or plants are to be added or removed from this facility except with the Board's approval.
 - (iii) No food or beverages are permitted unless approved by the Board for group activities (water is the exception). No swimwear is permitted.
 - (iv) This facility is reserved, with Board approval, for organized clubs, such as Euchre and Bridge, Bingo, card nights. Private parties, seminars, etc. cannot be booked.
- (e) EXERCISE ROOM: Hours 7:00 a.m. - 10:00 p.m.**
- Take safety precautions always to prevent injury or damage**
- (i) Use is restricted to residents and one accompanied guest.
 - (ii) Swimwear is not permitted.
 - (iii) Sport shoes and proper attire must be worn at all times.
 - (iv) Children under the age of thirteen not permitted.
 - (v) Food and beverages are not permitted. Water is an exception.
 - (vi) No equipment is to be re-arranged or removed from this facility.
 - (vii) Radios, tape recorders, etc. are permitted if used at low volume.
 - (viii) Door to the outside grounds to **remain closed**. This is an Emergency Fire Door only and the alarm will sound if opened.
 - (ix) No Personal Trainers are permitted due to insurance liability.
 - (x) Please use a cleaning solution, after using equipment, as a courtesy to others.
- (f) LIBRARY:**
- (i) Use is restricted to residents and their accompanied guests.
 - (ii) This facility is a lending library based on the honour system "Take a book and return same". Residents stock Library. Current clean books are always welcome.
 - (iii) No furniture may be removed from this area at any time.
 - (iv) Swimwear is not permitted.
 - (v) Food and beverages are not permitted.

(g) TENNIS COURT: Hours 9:00 a.m. - Dusk/Access (to/from) P1 Visitors' Parking area

- (i) Your "Medico Key" (common element key) will unlock entrance gate. Please ensure that you fully close this gate when you leave the Tennis Court area.
- (ii) Use is restricted to residents and up to three accompanied guests.
- (iii) Children under thirteen must be accompanied by a responsible adult resident.
- (iv) Proper tennis shoes and clothing must be worn by everyone using court.
- (v) Food and beverages are not permitted but water is an exception.
- (vi) Normal playing time is limited to sixty minutes beginning on the hour. This may be extended only during the absence of players following.
- (vii) The time limit remains sixty minutes when residents of more than one suite play together and the extension condition applies.
- (viii) This facility is for tennis playing only and no other game use is permitted.

(h) PARTY ROOM: Hours As Reserved

Availability of the Party Room is for any of three classes of social functions:

- (i) Events sponsored by our Social Committee and open to all residents.
- (ii) Events sponsored by "In House" groups, such as Euchre or Bridge Clubs.
- (iii) Private events, sponsored by a resident, must have the host resident in attendance for the duration of the event.

Party Room rental includes the use of the kitchen appliances (fridge, stove, microwave, dishwasher), a six foot long table and existing furniture throughout the Party Room.

All other requirements must be supplied by the host resident.

In all cases, hours of operation may be any period between 10:00 a.m. and midnight and maximum attendance is limited by the Fire Marshall to 83 persons. Every sponsor must carry out an initial "Clean-Up" prior to 9:00 a.m. on the following day.

Approval of events in Subsection (i), (ii), and (iii) listed above is at the discretion of the Board of Directors which may set terms for set use.

Approval of private events is also subject to the following:

- (i) Application for reservation of this facility must be submitted by resident in writing to the Management Office (905-737-7450) during working hours, neither less than fourteen (14) days nor more than three (3) months prior to the required date.
- (ii) At time of application cheques to cover costs will be required as follows:
 - Subsequent clean-up by staff personnel - minimum \$50.00.
 - Security personnel - minimum four (4) hours.
 - Damage deposit - certified cheque or money order for \$500.00.This is refundable in whole or part at the Board's discretion but does not limit the Board's right to recover the cost of excess damage or stolen property.
- (iii) The resident sponsor is responsible for controlling rowdy behaviour or illegal acts in or near party room and other common elements.
- (iv) The event is restricted to party room and adjacent washrooms. All other areas of property are excluded, except those necessary for entry or exit.

RECREATIONAL FACILITIES

Party Room Continued

- (v) The door from the party room direct to the building exterior may be used to exit to the patio but must remain closed at all other times.
 - (vi) The patio area outside party room must not be used for picnic or lounge purposes.
 - (vii) No smoking is allowed in this facility nor in washrooms. Smokers must exit building. Please use ashtrays provided on patio.
 - (viii) Loud or live music is not permitted in this facility.
- (i) **SWIMMING POOL: HOURS: 7:00 a.m. - 10:00 p.m.**
- CAUTION: THIS POOL IS UNSUPERVISED**
- (i) Swimming pools are governed by Regulations made under the Health Protection and Promotion Act, 1983, as amended which include the following provisions:
 - "A medical Officer of Health, a Public Health Inspector under his/her direction, or an Officer of the Ministry of Health, may enter upon a Public Swimming Pool at any reasonable time, whether the Pool is open or not".
 - (ii) The pool at Observatory II, having a water surface area less than 93 sq. meters and being unsupervised is subject to the following notice:
 - Bathers under thirteen years of age are not allowed within the pool enclosure unless accompanied by a parent or her/his agent who is not less than sixteen years of age.
 - (iii) Use is restricted to residents and up to four accompanied guests.
 - (iv) Host resident must be responsible for ensuring that all guests are fully aware of all Pool Rules and Regulations.
 - (v) Each bather shall take a shower using warm water and soap, thoroughly rinsing off all soap, before entering or re-entering the pool area.
 - (vi) No person shall engage in boisterous play in or about the pool.
 - (vii) No food or beverages are allowed in the pool area.
 - (viii) Deep dives are not permitted.
 - (ix) A child, who may need diapers or may lose control of elimination functions, is not allowed in the pool at any time.
 - (x) The use of oils, lotions or creams is not permitted in the pool.
 - (xi) Cover-ups and footwear must be worn between dwelling suites and changing rooms. Swimsuit and towel are not sufficient.
 - (xii) Users are responsible for safe practices at all times. No running/jumping into pool.
 - (xiii) All bathers with hair longer than shoulder length, must use a bathing cap or wear the hair securely tied back.
 - (xiv) No person having open body sores on her/his body, or infected with communicable disease, shall enter the pool/sauna/whirlpool areas.
 - (xv) Pool furniture is not to be removed from the pool deck area.

RECREATIONAL FACILITIES

Swimming Pool Continued

- (xvi) No person shall pollute the water in pool by spitting, urinating, spouting of water and blowing nose while in the pool.
- (xvii) The pool shall be maintained free from visible matter that may be hazardous to the health or safety of bathers.
- (xviii) Inflatable children's toys are not permitted in the pool area. Inflated water wings are an exception.
- (xix) The clean water and make-up water must be free from contamination that may be injurious to health of bathers.
- (xx) Street footwear is not permitted in pool area. Use proper pool attire.
- (xxi) The door from the pool to sun patio must remain locked at all times. Your common element key is necessary to re-enter from the patio area.
- (xxii) No glass or metal containers, strollers, carts, folding chairs or any article which may restrict the use or clutter the pool area or which may be a safety or health hazard may be brought into the pool deck areas.
- (xxiii) During periods when the pool is not intended to be open, it will be rendered inaccessible to residents. (Sandwich Board Notice Outside Pool Entrance)
- (xxiv) The pool telephone is to be used **only** in case of an emergency.

IT IS STRONGLY RECOMMENDED THAT NO ONE SWIM ALONE

(j) SAUNAS: Hours 7:00 a.m. to 10:00 p.m.

Restricted to persons over the age of thirteen

- (i) Use is restricted to residents and up to four accompanied guests.
- (ii) This is a **dry** sauna and does not require the use of water.
- (iii) To operate, simply press the "green start button". This unit will automatically stop.
Note: A cold sauna requires approximately fifteen minutes to reach optimum temperature.
- (iv) Food or beverage is not permitted.
- (v) The sauna door shall not be left open.
- (vi) Glass, metal containers or newspapers are not permitted.
- (vii) The use of oils, lotions or creams, etc. is not permitted.
- (vii) Too much time in the Sauna may be harmful. Consult a Physician regarding your health risk. Advised time limit is ten minutes.

(k) WHIRLPOOL: Hours 7:00 a.m. to 10:00 p.m.
Restricted to persons over the age of thirteen

- (i) To operate simply press the “green start button”. This unit will automatically stop.
- (ii) Use is restricted to residents and up to four accompanied guests
- (iii) Users must shower using warm water and soap, thoroughly rinsing off all soap, before entering whirlpool area.
- (iv) Food or beverage is not permitted.
- (v) Use of oils, lotions, shaving creams is not permitted in this area.
- (vi) Persons with longer than shoulder length hair must use a bathing cap or wear the hair securely tied back.
- (vii) For health reasons, usage time should not exceed ten minutes and users are cautioned that direct force of the water jets can cause injury.

(l) WORKSHOP: (Level P1) Hours 9:00 a.m. to 9:00 p.m.
Facility must be thoroughly cleaned after each use.

- (i) Use is restricted to residents and children over the age of thirteen supervised by an adult.
- (ii) No food or beverages are permitted.
- (iii) Exhaust fan to be turned “ON” when using this facility.
- (iv) This facility is not to be used for storage.
- (v) The Corporation cannot be responsible for any injuries that may occur.
- (vi) The Corporation cannot accept responsibility for lost or stolen materials.

PLEASE USE CAUTION WHEN USING ANY MATERIALS AND TOOLS

23. RECYCLING AND WASTE DISPOSAL:

(Disposal Room under 24 hour video surveillance)

- (a) Recyclable materials (**Disposal Room only**) include cardboard, paper, glass, plastic and metal containers, small domestic batteries, etc., and not to be left in P1 & P2 parking areas.
- (b) Cardboard boxes must be **flattened** after removing all packaging, styrofoam, etc.
- (c) Large “Blue” Garbage Bins have been supplied by Township to accommodate **all** our recycling needs listed in (a) above. Bins for wet and dry garbage remains the same. These are all located in the Disposal Room, opposite Suite #106 on the main floor.
- (d) Small domestic batteries and energy saving light bulbs are collected in a marked container in the Disposal Room.
- (e) Domestic waste must be securely double bagged and disposed of via the trash chute located on each floor. Ensure that nothing dropped in the chute is large enough to block the aperture.
- (f) Only small items such as coffee cups, wasted tissues, etc. can be disposed of in the garbage bin supplied on P1 or P2 levels, before entering the building.

RECYCLING AND WASTE DISPOSAL continued

- (g) For security reasons the Disposal Room is always locked. Your "Medico" common element key is necessary in order to exit this room.
- (h) Dumping in the Disposal Room of renovation and such waste materials, old large appliances and equipment is prohibited. Residents must arrange with contractors or delivery agents for immediate removal. Failure to comply, may result in a \$500.00 penalty.
- (i) Toxic or flammable waste, such as paints and solvents, may not be disposed of "on site". The resident or contractor is responsible for immediate disposal elsewhere.

24. SMOKING

RICHMOND HILL MUNICIPAL REGULATIONS WILL BE FOLLOWED

- (a) The common elements of the building are designated **smoke-free**.
- (b) Smoking is not allowed in garages (P1 and P2 areas) under the Richmond Hill Municipal Regulations.
- (c) Smoking is not allowed in elevators, stairwells and common areas.

25. STORAGE LOCKERS

- (a) Lockers are for personal storage within the owned enclosure. Items left on the outside or on top of the lockers will be disposed of at the discretion of the Corporation.
- (b) Bicycles must **not** be stored in these storage lockers.
- (c) Non residents may enter a Storage Locker area **ONLY** if accompanied by a resident.
- (d) Insurance of stored items in Storage Locker is the resident's responsibility.

26. MISCELLANEOUS OTHER RULES

- (a) **Obstruction:**
No articles, footwear, doormats or similar items may be placed in the corridors at individual doorways.
- (b) **Offensive Goods:**
Those offensive goods as described in Section 10, Articles (a) and (b) of the "Rules from By-Law No. 1" will be those judged to be offensive by Management Office or Board of Directors at their sole discretion.
- (c) **Resident Information Form:**
Each resident must complete and subsequently revise, when required, a "Resident Information Form" available from Management Office.
These forms are kept confidential in a locked filing cabinet and are necessary for the safety and security of the residents.

MISCELLANEOUS OTHER RULES CONTINUED *continued*

- (d) **Barbecues:**
The use of barbecues on balconies is prohibited.
- (e) **Sports:**
No cycling, skateboarding, in-line skating, etc. permitted on the common elements (underground parking areas, lobby, paved areas at the front of the building, ramps, etc.)
- (f) **Open House Realty:**
Real Estate brokers are not permitted to hold an "Open House". Vendors (sellers) should advise their agent of proper procedures to follow when selling their unit in this Building.
- (g) **Soliciting Residents:**
Soliciting is **not** permitted in the building and should be reported to Management Office/Superintendent.
- (h) **Balcony Apparatus:**
Satellite dishes, antennas, flags, wind chimes, etc. are not permitted on balconies or affixed to any part of the building.
- (i) **Landscaping and Lawns:**
Surrounding lawns are not to be used for outdoor activities or playground.
- (j) **Christmas Trees and Decorations:**
 - (i) Fresh Christmas trees are not permitted in the building.
 - (ii) Christmas decorations are not permitted on the balconies.

27. **FINES AND PENALTIES:**

- (i) The first violation of any rule that is subject to penalty, will occasion a courtesy letter describing the event and requesting immediate or future compliance.
- (ii) If the violation is repeated, or if the same offender commits an unrelated offense, a second letter will advise that further non-compliance will result in a \$100.00 fine.
- (iii) A third letter will impose the fine and advise that interest will be added monthly at an annual rate of 30% (similar to the provisions of By-Law Articles 11.04 and 11.07) until paid.
- (iv) If penalties/fines accumulate unpaid to the sum of \$500.00, a lien will be registered against the property title.

INFORMATION FOR SUPPLIERS AND CONTRACTORS (Providing Goods and Services) to Residents of Observatory II (Y.R.C.C.#616)

- (a) DELIVERIES** can only be made between the hours of **8:00 a.m. and 6:00 p.m.** – Monday to Saturday but **not permitted** on Sundays or Holidays. Items which require the use of wheeled dollies AND/OR all bulky articles such as Appliances, Furniture, Cabinets, Tools etc. must be delivered through the Moving Room and Service Elevator (both accessible at front of Building). **Absolutely** no materials are to be brought through the Front Lobby or P1 Parking area doors.
At no time are items to be placed/stored in hallways, building stairwells, etc.
- (b) MOVING ROOM & SERVICE ELEVATOR** should be booked by the Resident “in advance” through the Management Office.
Service Elevator Cab is protected with blankets and floor mats. The interior height is 2.57m.(8’5”). Countertops or lengths of baseboard longer than this length, may need to be manually carried up a stairwell.
- (c) CONTRACTORS** may only be employed in the Building between the hours of **8:00 a.m. and 6:00 p.m.** Monday through Saturday, but not permitted to be in the Building (other than emergency repairs) on Sundays and Holidays. All work must be done within the Resident’s Suite.
- (d) PARKING** is an area at the front of the Building designated for use by Tradesmen. Please do not leave vehicles unattended outside Moving Room.
- (e) NOISE IN SUITES**, repairs, hammering, drilling or other activities which create any noise or disturbance to other Residents, permitted **ONLY** between the hours of **9:00 a.m. to 5:00 p.m.**-Monday to Saturday.
- (f) MATERIALS** such as waste materials from renovations, painting, flooring, etc. to be **removed from site**, not dumped in Corporation’s bins.
- (g) OLD APPLIANCES/FURNITURE** must **not** be dumped in Corporation’s Disposal Room. Unless arranged by the Resident, the Suppliers **must** remove them from the Building together with all packing materials and crates.
- (h) HARDWOOD OR LAMINATED FLOORING:** Contractor/Supplier must include a high grade sound insulation product providing a FIIC rating of 60 or better. The Contractor/Supplier must provide a written confirmation to the owner, who will pass a copy of this letter to the Management Office.

Thank you for your full co-operation

PET DISCLOSURE FORM

This statement made this _____ day of _____ 200__

By _____ as Purchaser

of a suite in Y.R.C.C. No. 616, Observatory II, located at
33 Weldrick Rd. E.
Richmond Hill, Ontario
L4C 8W4

(a) I have no intention of keeping a pet in my suite.

or

(b) I intend keeping the following pet (s) in my suite.

(c) I further state that I am fully aware of all the rules governing
pets in the York Condominium Corporation No. 616 and in
particular accept those imposing financial responsibility.

Witness

Purchaser/Tenant

Witness

Purchaser/Tenant

SUITE LEASING COVENANT

1. For the required procedure in the event of leasing a unit in Observatory II, refer to Part 6 (Section 26) of the Declaration, as also set out in Section 3 of Y.R.C.C. No. 616 Rules and Regulations.
2. There is a minimum occupancy lease time of six months.
3. Non-resident Owners have the responsibility to:
 - (a) provide the tenant with a copy of the Declaration, By-Laws and Rules;
 - (b) register the tenant for identification and parking, and arrange move-in times with the Management Office;
 - (c) provide a "Moving in" certified cheque/money order deposit, which would be returned to tenant after Covenant is signed.
 - (d) provide the Management Office with an original of a Covenant, signed by the tenant, reading as follows:

To the Board of Directors and Residents of Y.R.C.C. No. 616

I acknowledge and agree that I, members of my household and my guests from time to time, will, in using the unit rented by me and the common elements comply with the Condominium Act, the Declaration, the By-Laws and all Rules and Regulations of the Condominium Corporation during the entire term of my tenancy, and will be subject to the same duties imposed by the above, as if I were a unit owner, except for the payment of common element expenses, unless otherwise provided by The Condominium Act.

4. A prime tenant may not sub-lease his/her rented suite.

TENANT _____
Name (print)

TENANT _____
Signature

Dated this _____ day of _____ 200__

NEW RESIDENT ACKNOWLEDGEMENT FORM

We fully understand our commitment to this community especially in the common areas and will abide by its Rules and Regulations as outlined fully in “Guide to Living at Observatory II”. Should we have any further questions, we will contact the Management Office or one of the New Resident Committee members.

As a resident (Owner or Tenant) of your community at Observatory 11, known as York Region Condominium Corporation No. 616 (Y.R.C.C. #616), we will meet with your New Resident Committee to review all the Rules and Regulations.

.....
Signature & Unit #

.....
Signature & Unit #

.....
Dated

.....
Dated

FIRE SAFETY PROCEDURES

FIRE SAFETY BEGINS WITH YOU:

Learn what to do if a fire happens in your building. This is the best way to protect yourself and those around you. This brochure contains general advice for residents of buildings that are three storeys high or more.

Every fire is different. 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, not fire. Here is what to do.

(a) IF THERE IS A FIRE IN YOUR SUITE:

- (i) Tell everyone in your Suite to leave.**
- (ii) Close all doors behind you.**
- (iii) Pull the fire alarm on your floor and yell fire.**
- (iv) Leave the building using the nearest stairway.**
- (v) Call the fire department when you are safe.**
- (vi) Meet the firefighters at the front entrance and tell them where the fire is.**

(b) WHEN YOU HEAR THE FIRE ALARM:

(To go or to stay.....the decision is yours)

Most of the time, the best thing to do in a fire is leave the building as soon as possible; but, in some cases you may not be able to leave and you may have to stay in your Suite. In either case you must act quickly. No matter what your decision, you must protect yourself from the smoke.

(c) IF YOU DECIDE TO LEAVE THE BUILDING:

- (i) Check the door to your Suite. If smoke is entering from around the door, do not open it.**

If there is no smoke, brace yourself and open the door a little.

If you see smoke or feel heat, close the door quickly and protect yourself.

If the corridor is clear, take your keys, lock your door and go to the nearest stairway.

DO NOT USE THE ELEVATOR

- (ii) Open the nearest stairway door carefully.**

If there is no smoke, use the stairway to leave the building.

If there is smoke, do not enter. Close the door. Go to another stairway and open the door carefully.

If there is no smoke here, use this stairway to leave the building.

If there is smoke, do not enter.

If there are other stairways, Try them. If there is not, return to your Suite and protect yourself from smoke.

(d) WHEN YOU ARE INSIDE THE STAIRWAY:

- (i) If you find smoke on your way down the stairs, leave the stairway as soon as you can. Use another stairway if it is clear of smoke.

If you cannot use any stairway, return to your Suite if you can, or go into any corridor and bang on suite doors until you find a place to take shelter.

Never go to the roof. Smoke usually rises to the top of the stairway. Doors opening onto the roof are locked and you could be trapped. Remember, wherever you are, if there is smoke, crawl low under it. The air is cleaner near the floor.

(e) IF YOU REMAIN IN YOUR SUITE:

- (i) You must protect yourself from smoke. Stay in your Suite until you are rescued or until you are told to leave. This may take a long time. Do not try to leave your Suite a long time after the alarm has sounded. The longer you wait, the more risk there is that heavy smoke will have spread into stairways and corridors. Your chances of survival are less.

Keep smoke from entering your Suite. Use duct tape to seal cracks around the door and place wet towels at the bottom of the door and seal vents or air ducts the same way.

If smoke enters your Suite:

Telephone the Fire Department, tell them where you are and then move to the balcony. Close the doors behind you.

If you don't have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels.

Open the window for fresh air.

Show your rescuers where you are by hanging a sheet from the window or balcony.

Keep low to the floor where the air is cleaner.

Listen for instructions from authorities.

REMEMBER, FIRE SAFETY BEGINS WITH YOU

Find out about fire safety in your building. For more information to help you survive a fire, ask your building Management or the Fire Department.

RESIDENTS WILL BE NOTIFIED BY THE SUPERINTENDENT IF IT IS A FALSE ALARM

IF YOU REQUIRE ASSISTANCE WHEN A FIRE OCCURS, YOU SHOULD ENSURE YOUR SAFETY BY REGISTERING WITH MANAGEMENT OFFICE UPON MOVING IN.

DO NOT PAGE THE SUPERINTENDENT AS HE IS DEALING WITH THE EMERGENCY AND CAN'T CALL YOU AT THIS TIME

